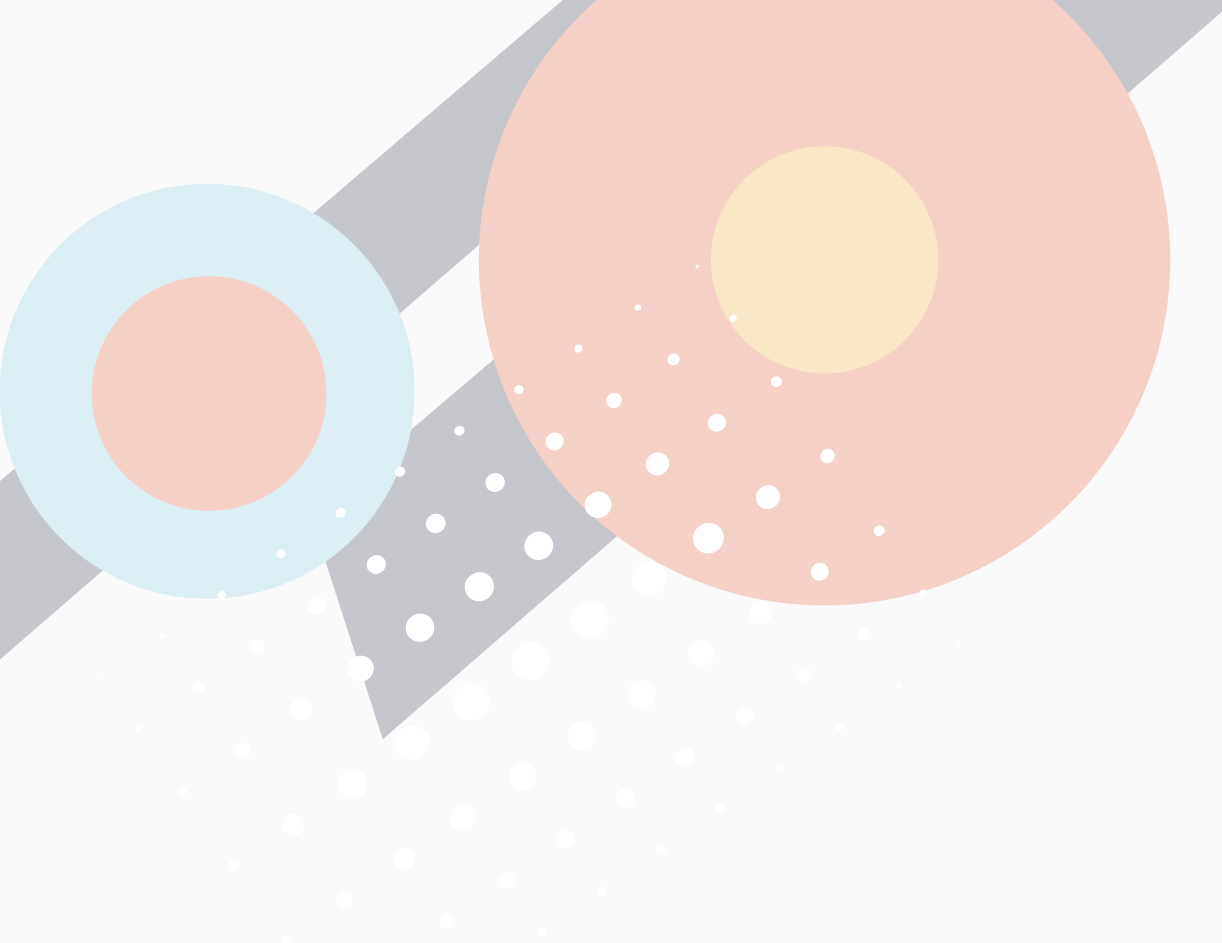


**Southern California  
Public Power Authority**



**SCPPA**

**EMPLOYEE  
HANDBOOK**



# **VISION**

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

# **MISSION**

SCPPA supports the goals and strategies of its Members through the joint procurement and financing of projects, value-added services, and providing collaborative advocacy.



