
EMPLOYEE HANDBOOK



OUR VISION

The Members of Southern California
Public Power Authority work together to
power sustainable communities.

MISSION STATEMENT

SCPPA serves its Members by creating
operational efficiencies and cost
savings through the joint procurement
and financing of projects, value-added
services, and providing collaborative
advocacy.

TABLE OF CONTENT

Introduction	6
General Employment Policies and Practices	7
Equal Employment Opportunity	7
Your Employment Relationship with SCPPA	7
Recruitment and Hiring.....	8
Employment Classifications.....	9
Exempt Employees.....	9
Non-Exempt Employees.....	9
Full-Time Employees.....	9
Part-Time Employees.....	9
Temporary Employees.....	9
Hours of Work.....	10
Flex Time.....	10
Rest Breaks	10
Meal Periods	11
Timekeeping Procedures	11
Immigration Law Applicable to all Employees	11
Telecommuting	12
Attendance and Punctuality	12
Dress Code and Public Image.....	13
Workspace	13
Office Equipment and SCPPA Records	13
Performance Reviews	14
Internet Access.....	14
Right to Monitor.....	14
Responsibilities and Obligations.....	15
Email	15
Confidentiality of Electronic Mail	16
Cybersecurity	16
Social Media.....	17
Collection of Information.....	17
Employee Privacy.....	18
Use of the Information Collected.....	18

TABLE OF CONTENT

Telephones.....	19
Smoking.....	20
Drug-Free Workplace.....	20
Substance Abuse.....	20
Safety and Accident Rules.....	21
Promotion and Transfers.....	22
Gift Policy.....	23
Benefits.....	25
Medical Insurance.....	26
Continuation of Health Coverage.....	26
Pension Plan.....	26
Deferred Compensation Plan.....	26
Health Care Flexible Spending Account (FSA).....	27
Dental Insurance.....	27
Vision Insurance.....	27
Short-Term Disability Plan.....	27
Long-Term Disability Plan.....	27
Life Insurance.....	28
Supplemental Life Insurance.....	28
Workers Compensation Insurance.....	28
Tuition Reimbursement.....	29
Compensation.....	30
Payroll Practices.....	30
Salary Deductions & Withholding.....	30
Direct Deposit.....	29
Holidays, Vacation & Other Leave.....	31
Holiday Pay.....	31
Universal Leave.....	31
UL Cash-Out	32
Accrued Universal Maximum.....	32
Bereavement.....	32
Military Service Leave.....	32
Family and Medical Leave.....	33
Break Time for Nursing Mothers.....	34

TABLE OF CONTENT

Appearance as a Witness.....	34
Voting Leaves.....	34
Jury Duty Leave.....	34
Travel Reimbursement.....	35
Discrimination Harassment & Bullying	36
Discrimination	37
Americans with Disability Act.....	38
Disabled Defined.....	38
Reasonable Accommodations.....	38
Workplace Harassment.....	39
Harassment	40
Sexual Harassment	43
Procedures for Reporting & Investigating Harassment	43
Bullying	44
Penalties for Violations	45
Dispute Resolution.....	46
Grievance Procedure.....	47
Miscellaneous.....	48
Leaving SCPPA	48
Acknowledgement of Receipt	49
Appendixes	50

INTRODUCTION

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices, and procedures currently in effect at Southern California Public Power Authority ("SCPPA").

The Handbook is designed to familiarize you with SCPPA policies, provide general guidelines on work rules, benefits, and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at SCPPA. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a policy or practice should be addressed to the Administrative Services Manager.

SCPPA reserves the right to modify any of our policies and procedures, including those covered in this Handbook at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

GENERAL EMPLOYMENT POLICIES AND PRACTICES

Equal Employment Opportunity

SCPPA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race and associated traits and hairstyles, religion, creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military status, veteran status or any other status protected under applicable federal, state or local laws. Our policy reflects and affirms 'SCPPA's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in the Discrimination, Harassment and Bullying section of this Handbook.

Your Employment Relationship with SCPPA

Like many public agencies, SCPPA generally does not offer individual employees a formal employment contract. Employment is at will meaning that you or SCPPA may end your employment at any time for any reason.

Accordingly, nothing in this Handbook is intended to create an employment agreement. It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook guarantees employment for any specific duration, nor does it obligate you to continue your employment for a specific period. The Handbook does not guarantee any prescribed process for termination of employment.

Recruitment and Hiring

SCPPA's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made based on job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply.



Employment Classifications

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. (a) be paid at least the federal minimum for exempt employees. These requirements are outlined in the FLSA Regulations.

Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA's overtime provisions.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 40 hours per week and are not hired on a temporary basis.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 40 hours per week and are not hired on a temporary basis.

