

THIS EMPLOYEE HANDBOOK DOES NOT SUPERCEDE OR TAKE THE PLACE OF THE MASTER LABOR AGREEMENT OR ANY OTHER AGREEMENT IN PLACE AT THIS TIME. THIS EMPLOYEE HANDBOOK IS DESIGNED TO CONVEY POLICIES AND PROCEDURES IN ORDER TO MEET STATE REQUIREMENTS.

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# INDEX

## I. INTRODUCTION

Handbook Limitations  
Equal Employment Opportunity

## II. ROLLS AND RESPONSIBILITIES

Open Door Policy  
At Will Employment Status  
Confidentiality  
Employee Records

## III. POLICIES

Job Abandonment  
Conflict Resolution  
Discipline Procedures  
Work Rules  
Electronic Communication Policy  
Drug Free Workplace Policy  
Policy against Harassment  
Definition of Sexual Harassment  
Garnishment of Wages  
Health and Safety  
Non-Solicitation Policy  
Performance Evaluation  
Selections and Placement  
Termination of Service  
Use of school vehicle for the school's business  
Use of personal vehicle for the school's business  
Meals while on school's business

## **IV. GENERAL OVERVIEW OF BENEFITS**

Vacation  
Pension  
Health and Welfare  
Holidays  
403(B) - Employee Savings Plan  
Leave of Absence

## **V. INJURY PREVENTION PROGRAM (separate handbook)**

## **VI. APPRENTICESHIP STAFF**

# I. INTRODUCTION

## HANDBOOK LIMITATIONS

This handbook, which covers all employees, is provided for your use as a ready reference and as a summary of our personnel policies, work rules and benefits. It is designed to acquaint you with our policies as quickly as possible. Accordingly, you will find it to your advantage to read the entire handbook promptly so that you will have an understanding of the material covered.

Please understand that this handbook only highlights the School policies, practices and benefits for your personal education and therefore cannot be construed as a legal document. It is not intended to be and should not be interpreted as a contract of employment. In addition, circumstances will obviously require that policies, practices and benefits described in the handbook change from time-to-time. Consequently, we must reserve the right to amend, supplement or rescind any provisions of this handbook as the Trustees deem appropriate with or without prior notice to you. As policies and benefits are revised, this handbook will be updated. Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.

Management retains the right to operate the school, make job assignments, set schedules and hours of work. This handbook supersedes all prior oral and/or written policies, procedures, rules, regulations, commitments and practices of The Laborers School.

## EQUAL EMPLOYMENT OPPORTUNITY

The Laborers School recruits, hires, trains and promotes employees without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, gender or sexual orientation, or other protected classification.

## II. ROLES AND RESPONSIBILITIES

### OPEN DOOR POLICY

Our sincere conviction is that the best and most rewarding employee-management system results from a direct relationship between management and employees. We encourage you to bring your problems to your Supervisor or any other member of management whom you feel can help you. We in turn promise to listen to your concerns with respect and do our best to solve your problems.

Any employee wishing to speak to the Director personally may do so at any time. We believe that you as an employee have the individual right to speak for yourself and voice your concerns.

### At-Will Employment Statement

It must be remembered that the employment relationship is based on the mutual consent of the employee and the School. Accordingly, at any time, either the employee or the school can terminate the employment relationship at-will, with or without cause or advance notice.

This at-will relationship permits The Laborers School to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to, termination, demotion, Length of suspension, promotion, transfer, compensation, benefits, duties and location of work. There is no agreement, expressed or implied, that employment will continue for a set period of time, or that your employment will be terminated only under particular circumstances.

Completion of a probationary period or conferral of regular status does not change an employee's status as an employee at-will or in any way restrict the School's right to terminate such an employee or change the terms or conditions of employment. Only the Trustees may amend the policy in a written statement, at any time. This policy supersedes all written and oral representations to the contrary.

## **CONFIDENTIALITY**

Information regarding the operation of the school and its administrative policies shall not be discussed with anyone who does not have the “need to know”. Similarly, information about employees and management shall not be discussed with anyone who does not have the “need to know”.

The “need to know” people are employees who require specific confidential information to properly perform tasks assigned by management.