# **WHO WE ARE**

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Southern California Public Power Authority (SCPPA) is a joint powers authority, created in 1980, for the purpose of providing joint financing, construction, and operation of transmission and generation projects. comprised of 11 municipal utilities and one irrigation district, SCPPA's members serve more than 5 million Southern Californians across a combined service area covering 7,000 square miles.

# **WHAT WE DO**

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SCPPA Members are leading the charge for new energy solutions. each publicly-owned utility invests in a portfolio of traditional and renewable energy generation and efficiency projects to best meet the unique needs of the diverse communities they serve. matching the reliability of traditional energy supplies with cost-competitive renewable options, public utilities ensure that even the most disadvantaged communities receive clean energy supplies at affordable rates.

# SCPPA

# **VALUE STATEMENT**

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SCPPA will add value by ....

- Being a credible and respected source of knowledge for our Members and the communities they serve.
- Acting with integrity, honesty, and fairness.
- Being nimble and responsive to the needs of our Members.
- Practicing fiscal responsibility and seeking cost-effective solutions.
- Being accountable and transparent, understanding diverse voices, and being inclusive with our Members, Member communities, and our employees.
- Planning for a sustainable future for public utilities through innovation and collaboration.

# SCPPA STRATEGIC PRIORITIES

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## DECARBONIZATION

Champion decarbonization efforts for Member communities through collective projects, programs, and services to meet sustainability goals while maintaining reliability, low costs, and local control.



## EMERGING ISSUES

Help Members thrive and excel for the long term by exploring technological and operational solutions to emerging industry challenges and opportunities.



## COLLABORATION

Foster collaboration and professionalism for SCPPA and its Working Groups to maximize the value of SCPPA to its Members and the communities they serve.



## ASSETS

Be trustworthy stewards of public funds through the responsible administration of financial and physical assets and obligations.



## ADVOCACY

Emphasize the unique needs of Member communities by facilitating proactive advocacy.

# INTRODUCTION

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This Employee Handbook ("Handbook") summarizes key personnel policies, practices, and procedures currently in effect at Southern California Public Power Authority ("SCPPA").<sup>1</sup>



The Handbook is designed to familiarize you with current SCPPA policies and practices, 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.

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.

Except for the policy of at-will employment and policies required by law, 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.

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<sup>1</sup> For SCPPA Interns, please refer to the SCPPA Intern Policy.

# 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 (including religious dress and grooming practices), creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age (40 years and above), 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. As openings occur, notices containing general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply.

## **Introductory Period**

Unless otherwise determined by the Executive Director and communicated to you upon hire, all new employees serve on an introductory basis for the first 180 days of employment. During this period, employees will have the opportunity to learn about the position. SCPPA will also use this period to determine whether or not the employee is able to meet its expectations. Introductory periods may be extended for legitimate business reasons or because of approved absences taken by the employee during the introductory period. During the introductory period, and during the entire course of your employment, you will be an at-will employee.

## **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.

## **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 (FLSA Regulations). These requirements are outlined in the FLSA Regulations.

### **Non-Exempt Employees**

Non-Exempt employees are those that are not exempt from the FLSA's overtime provisions. These may include salaried employees who earn not more than the federal minimum for exempt employees established by the U.S. Department of Labor and/or who do not perform administrative, professional, or executive duties (as defined by the FLSA Regulations) and many hourly employees.



### **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 employees intended to work for 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, SCPPA may change individual work schedules on either a short-term or long-term basis.

## **Alternate Work Schedules**

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 workday and completes eighty hours of work in two (2) consecutive weeks; and additionally, for non-exempt employees, such alternative work schedule must not cause the non-exempt employee's workweek to exceed 40 hours. Any such flexible schedule shall be discussed with and approved by the Executive Director of SCPPA.