Temporary-Employees

Temporary employees are non-exempt employee intended to work in limited duration on a specified work schedule. Temporary employees are scheduled to work only as needed. Their hours are not to exceed 960 hours in calendar year. They are paid only for actual time worked and are not subject to SCPPA sponsored benefits.

Hours of Work

SCPPA 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 am 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 SCPPA may need to change individual work schedules on either a short-term or long-term basis.

Flexible Hours

SCPPA offers flexible work arrangements to facilitate use of public transportation, accommodate employee needs (e.g., childcare), 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.

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. 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. If you work more than 12 hours you may not waive and should take your second unpaid, off-duty 30-minute meal period. Meal periods 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 workflow 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 discouraged from working "off the clock" during their meal period.

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 reasons. Non-exempt employees may not start work until their scheduled starting time without prior approval from the employee's supervisor.

Immigration Law Applicable to All Employees

SCPPA complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, SCPPA is required by law to terminate your employment.

Telecommuting

SCPPA currently offers employees the possibility of telecommuting. You may telecommute up to 1 day every other Friday with the approval of the Executive Director (see the policy index in Appendix 1).

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. SCPPA recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent unnecessary absences or tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of SCPPA.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. You can request and or submit your time off through BambooHR electronic software system. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, you must provide a number where your supervisor may reach you if needed.

You are expected to be at your workstation at the beginning of each business day. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager.

Dress Code and Public Image

As an employee of SCPPA, we expect you to present a clean and professional appearance when you represent us, whether you are in or out of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you always act in a professional manner and extend the highest courtesy to co-workers, visitors, Members and vendors.



The current SCPPA dress code is business casual. Please keep in mind, however, that SCPPA is a professional business office, where Members and others may visit. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate business casual attire. As always, please use common sense in your choice of business attire.

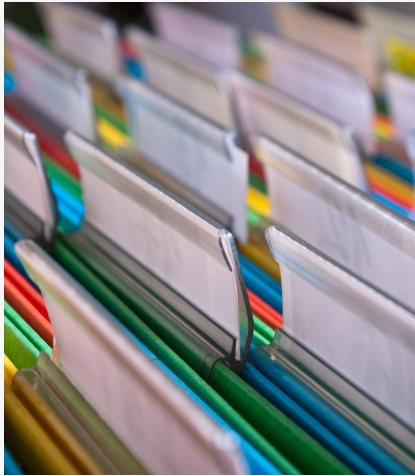
Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays SCPPA's overall dedication to providing quality service to its Members.



Office Equipment and SCPPA Records

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of SCPPA and cannot be removed from the office without prior approval from your supervisor. SCPPA expects that you will treat all equipment with care and report any malfunctions immediately. Likewise, it is expected that employees will maintain SCPPA records in proper order and will file items in the proper location on the network server and/or a hardcopy original in a filing cabinet.



Personnel Records

It is important that SCPPA maintain accurate personnel records. You are responsible for notifying your immediate supervisor or Administrative Services Manager of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying SCPPA of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

Performance Reviews

An employee's first performance review will take place after the first 6 months with SCPPA. Thereafter, performance reviews will normally be conducted every 6 months. All performance reviews will be completed in writing by your supervisor or manager on the form designated by SCPPA and reviewed during a conference with you. Compensation increases are given by SCPPA at its discretion in consideration of various factors, including your performance review (see the policy index in Appendix 1).

Internet Access

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted, but proper use and best online practices are required. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

Right to Monitor

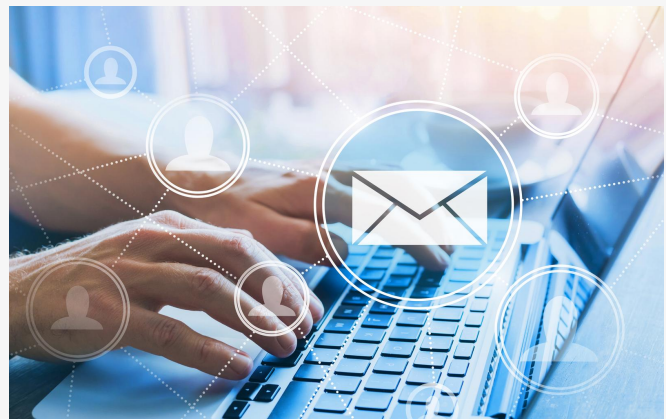
SCPPA's email and internet systems are always the property of SCPPA. By accessing the email and internet systems, whether with equipment provided by SCPPA or with other equipment, you acknowledge that SCPPA or its agents may from time to time monitor, log and gather statistics on employee email and internet activity and may examine all individual connections and communications. Please note that SCPPA uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages, employees should check their junk email folder periodically.