“Confidential School Information” includes, but is not limited to:

5. Information regarding classes or presentations not yet announced.
6. Any financial information.
7. Key vendors or cost of equipment, tools, materials or purchased services; and
8. Transmittal of information within or outside of the School that would serve no useful purpose and could be harmful or embarrassing to fellow employees (e.g., pending promotions, terminations, promotions, demotions, errors committed, salary information, etc.).

Employees privileged to confidential School information who resign or have been terminated are reminded that while employed at The Laborers School, you agreed to maintain our confidential information. This also applies after your departure. The Laborers School will vigorously defend confidentiality rights to the fullest extent of the law.

If any questions occur regarding the confidential nature of information discussed, the Executive Director would make final determination.

Violations will be reviewed and may result in disciplinary action, up to and including discharge.

## **EMPLOYEE RECORDS**

The Laborers School maintains your official employee file. It is imperative to keep your employment records accurate and up-to-date. Notify the school immediately of any changes:

1. Name, address or telephone number
2. W-4 information

### **III. POLICIES**

If for any reason you cannot be at work, personally notify your Supervisor as soon as possible, but no later than the beginning of your shift. Keep your Supervisor informed about the necessary length of your absence. This will allow time to schedule someone else to handle your duties.

If you know in advance that it is going to be necessary for you to be absent, you must obtain permission from your Supervisor prior to the absence.

If you ride to work with another person and that person must leave early or is going to be late, you must make other arrangements in order to avoid leaving early or being late.

All personal and doctor's appointments should be scheduled to accommodate your established working hours.

#### **JOB ABANDONMENT**

Employees, who are absent for three (3) consecutive days and have not contacted their Supervisor or the Director, will be assumed to have voluntarily terminated their employment as of the end of the third day missed.

#### **CONFLICT RESOLUTION**

The School recognizes that you may, on occasion, experience a job related problem. It is important for both you and the School that a satisfactory solution is worked out. For this reason, it is the School's aim to create an atmosphere, which allows you to openly communicate your ideas and feelings.

To resolve your day-to-day job-related problems and concerns you are encouraged to talk with your Supervisor. Many problems can be worked out at this level by getting them "out in the open". At that time, if you feel that a satisfactory resolution has not been reached, or you cannot discuss the situation with your Supervisor, as instructed, you are to submit an incident report in writing, if you have a situation that needs to be investigated.

Report All Incidents in a Timely Matter and they will be Addressed Immediately.

For more significant issues, including drug or alcohol abuse, gross negligence, or anything that you believe the School may be doing that would be against the law or not in the best interest of the public or our community; you may personally contact the Director. Write down your concerns, make a copy for yourself, and send it to the Director in a sealed envelope marked confidential. Management will promptly investigate all such concerns and take appropriate corrective action.

Such activities are against the School policy and will not be tolerated. On the other hand, we will vigorously defend ourselves against any legal action brought against us that has not been properly brought to our attention.

## **DISCIPLINE PROCEDURE**

The Laborers School believes it is important to deal with unacceptable employee performance. The School normally intends, but is not required; to give you advanced notice of problems with your conduct or performance in order to provide you with an opportunity to correct these problems. Normally this notice involves verbal counseling, one or more written corrective actions, suspension, demotion, transfer and/or possible mediation with school management personnel before a decision is made to terminate any employee. However, any, all or none of these methods may be used depending on the circumstances and exceptions or deviations from this process may occur whenever The School deems it appropriate.

## **WORK RULES**

It is the policy of The Laborers School that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the School and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the School, or is offensive to Participants (Students) or Fellow Employees will not be tolerated.

An example of prohibited behavior follows below:

Failure to comply with the letter and spirit of the school's anti-harassment policy.

Excessive or chronic absenteeism and/or tardiness.

Falsifying School records, time cards, travel expense claims, etc., regardless of when disclosed.

Loitering, sleeping or leaving place of work during working hours without permission, in your own vehicle or school vehicle.

Insubordination - Failure to perform orders of supervision; including work assignments, failure to report for scheduled overtime work, and interfering with the discipline or efficiency of the program.