## **Remote Work**

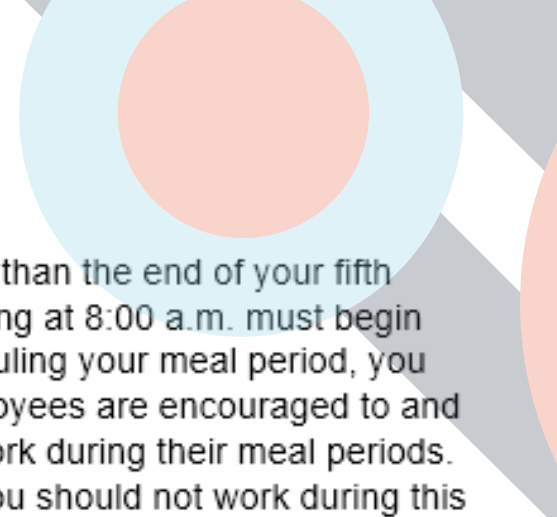
Where the Executive Director determines that it is feasible, given SCPPA's operational needs and the duties of a position, SCPPA currently offers employees the possibility of working remotely as provided in SCPPA's Remote Work Program. (See the policy and procedure index in Appendix 1). Notwithstanding the Remote Work Program, remote work may not be available for certain employment classifications where the Executive Director determines that remote work is not practical given the duties of the position or SCPPA's operational needs.

## **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. For non-exempt employees, such waiver shall be 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 by a non-exempt employee 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.

## **Overtime**

Non-exempt employees may be required to work overtime. Non-exempt employees are paid overtime for all hours worked over 40 hours in a workweek. For non-exempt employees, the work week starts at 7:00 a.m. Monday through 12:00 p.m. on the working Fridays, and the following work week starts at 1:00 p.m. on the working Friday and ends at 5:00 p.m. on the following Thursday. In order to work overtime, you must obtain prior advance approval from your supervisor. Working overtime without permission may result in discipline, up to and including termination of employment.

## **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.

## **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 your supervisor.

### **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.

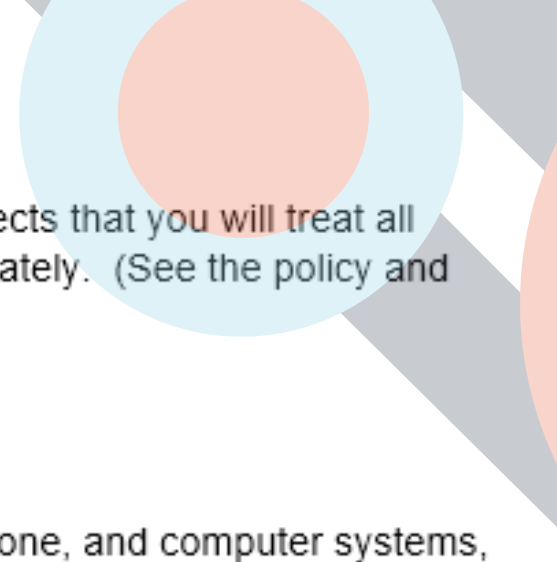
The current SCPPA dress code is business casual. Please keep in mind, however, that SCPPA is a professional business office, where Members and others may visit. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing, and tee shirts with inappropriate verbiage or pictures 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**

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, cell phone, personal computer, laptop, printer, telephone, and access to our central computers and servers. This equipment is the property of SCPPA, and other than SCPPA-provided laptops and cell phones, 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. (See the policy and procedure index in Appendix 1).

### **Email, Voicemail, Telephone, and Computer Use**

Employees are expected to use e-mail, voicemail, telephone, and computer systems, including software, hardware, communications platforms, and the internet for company business and not for personal use. Incidental and occasional personal use of SCPPA's e-mail, voicemail, telephone, and the internet is permitted, but proper and best practices are required. The privilege must not be abused and must not affect the employee's performance of employment-related activities.

Employees may not use SCPPA's e-mail, voicemail, telephone, and computer systems, software, hardware, communications platforms, and internet access for any unlawful purposes, or in any manner that may be disruptive or offend others, including but not limited to the transmission, receipt, accessing, downloading, or viewing of material that is illegal, or sexually explicit messages, cartoons, images, sounds, ethnic or racial slurs, or anything that may be construed as unlawful harassment or disparagement of others or incitement to violence. Any inappropriate use may result in disciplinary action, up to and including termination.

#### *Right to Monitor*

SCPPA's email, voicemail, telephone, computer, and internet systems, including all software, hardware, and communications platforms, are always the property of SCPPA. By accessing such 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 activity and may examine all individual connections and communications. Your emails and other communications, as well as information regarding your access and use of SCPPA systems and equipment may be monitored. System monitoring is done for your protection and for the protection of the rights or property of the provider of these services. Such systems and equipment may also be monitored to ensure that such systems and equipment are being used for their intended purposes. Please consider this when conducting personal business using SCPPA systems and equipment.