Responsibilities and Obligations

Employees may not access, download, or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence. You must respect and comply with copyright, trademark, and similar laws, and use such protected Information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of Information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within SCPPA.

Email

The email system is the property of SCPPA. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by SCPPA. You may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.



SCPPA email system is SCPPA property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using SCPPA hardware and software.

Electronic mail is like any other form of SCPPA communication and may not be used for harassment or other unlawful purposes. Your email account is a SCPPA provided privilege and is SCPPA property. Remember that when you send email from SCPPA domain, you represent SCPPA whether your message is business related or personal.

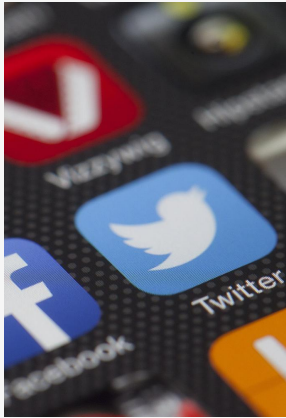
Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and SCPPA rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

Cybersecurity

The more we rely on technology to collect, store, and manage information, the more vulnerable we become to damage and breach SCPPA's security. Human errors, hacker attacks, and system malfunctions could cause great financial damage and may jeopardize SCPPA's reputation. The following are a number of security measures employees can take to help mitigate security risks to SCPPA and its Members.

- Protect personal and company devices – When employees use their digital devices to access SCPPA emails or accounts, they introduce security risks. Employees should keep both their personal and SCPPA-issued computers and cell phones secured, passwords protected, and antivirus software updated. Employees should always use secured and private Newtwork when logging into SCPPA accounts. Employees should never access SCPPA's internal system and accounts from other people's devices or lending their methods to others.
- Keep emails safe – Emails often host scams and malicious software (e.g., worms.) To avoid virus infection or data theft, employees should avoid opening attachments and clicking on links when content is suspicious. If an employee is not sure that an email they received is safe, they can refer it to our IT specialist.
- Manage passwords properly – Password leaks are dangerous since they can compromise our entire infrastructure. Not only should passwords be secure so they won't be easily hacked, but they should also remain secret.
- Additional measures – To reduce the likelihood of security breaches, employees should also turn off their screens and lock their devices when leaving their desks. Report stolen or damaged equipment as soon as possible to the Administrative Services Manager. Report a perceived threat or possible security weakness in company systems and refrain from downloading suspicious, unauthorized or illegal software on their company equipment.



Social Media

Employees will not be asked or required to:

- Disclose a username or password for the purpose of accessing personal social media;
- Access personal social media in the presence of the employer; or
- Divulge any personal social media

However, SCPPA may request that an employee divulge personal social media information reasonably believed to be relevant to an investigation or allegations of employee misconduct or employee violation of laws. The term social media is defined as an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet web site profiles or locations.

Collection of Information

We collect Personal Information from you solely for business purposes, including those related directly to your employment with SCPPA, and those required by governmental agencies.

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as income tax, retirement plan and other benefits, we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors.

Employee Privacy

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data ("Personal Information") which we collect from you is important to us. It is equally important that you understand how we handle this data. SCPPA will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- Human Resources Management. SCPPA collects, stores, analyzes, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- Business Processes and Management. Personal Information is used to run SCPPA business operations including, for example, scheduling work assignments, managing SCPPA assets, reporting and/or releasing public data (e.g., annual reports, etc.); and populating employee directories. Information may also be used to comply with government regulation.
- Safety and Security Management. SCPPA uses such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- Communication and Identification. SCPPA uses your Personal Information to identify you and to communicate with you.

Telephones

Access to SCPPA telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support SCPPA's mission and should comply with applicable rules and regulations.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times.

SCPPA telephone system is always the property of SCPPA. By accessing the telephone system through facilities provided by SCPPA, you acknowledge that SCPPA has the right to monitor its telephone system from time to time to ensure that employees are using the system for its intended purposes.

SCPPA prohibits the use of hand-held cellular devices while driving. Employees are strongly encouraged to use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving written text messages is expressly prohibited while operating any vehicle.

Smoking

In order to provide a safe and comfortable working environment for all employees, smoking and the use of electronic cigarettes are always strictly prohibited inside any SCPPA building.

Drug-Free Workplace

SCPPA takes the problem of drug and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees.

Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

Substance Abuse

SCPPA recognizes alcohol and drug abuse as potential health, safety, and security problems. SCPPA expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on SCPPA premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly always encourage you to behave responsibly and appropriately. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Your supervisor, designated manager, or the Administrative Services Manager may be able to assist you in finding help to address a substance abuse problem. The Administrative Services Manager can also help you determine whether coverage is available under SCPPA's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by SCPPA.