Removing School's property such as; school vehicles, school equipment and/or school materials, or the property of any employee from the premises without proper authorization.

Misusing, destroying, making scrap, or damaging any School property or property of any employee.

The inside of School vehicles is required to be maintained clean.

Making false, vicious, profane or malicious statements concerning any employee, the School, or its courses.

Threatening, intimidating, coercing, arguing, fighting or interfering with Fellow Employees or Program Participants (Students) on or off the premises.

Soliciting or accepting personal gifts or entertainment from suppliers or potential suppliers or having a direct or indirect financial interest in a supplier of goods or services to the school.

Immoral or abusive language or conduct.

Possessing weapons on School premises.

Possession, consumption, sale of illegal drugs or alcohol on School premises or reporting to work under the influence of drugs or alcohol.

Vending, solicitation, or collecting contributions for any purpose whatsoever on School time and premises, without proper authorization.

Taking more than the specified time for meals (Lunch) or rest periods. (Breaks)

Creating or contributing to unsafe or unsanitary conditions.

## Electronic Communication Policy

The use of this Company's automation systems, including computers, fax machines, cell phones and all forms of Internet/Intranet access, is for company business and to be used for authorized purposes only.

The Company owns the rights to all data and files in any computer, network, cell phone, or other information system used within the business. We (The Laborers Training School) reserve the right to monitor and analyze cell phones, computer system activity and usage patterns, as well as grant or deny computer system access at our discretion without prior notification. EMPLOYEES HAVE NO PERSONAL PRIVACY RIGHTS IN ANY MATTER WITHIN THE E-MAIL SYSTEM SENT, RECEIVED, OR CREATED REGARDLESS OF WHETHER A PERSONAL ACCESS CODE IS USED. Be advised that deleted files are stored and accessible to the Company.

Visiting websites, displaying images or forwarding emails that contain sexually explicit, racist, violent or other offensive material is strictly prohibited. Materials of this nature may not be downloaded, archived, stored, distributed, edited or recorded using the Company resources.

When communicating through email, instant message, internet, cell phone or any form of electronic communication keep in mind that you are representing The Laborers Training School. Do not forward, state, commit to or make comments about anything that you would not be authorized to make on our Company letterhead. Always represent The Laborers Training School in the most professional manner.

Employees are forbidden from tampering with the Company networks, firewalls and systems or from knowingly or irresponsibly running or distributing a virus, worm, Spyware or Trojan horse that could damage the Company computer system. Refrain from opening emails from unknown source or from installing software without prior approval by the Company.

Violating any of the above policies is against The Laborers Training School guidelines and subject to immediate disciplinary action up to and including termination.

We need to adhere to the following standard of dress to ensure that maintain an educational standard and image. It is required that;

### Instructors

- School issued work shirts are required when instructing
- School T-shirts, Laborer affiliated shirts are allowed when you are not instructing
- Full length Pants (No baggy pants and/or shorts allowed)
- Work boots are required at all times while on the training site(s)

### Logistics

- School issued work shirts are required or
- School T-shirts, Laborer affiliated shirts are allowed
- Full length Pants (No baggy pants and/or shorts allowed)
- Closed foot wear, must cover the heels and toes

### Administration Staff

- School issued shirts (When specified)
- Closed foot wear, must cover the heels and toes
- No low cut shirts, or blouses
- No baggy pants and/or shorts allowed

### Facility Staff

- School issued work shirts are required while on training site(s)  
School issued T-Shirts, or Laborer affiliated shirts are allowed
- Full length Pants (No baggy pants and/or shorts allowed)
- Work boots are required at all times while on the training site(s)
- Closed foot wear, must cover the heels and toes

## Coordinator/Special Operation/Apprenticeship Representative

- School issued shirts for jobfairs
- Work boots are required at all times while on the training site(s) and while visiting Jobsite(s)
- No baggy pants and/or shorts allowed

Because this is a school, we want to promote an atmosphere that is conducive to learning. This means we must conduct ourselves as to not distract the participants (Students) from their learning task. If the school is to operate smoothly and efficiently, its employees must behave and conduct themselves in a reasonable manner. We must always remember that program participants (Students) are our “customers.” Without “customers” the school has no reason to exist. Some rules regulating relationships with participants (Students) follow:

Fraternizing with participants (Students) is prohibited. (Instructors, because of their position of leadership and trust must be acutely sensitive to this rule.)