#### *Employee Responsibilities and Obligations*

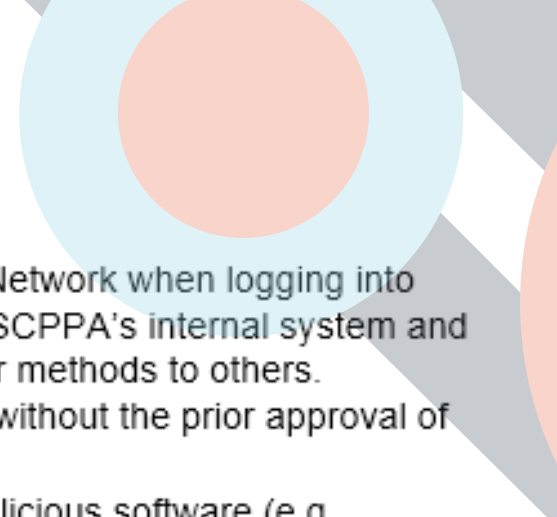
Employees are expected to adhere to the following requirements:

- Employees may not access, download, or distribution 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.
- Your email account and access to SCPPA communications platforms are a SCPPA provided privilege and SCPPA property. Remember that when you send communications from SCPPA's domain, or utilizing SCPPA's communications platforms, your message may be perceived as representing SCPPA whether your message is business related or personal.
- 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.
- State law prohibits the use of hand-held cellular devices while driving. Employees are required 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.

## Cybersecurity

The more rely on technology to collect, store, and manage information, the more vulnerable we become to damage and breach of 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.

- Participate in trainings – from time to time, SCPPA provides training to its employees regarding cybersecurity and related matters. Employees must participate in these trainings as required.
- 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 Network 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. Software must not be downloaded from the Internet without the prior approval of qualified persons within SCPPA.

- 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. 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.
- 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 the company equipment.

## **SCPPA Records and Confidentiality**

### Document Retention and Destruction

Employees must maintain SCPPA records in proper order and file items in the proper location, in accordance with SCPPA's Document Retention and Destruction Policy. SCPPA records may not be destroyed except as provided in the Document Retention and Destruction Policy.

### Public Records

As a California public agency, SCPPA is required to comply with the California Public Records Act. Within 10 days of a request for records, SCPPA has an obligation to respond or seek an extension of time to respond. A request for public records can be made verbally or in writing. Whenever you receive a request for SCPPA records, please notify SCPPA's Legal department immediately so that SCPPA's Legal Department can evaluate the request and work with you to provide a timely response.

## Confidential Business Information and Trade Secrets

As part of your employment, you may have access to trade secrets or confidential information of SCPPA, its Members, or actual or potential companies working or collaborating with SCPPA. Such information may include financial information, vendor or customer lists, utility data, preferences, business plans, vendor information, proposals, critical infrastructure information, attorney-client privileged communications, and other confidential or proprietary information. All employees with access to confidential or trade secret information must keep all such information confidential. The requirement to keep all such information confidential continues even after the employee is no longer working for SCPPA. Violation of this policy may subject the employee to discipline, up to and including termination. In case of any question regarding the confidentiality of records or information, please consult with SCPPA's Legal Department.

## **Employee Privacy**

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.

## **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 facilities where you work, and other factors.

In addition, as noted above, SCPPA or its agents may from time to time monitor, log and gather statistics on employee use of SCPPA's systems and equipment, and may examine all individual connections and communications.



## **Personnel Records**

SCPPA maintains a personnel file on each employee. The contents of your file are confidential to the extent permitted by law. You or your representative may inspect your personnel file and obtain a copy of all documents in your file.

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 form, or similar inconvenience.

## **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 violations 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 sites profiles or other locations.

## **Use of the Information Collected**

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

- SCPPA collects, stores, analyzes, and shares (internally) Personal Information for State and Federal reporting, for emergency contact, and also 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 regulations.
- **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.