Safety and Accident Rules

Safety is a joint venture at SCPPA. We strive to provide a clean, hazard-free, healthy, safe environment in which to work, and we make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of SCPPA, and you are expected to take an active part in maintaining this hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor. In addition, if you become ill or get injured while at work, you must notify your manager immediately. Failure to do so may result in a loss of benefits under the state 'workers' compensation law.

Promotions and Transfers

To match you with the job for which you are most suited and/or to meet the business and operational needs of SCPPA, you may be transferred from your current job. This may be either at your request or as a result of a decision by SCPPA.

Reasons for transfer may include, but are not necessarily limited to, fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons. Temporary transfers may be made at the discretion of SCPPA management.

Most job openings that are intended to be filled from within SCPPA will be posted on SCPPA's website. The management of SCPPA does reserve the right, however, to transfer or promote an employee without posting the availability of that position.

An employee is eligible to request a transfer and to be considered for a promotion upon a job opening. However, a transfer may not take place within the first six (6) months of employment if the management of SCPPA believes that it is in the best interest of SCPPA. Your eligibility is also dependent, of course, on your having the needed skills, education, experience, and other qualifications that are required for the job.

Gift Policy

Statement of Economic Interest (Form 700)



Business entertainment and small business gifts can build goodwill and are a part of normal relationships with our business partners. However, gifts can also create a perception of conflict of interest that can undermine the integrity of our business relationships and could be subject to potential abuse. SCPPA requires that all employees demonstrate the 'organization's commitment to treating all people and organizations, with whom we come into contact or conduct business with, impartially. Our employees will demonstrate the highest standards of ethics and conduct in all matters when dealing with

- Project developers, their employees, agents, and associates
- All vendors and suppliers, both existing and potential Consultants, outside attorneys, and other professional services providers
- Any other individual or organization with whom they come into contact for SCPPA business

Employees may not engage in any outside employment or business transactions or have a financial or personal interest which is not compatible with their SCPPA duties or which might impair independence, judgment, or action necessary to pursue SCPPA's best interests.



Prohibition on Accepting Gifts

Except as indicated below, no gift of any kind offered by persons or firms currently or prospectively doing business with SCPPA may be accepted by any employee, at any time, on or off the work premises.

The FPPC defines a gift as anything of value for which you have not provided equal or greater consideration to the donor. This means ANY item including tickets to entertainment venues and sporting events, meals, and product discounts.

Gift Policy Exceptions

Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other promotional items that employees may obtain at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event. This includes private events such as dinners and entertainments, associated with conference or event sponsors.

Actions for Gift Receipt

If an employee or department receives a gift:

- Gifts should be returned to the vendor with a note explaining SCPPA's Gift Policy.
- Plants or flowers will be displayed in the lobby, or at a central location where all employees may enjoy their presence.
- Gifts of food that may arrive during the holidays, and at other times of the year when gift-giving is traditional, belong to the entire staff even if addressed to a single employee.



Employee Benefits

General

This section describes the benefits provided by SCPPA and information on your eligibility for benefits. SCPPA's Employee Benefits are established and modified by the SCPPA Board of Directors (Board). The Board retains full discretion to review, revise, repeal or make changes to employee benefits to the fullest extent permitted by law.

Details regarding each benefit is further described in the formal Summary Plan Descriptions (SPD), found in policy index in Appendix 1 of this Handbook

Medical Insurance

SCPPA offers medical insurance to all eligible employees. SCPPA offers medical coverage for eligible employees and their eligible dependents. The SPD contains more details. The plan(s) is subject to change at the SCPPA Board's discretion.

Continuation of Health Coverage

Federal and state law generally requires employers to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as voluntary or some types of involuntary job loss, reduction in hours worked, death, divorce, and other life events. Employees ordinarily may continue their health coverage for up to 36 months when their employment is terminated.

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 and are exempt from income taxes (but are subject Medicare taxes).

Generally, an employee's contributions and benefit levels under PERS depend on whether the employee is a Classic Member or New Member. Generally, a Classic Member is an employee who has been continuously enrolled in the PERS system since before January 1, 2013. A New Member is an employee whose enrollment in PERS began after January 1, 2013.

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 will match employee contributions at an amount approved by the SCPPA Board as part of the annual budgeting process.

Health Care Flexible Spending Account (FSA)

SCPPA offers a health care Flexible Spending Account (FSA) that eligible employees can use to pay for certain out-of-pocket health care costs. Please refer to the health care FSA SPD for an explanation of benefits and limitations

Dental Insurance

SCPPA offers a dental plan for eligible employees. Please refer to the dental SPD for an explanation of the plan benefits and limitations.

Vision Insurance

SCPPA offers a vision plan for eligible employees. Please refer to the vision SPD for an explanation of the plan benefits and limitations.