### **Workstations:**

Employees are cautioned that they should have no reasonable expectation of privacy in SCPPA-supplied property such as workstations, desks, and cabinets. SCPPA reserves the right to search any and all SCPPA workstations, work areas, desks, file cabinets, or other personal property of employees and their contents for illegal drugs, alcohol, weapons, and stolen property (collectively referred to as "Contraband"). SCPPA will conduct searches when there is reasonable cause to believe that you have Contraband in your possession. "Reasonable Cause" is defined as those facts that would lead a reasonably prudent person to believe that the employee has Contraband or that Contraband is in the area to be searched. SCPPA may confiscate such Contraband and take any other appropriate action.

### **Smoking**

In order to provide a safe and comfortable working environment for all employees, smoking, vaping, 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 (including recreational Cannabis), 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, including recreational Cannabis, 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. SCPPA also offers an Employee Assistance Program (EAP) to its employees. (see the Employee Benefit Summary/ EAP Work-Life Program Flier (found on Laserfiche) for more information).

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. Please also refer to SCPPA's Injury and Illness Prevention Plan (listed in policy index in Appendix 1).

## **Performance Reviews**

An employee's first performance review will take place after the first 6 months with SCPPA. Thereafter, performance reviews will normally occur in May/June and November/December timeframe. 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. A good performance evaluation does not guarantee a pay raise; nor is it a promise of continued employment.

## **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 the SCPPA Executive Director.

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 unless 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.

## **Conflicts of Interest**

The guidelines set forth in this Employment Handbook are supplemental and in addition to the requirements of the Fair Political Practices Act.

SCPPA employees are held to high ethical standards and are required to act impartially, faithfully discharge their duties regardless of personal considerations, and avoid conflicts of interest. SCPPA employees must comply with all applicable laws and regulations regarding conflicts of interest, including disclosure obligations. As government employees, SCPPA employees designated in SCPPA's Conflict of Interest Code must periodically submit a signed Statement of Economic Interest (Form 700) identifying private, financial, or other interests as required by SCPPA's conflict of interest code or applicable law.

No employee shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their duties in the interest of SCPPA and the public or which would tend to impair their judgement or action in the performance of their employment for SCPPA. Personal as distinguished from financial interest include interests arising from family relationships, personal friendships, or close business or political associations.

## **Gift Policy**

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;
- SCPPA Members, including elected and appointed officials and employees; and

Any other individual or organization with whom they come into contact for SCPPA business.

### Prohibition on Accepting Gifts

No SCPPA employee shall accept a fee, compensation, gift, payment of expenses, or any other thing of monetary value in any circumstances in which acceptance may result in or create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain;
- Preferential treatment of any person or business;
- Loss of complete independence or impartiality.
- Making a SCPPA decision outside of official channels.
- Reduction of public confidence in the integrity of SCPPA or its employees; and
- Impeding government efficiency or economy.

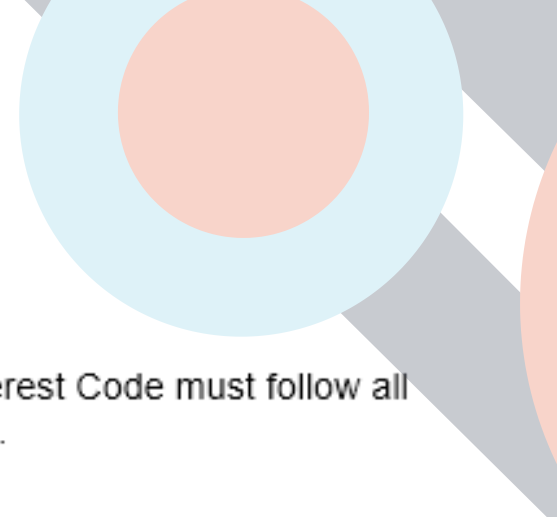
To meet this requirement, employees must never solicit, and must refuse to accept, gifts, favors, services, or promise of future benefits from any person or entity doing business with SCPPA such as, but not limited to, vendors, contractors, developers, agents, attorneys, or others where such gift, favor, service or promise could compromise independence of judgment or action as a public official or employee. Employees must disclose any offer or gift, favor, service, or promise to the employee's supervisor.

The Fair Political Practices Commission (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.

### Actions for Gift Receipt

If an employee or department receives or is offered a gift:

- The employee must disclose the gift to their supervisor.
- The employee should use their best judgment and not accept a gift where there is any actual or potential conflict of interest, or a perception that such a conflict of interest may exist.
- Gifts should be returned to the vendor with a note explaining SCPPA's Gift Policy.
- Gifts of plants or flowers should 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, must not exceed the FPPC reporting limit.
- Gifts must be reported as required under FPPC Regulation.

- 
- Employees designated in SCPPA's Conflict of Interest Code must follow all guidelines in accordance with applicable state law.

#### 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; although the requirements of the Fair Political Practices Act will still apply.

#### **Incompatible Employment**

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.

# EMPLOYEE BENEFITS

## General

This section generally 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 Summary Plan Descriptions (SPD), found in policy and procedure index in Appendix 1 of this Handbook. Please also refer to the Employee Benefit Policy in SCPPA's Laserfiche system.

## 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

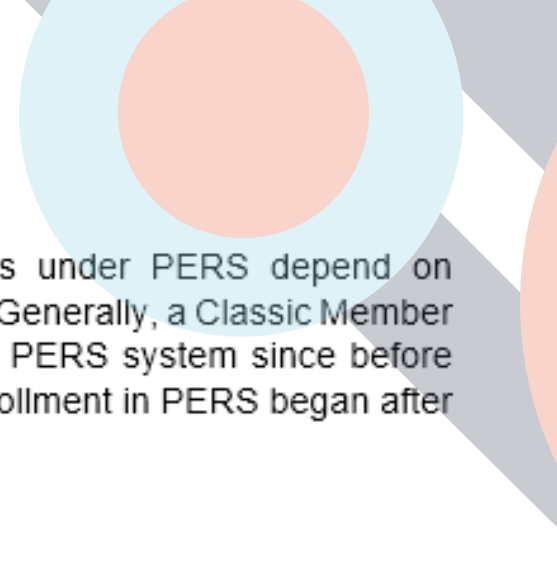
Federal and state laws generally require employers to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as voluntary or some types of involuntary job loss, reduction in hours worked, death, divorce,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

## Retirement 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 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. 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.

### **Retiree Medical Insurance for Qualified Employees**

Active employees who retire from SCPPA and receive a PERS pension are eligible to participate in the PERS Health Benefits Program, as described in SCPPA's Employee Benefits Policy.

### **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. The STD Disability Insurance Program 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. Detailed information on Short-Term Disability and forms can be found on BambooHR and Building Blocks websites (see SPD).

## **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 Long-Term Disability and forms can be found on BambooHR and Building Blocks websites (see SPD).

## **Life Insurance**

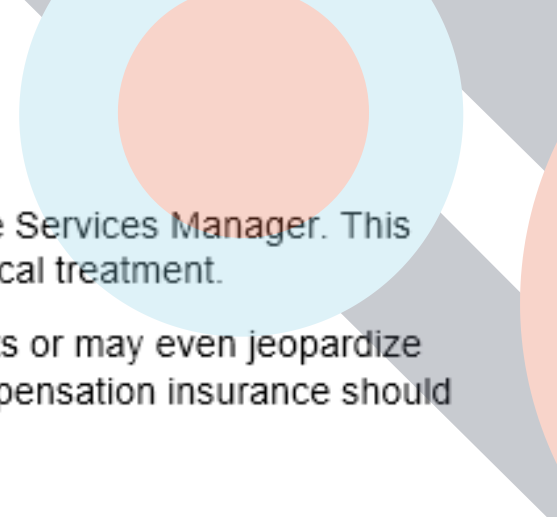
Eligible employees are automatically enrolled in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. SCPPA pays the premium for this program. The face value of this benefit is equal to one time the employee's annual salary. For details,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

### **Employee Assistance Program**

SCPPA provides an employee assistance program (EAP) to its employees. The EAP is a confidential, voluntary service that provides professional counseling and referral services designed to [provide assistance to SCPPA employees and their family members with personal, job, or family-related problems](#). (See the Employee Benefit Summary/ EAP Work-Life Program Flier (found on Laserfiche) for more information).