Short-Term Disability Plan (STD)

A short-term disability plan is provided for eligible employees in lieu of the California State Disability Insurance (SDI) program, which is a partial wage-replacement insurance plan for California workers. Workers covered by STD are covered by two programs:

- The Disability Insurance Program, which provides short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, or due to pregnancy or childbirth.
- The Paid Family Leave Program, which provides benefits for workers who suffer a loss of wages when they need to take time off from work to care for a seriously ill child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, or registered domestic partner, or to bond with a new child.

Long-Term Disability Plan (LTD)

Long-term disability coverage is a voluntary benefit that may be made available to employees. This benefit would pay a portion of your regular salary for an extended period. LTD is employee specific. Please refer to the LTD Summary Plan Description for an explanation of the plan benefits and limitations.

Detailed information on Short-Term and Long-Term Disability and forms can be found on BambooHR and Building Blocks websites (see Summary Plan Description)

Life Insurance

Eligible employees are automatically enrolled in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. SCPPA pays the premium for this program. The face value of this benefit is equal to one time the 'employee's annual salary. For details, please refer to the plan in the SPD.

Supplemental Life Insurance

Eligible employees may purchase supplemental life insurance for themselves at group rates. Supplemental life insurance is a voluntary benefit and is employee specific. Enrollees should refer to the plan SPD for eligibility requirements, plan limitations, and additional Information.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by 'workers' compensation insurance, provided by SCPPA and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to the Administrative Services Manager. This ensures that SCPPA can help you obtain appropriate medical treatment.

Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding 'workers' compensation insurance should be directed to the Administrative Services Manager.

Tuition Reimbursement

This policy applies to all full-time employees who have worked continuously for at least 12 months prior to the date of application. SCPPA will reimburse an employee up to an amount set by the Board toward the cost of tuition and books for a graduate or undergraduate class relevant to his or her job responsibilities under the following conditions:

- Pre-approval prior to enrollment is required each quarter or semester from the employee's immediate supervisor, designated manager, or the Administrative Services Manager for benefits to be paid.
- Employees are required to prepay the tuition and book fees subject to reimbursement. Upon successful completion of the course(s), receipts and grades must be submitted to the employee's immediate supervisor, designated manager, or the Administrative Services Manager within a reasonable period after the class has ended.
- Employees must pass undergraduate and graduate course work with a grade of Successful completion or better. Failure to do so will result in reimbursement being denied.
- Only full semester courses offered through a degree-granting institution that is accredited will be considered for tuition reimbursement.
- Classes may not interfere with an employee's job responsibilities/duties and must be arranged around work schedules.
- An employee who quits or is terminated from employment before completing a class will not be eligible for reimbursement benefits.
- The completion of a course of study does not obligate SCPPA to reward such completion by promotion, transfer, reassignment and/or salary increase.

COMPENSATION

Heartland



Payroll Practices

Employees are paid bi-weekly, every other Friday. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions and Withholding

SCPPA will withhold the following from your paycheck:

Taxes: Federal, state, and local taxes, as required by law and Medicare. SCPPA employees are exempt from Social Security and therefore there is no withholding for Social Security taxes.

Direct Deposit

You may have your paycheck deposited directly into your bank account. You will be given the authorization form for deposit by your immediate supervisor, designated manager, or the Administrative Services Manager.



HOLIDAY'S, VACATIONS AND OTHER LEAVE

Holiday Pay

Full-time employees are entitled to the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day and 1 Floating Holiday.

Universal Leave (UL)

Rather than allocating employees separate amounts of time off for sick, vacation, and personal days, SCPPA provides UL to give employees greater flexibility to meet their personal needs. Employees will accrue UL days each year to use however they want, up to a certain amount each year, please refer to the SCPPA SPD for further details on accruals. Since UL time includes sick time, it is recommended that all employees keep at least 63 hours (7 days) for sick time per year. We should all respect other employees right to a healthy work environment and stay home when we are sick. Please note that this policy does not replace SCPPA's holiday schedule. Employees will continue to have designated paid holidays each year in accordance with this section.

UL Cash-Out

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 400 hours following the cash-out and the employee must also have used at least 80 hours of Universal Leave in the last twelve (12) consecutive calendar months.

Accrued Universal Leave Maximum

Accrued UL will carry over from one year to the next. However, your total accrual may not exceed 1000 hours. Once the cap is reached, an employee will not be able to accumulate any more UL until some of the UL is used and drops below the cap. After UL goes below the cap, employees can begin accruing again.

Bereavement Leave

Employees will receive up to 3 days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parents-in-law, brothers or sisters, and brothers-in-law or sisters-in-law, grandparents, aunts and uncles. You are allowed 1 day of paid leave in the event of the death of an extended family member. Extended family includes more distant relatives.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, state militia and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Service members must provide advance written or verbal notice to SCPPA for all military duty, unless giving notice is impossible, unreasonable, or precluded by military necessity.

Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may use UL time off while performing military duty.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) combine to allow certain employees to take up to 12 weeks of unpaid leave in a 12-month period for the serious health condition of the employee, serious health condition of a family member, childbirth, adoption or foster care placement. An employee who assumes the role of caring for a child is also entitled to receive certain parental rights to family leave, regardless of the legal or biological relationship. Day-to-day care or financial support may establish a parental relationship when the employee intends to assume the responsibilities of a parent regarding a child. Please contact the Administrative Services Manager for assistance in completing the appropriate forms for the leave. Any paid leave that you have accrued may be counted as part of your family or medical leave.

To take family or medical leave, you must provide SCPPA with appropriate notice. If you know in advance that you will need family or medical leave, you must notify the Administrative Services Manager at least 30 days in advance. If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next work day). When you need family or medical leave unexpectedly (for example, if a family member is injured in an accident), you must inform the Administrative Services Manager as soon as you can.

Break Time for Nursing Mothers

The federal Fair Labor Standards Act (FLSA) allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one (1) year after the birth of a child. SCPPA will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

Appearance as a Witness

An employee called to appear as a witness will be permitted time off to appear before the court. Employees will be permitted to use UL time off when appearing as a witness. An employee who is served with a subpoena to testify in a matter related to his or her employment shall provide a copy of the subpoena to the Legal Department.

Voting Leave

SCPPA encourages all employees to vote. Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. SCPPA, therefore, requests that employees schedule their voting for before or after their work shifts. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary. You will be provided as much time as you need to vote in a statewide election if you do not have sufficient time outside of working hours as UL or unpaid time off

Jury Duty Leave

SCPPA encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on leave with pay and entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status. All fees paid to employees as part of serving on a Jury must be remitted to SCPPA.

TRAVEL REIMBURSEMENTS RULES & PROCEDURES



It is the policy of SCPPA to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. All employees are required to adhere to SCPPA's travel policy to ensure the approved allowances for meals, hotels, and other travel-related expenses.

TASK

START DATE

END DATE

DISCRIMINATION HARASSMENT & BULLYING

Employment Decision

SCPPA is an equal opportunity employer and makes all employment decisions without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military status, veteran status, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state, and local laws related to discrimination and will not tolerate the interference with the ability of any of SCPPA's employees to perform their job duties.

Discrimination

SCPPA prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves requesting or approved for leave under the federal Family and Medical Leave Act or the California Family Rights Act, domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, SCPPA prohibits retaliation against a person who engages in activities protected under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that SCPPA has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy.



Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) and California law prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. The laws do not alter SCPPA's right to hire the best-qualified applicant, but they do prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of SCPPA policy, SCPPA prohibits discrimination, harassment and retaliation of any kind against people with disabilities, and follows all applicable laws.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment, disorder, or condition that substantially limits one or more major life activities; (2) has a record or past history of such an impairment, disorder or condition; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment, disorder or condition. A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. Qualified applicants or employees who are disabled should request reasonable accommodation from SCPPA in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor, designated manager or the Administration Department. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations, or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms, and it will vary from one employee to another. Please note that according to the ADA and California law, SCPPA does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, SCPPA does not have to provide an accommodation if doing so would cause undue hardship to SCPPA.

Workplace Harassment & Violence

SCPPA is committed to providing a professional work environment free from discrimination, violence, and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. SCPPA is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain an anti-discrimination, anti-violence and anti-harassment policies designed to encourage professional and respectful behavior. Workplace violence presents a serious occupational safety hazard to our organization, staff, and Members.



Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment. Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as Members and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

Harassment

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical conduct in an unwelcome manner, etc.).

Sexual Harassment

As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment ("this for that")
 - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.
2. Hostile Work Environment Sexual Harassment: Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene, or vulgar gestures or making sexual gestures.
 - Impeding or blocking movement, unwelcome touching or assaulting others. Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation: As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting, or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy includes but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

SCPPA recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or religious belief or practice, the employee should discuss the matter with their supervisor or the Administrative Services Manager.

Supervisors' Responsibilities: All managers are responsible for the application and communication of this policy within their work areas. Managers should:

1. Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.
2. Make sure the Administrative Services Manager is made aware of any inappropriate behavior in the workplace.
3. Create a work environment where sexual and other harassment is not permitted.

Procedures for Reporting and Investigating Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor, or Member, should promptly notify their immediate supervisor, designated manager, or the Administrative Services Manager. If the 'employee's immediate supervisor is involved in the incident, the employee should report the incident to the Executive Director. SCPPA takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by SCPPA.