### **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

### 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.

## HOLIDAYS, 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, Juneteenth, 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, and 2 additional days, either from the employee's UL bank or unpaid leave, in the event of the death of a member of their immediate family. Immediate family means spouses, domestic partners, children, parents, parents-in-law, siblings, and brothers-in-law or sisters-in-law, grandparents, aunts and uncles. You may take 1 day leave either from your UL bank or 1 day of unpaid 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 Act and California Family Rights Act Leave**

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for certain medical and nonmedical needs for themselves and family members, such as, for the serious health condition of the employee, serious health condition of a family member, childbirth, adoption, or foster care placement. The maximum amount of leave available under this policy is twelve (12) weeks of CFRA leave in a 12-month period, and up to twenty-six (26) weeks of FMLA leave (where military caregiver leave applies) in a 12-month period, some or all of which may run concurrently.

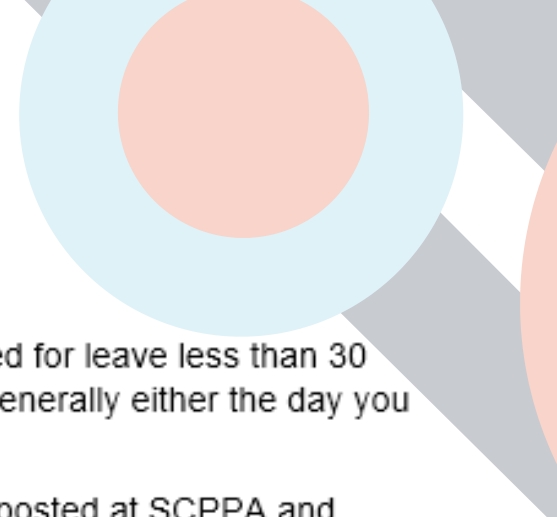
To take family or medical leave, you must provide SCPPA with appropriate notice. If you know in advance that you will need family or medical leave, you must notify the Administrative Services Manager at least 30 days in advance. If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next workday). 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.

This leave is further explained in SCPPA's FMLA and CFRA Program document (see policy and procedure index, Appendix A).

## **Pregnancy Disability Leave**

Effective January 1, 2024, California law provides that an eligible employee may take unpaid pregnancy disability leave (PDL) if she is disabled because of pregnancy, childbirth, or a related medical condition, including prenatal care or severe morning sickness. The length of leave will be up to 17 1/3 weeks or the equivalent number of days the employee would normally work within the 17 1/3 week period. PDL will run concurrently with other applicable leaves, such as FMLA leave.

In order to take PDL, you must provide SCPPA with appropriate notice. If you know in advance that you will need PDL 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 workday).

For more information please refer to the informational notice posted at SCPPA and entitled: "Your Rights and Obligations as a Pregnant Employee."

### **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. California law similarly allows employees to take a reasonable amount of break time to express breast milk. 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. SCPPA employees may request lactation accommodation by contacting the Administrative Services Manager. SCPPA has an obligation to respond to the request, and an employee has a right to file a complaint with the California Labor Commissioner for a violation of the employee's lactation accommodation. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

### **Reproductive Loss Leave**

SCPPA offers reproductive loss leave as required by California law. Beginning January 1, 2024, an eligible employee may take up to five days of UL or unpaid time off (which time off may be consecutive or non-consecutive) following a reproductive loss by the employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child had the reproductive loss not occurred. "Reproductive loss" means a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. The leave must be taken within three months of the reproductive loss, or if the employee is or will be taking leave under the FMLA or CFLA, within three months of the end of such other leave. The employee may request such leave confidentially by contacting the Administrative Services Manager.

## **Appearance as a Witness**

An employee called to appear as a witness in a non-SCPPA matter will be permitted time off to appear before the court. Employees will be permitted to use from their UL bank (if UL time is available) or take unpaid leave when appearing a witness in a non-SCPPA matter. An employee who is served with a subpoena to testify in a matter related to his or her employment at SCPPA shall promptly 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 reasonably need to vote in a statewide election if you do not have sufficient time outside of working hours from your UL bank (if UL time is available) or unpaid leave time.

## **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 your supervisor apprised of your status. All fees paid to employees as part of serving on a Jury must be remitted to SCPPA.





## **TRAVEL REIMBURSEMENT 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 and Personal Expenses Policies and Procedures to ensure the approved allowances for meals, hotels, and other travel-related expenses. (See policy and procedure index in Appendix 1).

# DISCRIMINATION, HARRASMENT & BULLYING

## Employment Decision

SCPPA is an equal opportunity employer and makes all employment decisions without regard to race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age (40 years and above), 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.

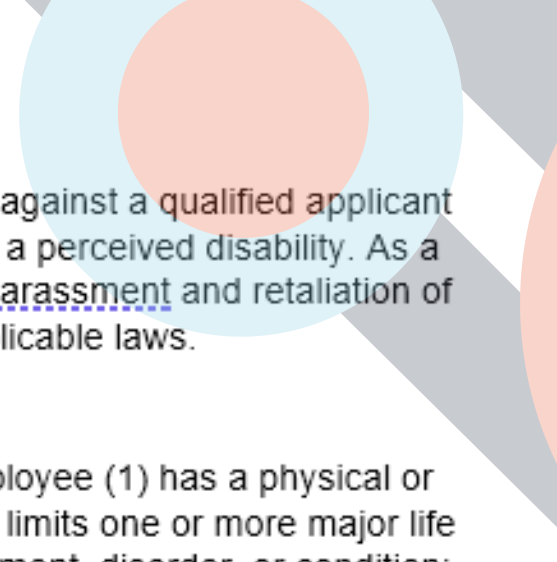
## Discrimination

SCPPA prohibits discrimination or harassment based on the following categories: race, religion, religious creed (including religious dress and grooming practices), color, national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status (including registered domestic partnership 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 the employee (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

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.

### Reasonable Accommodation based on Disability:

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 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.

*Reasonable Accommodation based on Religious Belief or Practice:*

SCPPA respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on SCPPA's business.

## **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:

- 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.
- 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 repose to sexual advances.

- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

All employees are required to take SCPPA sponsored Sexual Harassment Training within six months of their hire date and thereafter, every 2 years.

### **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 include 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.

### *Supervisors' Responsibilities:*

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

- Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.
- Make sure the Administrative Services Manager is made aware of any inappropriate behavior in the workplace.
- 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, 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, or 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 the 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 from 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 is a list of the SCPPA employee policies and procedures in effect as of the publication of this edition of the Employee Handbook. Updated policies and procedures can be found on: [Lasercfiche\\_SCPPA\Administration\Policies, Procedures, & Forms\Employee](#)

- SCPPA Cell Phone and Other Smart Devices Policies and Procedures
- SCPPA COVID-19 Prevention Procedures
- SCPPA Credit Card Policies and Procedures
- SCPPA FMLA and CFRA Procedures
- SCPPA Injury and Illness Prevention Plan
- SCPPA Summary Plan Description
- SCPPA Performance Appraisal and Development Policy Plan
- SCPPA Professional Licenses Policy
- SCPPA Travel and Personal Expenses Policies and Procedures
- SCPPA Remote Work Program
- State Lobby Rule Requirements – Guidance for SCPPA Employees

# EMPLOYEE ACKNOWLEDGEMENT

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## ACKNOWLEDGEMENT OF RECEIPT OF SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY EMPLOYEE HANDBOOK AND EMPLOYMENT POLICIES AND PROCEDURES

I acknowledge that I have received a copy of the Southern California Public Power Authority (SCPPA) Employee Handbook (Handbook) and have access to the employment policies and procedures of SCPPA listed above and available on Laserfiche. 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 and SCPPA policies and procedures at any time without prior notice, to the extent permitted by law.

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SIGNATURE

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DATE

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FULL NAME (please print)

PLEASE SIGN AND DATE ONE COPY OF THIS ACKNOWLEDGMENT  
AND RETURN IT TO THE SCPPA'S ADMINISTRATIVE SERVICES  
MANAGER. RETAIN A SECOND COPY FOR YOUR REFERENCE.



# YOUR JOURNEY **HAS BEGUN**

Let's Grow Together