SCPPA prohibits retaliation against any employee who files or pursues a harassment claim. To the extent possible, all complaints and related information will remain confidential, except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged harasser will be informed of the determination. Where appropriate, the harasser and the victim may be offered mediation or counseling through an employee assistance program (EAP).

Bullying

Bullying is harmful to the employees resulting in reduced productivity, efficiency and morale, and increased absenteeism and turnover. In providing a productive working environment, SCPPA believes that its employees should be able to enjoy a workplace free from all forms of bullying conduct. It is against the policy of SCPPA for any employee, whether a manager, supervisor, or co-worker, to bully another employee. This policy applies to all SCPPA activities and events, as well as publicly accessible off-duty activities including social media.

Prohibited bullying occurs whenever there is severe, repeated mistreatment that targets one or more persons which, through verbal abuse, offensive conduct, or interference, that creates an intimidating, hostile, or offensive working environment; interferes with a 'person's work performance; or otherwise adversely affects a 'person's employment opportunities with SCPPA.

- Bullying conduct could include, repeated and aggressive: Teasing, name-calling, slandering, ridiculing, maligning, a person, or his/her family
- Screaming, shouting, yelling, or swearing at another in public or private
- Persistent phone calls, voicemails, emails, or postings to or about another person
- Unreasonable public criticism, reprimands, or trivializing of another's work
- Excluding others from meetings or social situations, or giving the silent treatment
- Destructive gossip, rumors, or innuendo
- Physical pushing, shoving, throwing things Non-verbal threatening gestures or glances, staring or glaring
- Intentional interference with another's work, for example, through impossible deadlines, supplying insufficient or incorrect resources or Information.

Penalties for Violations

SCPPA is committed to creating an environment where employees are treated with dignity and respect. We are dedicated to maintaining a healthy and safe workplace that is free of discrimination of all types. Violation or abuses of the above-mentioned policies may result in disciplinary action up to and including termination of employment.

DISPUTE RESOLUTION



In a perfect world, every employment relationship would be smooth and harmonious. However, there are, unfortunately, times when employees and employers disagree. These disagreements often arise in the context of involuntary employment termination, but there may be disagreements regarding the right to a promotion, expense reimbursement, or on other matters. As a rule, disciplinary action is not grievable but other employee complaints about employment decisions affecting them are.

Grievance Procedure

Preliminary Step

Employee must first address your grievance with their immediate supervisor. This may be done orally in informal discussion. If informal attempts to resolve the matter are not successful, employee may implement the formal grievance process.

Step 1

Submit the grievance in writing to immediate supervisor. Grievances must be submitted within thirty (30) calendar days following the date of the matter giving rise to the grievance.

Supervisor must respond in writing within ten (10) calendar days following receipt of grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then proceed to Step 2.

Step 2

Within ten calendar (10) days following completion of Step 1, present grievance to the Executive Director. The Executive Director will then undertake an investigation of grievance and the underlying facts. Within 15 calendar days following receipt of the grievance the Executive Director will meet with employee in person to discuss grievance. At his or her discretion, the Executive Director may designate a Director (other than the Director of your Department) to meet and investigate the grievance and present a written recommendation to the Executive Director, which the Executive Director may reject, accept or modify.

The Executive Director will then provide a written response to the grievance and an offer to meet and discuss matter no later than 30 calendar days following the date of submitted grievance.

The decision of the Executive Director is final.



Miscellaneous

Leaving SCPPA

If you wish to resign your employment with SCPPA, we request that you notify your manager of your anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written note or letter.

You will be paid for accrued but unused time off as part of your last paycheck.

SCPPA asks all employees to participate in an exit interview with their immediate supervisor prior to leaving SCPPA. This provides an opportunity to return keys, other property that belongs to SCPPA, and to tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave SCPPA in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, SCPPA may consider you to be a new employee with respect to time off, benefits, and seniority.

APPENDIX 1

The following are a list of all SCPPA policies. Updated policies can be found on:
Laserfiche_SCPPA\Administration\Policies, Procedures, & Forms\Employee

SCPPA_Cell Phone Policy

SCPPA_Credit Card Policy

SCPPA_Summary_Plan_Description - Example attached

SCPPA_Performance Appraisal and Development Policy Plan

SCPPA_Professional Licenses Policy

SCPPA_Travel Policy

SCPPA_Telecommuting Program

ACKNOWLEDGEMENT OF RECEIPT OF SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Southern California Public Power Authority (SCPPA) Employee Handbook (Handbook). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of SCPPA.

I also understand that the purpose of this Handbook is to inform me of 'SCPPA's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any SCPPA employee, nor is it intended to create contractual obligations of any kind. I understand that SCPPA has the right to change any provision of this Handbook at any time without prior notice, to the extent permitted by law.

SIGNATURE

DATE

FULL NAME (please print)

PLEASE SIGN AND DATE ONE COPY OF THIS ACKNOWLEDGEMENT AND RETURN IT TO THE PERSONNEL DEPARTMENT. RETAIN A SECOND COPY FOR YOUR REFERENCE.

Retirement

SCPPA employees are covered by the California Public Employees' Retirement System (PERS).

Classic Members (Hired before 1/1/2013) **2.5% @ 55** formula. The benefit for SCPPA service is calculated using the employee's highest 12 consecutive months of pensionable compensation. Classic Members pay employee contributions toward their PERS benefit equal to **8.0%** of the employee's pensionable compensation.

PEPRA Members (Hired after 1/1/2013) **2% @ 62** formula. The benefit for SCPPA service is calculated using the highest 36 consecutive months of pensionable compensation. PEPRA Members pay employee contributions toward their PERS benefit at a percentage of the employee's pensionable compensation with an annual cap established and adjusted by the PERS.

- **FY 20-21 Contribution = 7.25%**
- **2020 Annual cap = \$151,549**

SCPPA does not participate in Social Security, except for the mandatory Medicare Program.

CalPERS Contact Information

Phone: (888) CalPERS (888-225-7377)
Website: my.calpers.ca.gov

Summary Plan Descriptions 2020



Glendora Office

1160 Nicole Court
Glendora, CA 91740
(626) 793-9364

Sacramento Office

915 L St., Suite 1410
Sacramento, CA 95814
(916) 440-0870

Resources:

Building Blocks:

www.scppa.ease.com

BambooHR: Vacation Request & Approvals

www.scppa.bamboohr.com/login

Heartland: Payroll

www.heartlandpayroll.com

Flexible Spending Account

SCPPA offers Flexible Spending Accounts which allows employees to set aside pre-tax dollars to pay for eligible health insurance premiums, healthcare expenses and/or childcare.

Basics Pacific

FSA Health Care Plan # **FDTS85**

FSA Dependent Care Plan# **DJ3FX4**

Phone: 800-574-5448

Website: basiconline.com

Deferred Compensation

SCPPA offers a 457 deferred compensation program through ICMA and Mass Mutual. Each employee may defer up to the maximum allowed by the IRS.

SCPPA will match employee contributions up to **\$75 per month**. Contribution amounts are approved by the SCPPA Board as part of the annual budgeting process.

ICMA - Plan #307468

Phone: 800-326-7272 / 866-266-7307

Website: www.ICMARC.org

Mass Mutual - Plan #107844

Phone: 800-637-6444

Website: www.massmutual.com

Group Life Insurance

Basic **#LRS 6422**

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. Coverage under SCPPA's life and AD&D group insurance policy is subject to certain age reductions set forth in the provider's policy.

Group Disability

Short Term**#LRS-6451**/Long Term **#LRS 6564**

SCPPA's disability insurance program is integrated, eliminating overlapping coverage and providing a seamless transition from short- to long-term disability. SCPPA's disability insurance program is designed such that benefits paid to employees are not subject to income taxes.

Reliance Standard Group

Phone: 800-351-7500

Website: www.Reliancestandard.com

Education Reimbursement

Eligible Employees will be reimbursed after completion of the course with a letter grade of "C" or numerical grade of 2.0, or better, for costs of tuition and books for pre-approved courses of study at the rate equal to 75%, up to a maximum of **\$3,500 per year**.

Medical

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 Health Maintenance Organization (HMO), Preferred Provider Organization (PPO), and traditional insurance plans

An employee may elect not to participate in (opt-out of) the SCPPA sponsored PERS Health Benefits Program. An employee who opts-out of health insurance coverage is eligible for a health plan allowance

Effective January 1, 2020

	Glendora	Sacramento
Employee	\$608.74	\$757.30
Plus 1	\$1,150.81	\$1,447.93
Family	\$1,542.03	\$1,928.28

Opt-Out allowance is **\$300 per month**

CalPERS

Phone: (888) CalPERS (888-225-7377)

Website: my.calpers.ca.gov

Dental and Vision Insurance

SCPPA provides a group dental and vision plan (Plan) open to all employees and their families. All employees are required to enroll in the Plan regardless of whether they elect to enroll family members. SCPPA will cover up to the cost of the Employee plus Family monthly premium if the employee elects to enroll in the family plan

Delta Dental - Group #88418

Phone: 800-765-6003

Website: www.deltadentalins.com

VSP - Group #30080768

Phone: 800-877-7195

Website: www.vsp.com

Universal Leave

Employees accrue Universal Leave hours based on the employees' years of service approved by the SCPPA Board, as set forth in the following table:

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

Holidays

There are 12 paid holidays per years