- a. Meeting or socializing with participants (Students) on or off the site.
- b. Drinking with participants (Students) on or off the site.
- c. Dating a participant. (Student)
- d. Driving a participant (Student) to or from the site.

The above list is representative of conduct that will not be tolerated by The Laborers School. This list is not All Inclusive and the School reserves the right to determine the discipline action to be taken up to and including termination in all situations.

## **DRUG-FREE WORKPLACE POLICY**

All employees are subject to drug testing.

The following policy has been implemented for the health and safety of all employees.

The manufacture, distribution, possession, intentional misuse of prescribed drugs, use of controlled substances or alcohol on School premises including, parking lots, in School vehicles, or during work hours is prohibited. Disciplinary action, up to and including termination, will be taken against employees who violate this policy. If such substances are found on School property, the School may contact the proper law enforcement agency.

Employees must notify the Director when any criminal statute conviction is received for a violation occurring in the workplace.

Employees should notify their Supervisor when taking any prescription or non-prescription drugs that may interfere with the safe and efficient performance of work duties.

Management reserves the right to have any employee who exhibits unusual or unsafe behavior during or prior to the employee's work shift, sent to the school's testing facility to determine if the employee has drugs or alcohol in his/her system.

If the School sends you for testing, you will be suspended with pay until the test results are furnished to the School.

If any employee:

1. Refuses to submit to questioning immediately or to provide test sample(s) within four (4) hours for drugs and two (2) hours for alcohol, such employee may be discharged for insubordination and gross misconduct.
2. If found to have drugs or controlled substances in their system per such tests, such employee may be subject to immediate discharge. If requested, employees must provide proof of a current valid prescription for any controlled substance positively identified in a drug test.
3. If found not to have drugs or alcohol in their system, such employee will be returned to work and paid for all hours lost.

## **POLICY AGAINST HARASSMENT – MANDATORY ONCE A YEAR**

The Laborers School is committed to providing a work environment that is free of discrimination. In keeping with this commitment, we strictly prohibit unlawful harassment in any form, including verbal, physical, sexual and visual harassment.

This policy ensures that all employees will enjoy a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of managers, co-workers or visitors. This includes a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by this organization.

### **DEFINITION OF SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature is sexual harassment, if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such sexually related conduct is used as a basis for decisions affecting the victim's employment; and/or
- Such conduct has the purpose or effect of unreasonably interfering with the victim's work performance or creating an intimidating or offensive working environment.

Sexual harassment is sex discrimination which violates Title VII of the Civil Rights Act of 1964 and state Anti-Discrimination Laws.

If you believe you have been harassed by a co-worker, supervisor, or any other person in any way related to the operation of the school, you should promptly report the facts of the incident(s) and the names of the individual(s) involved to the Director. Management will promptly investigate all such claims and take appropriate corrective action.

All levels of management and supervision at the school are responsible for assuring compliance with this law, thereby preventing and/or eliminating sexual harassment.

The School has the right to apply any sanctions or a combination of sanctions to deal with unreasonable conduct or discrimination, such as:

- Counseling with the offender(s).
- Probation, with a warning of suspension or discharge for continuing or recurring offenses;
- Suspension without pay;
- Discharge for cause;
- Discharge through exercise of the School's right to employment at-will.

All employees who believe that they have been subjected to sexual harassment or retaliation are encouraged to report the situation promptly. Further, anyone who witnesses sexual harassment or retaliation is encouraged to report the situation. No employee who reports possible harassment will be retaliated against in any way. Information provided will be maintained in confidence and revealed only on a need-to-know basis.

## **GARNISHMENT OF WAGES**

The Laborers School is required by law to recognize certain court orders, liens and wage assignments. Although we understand that a wage garnishment can happen to anyone, we strongly encourage you to solve your financial problem before this occurs. Employees receiving more than one non-support garnishment in a twelve-month period are subject to termination.

## **HEALTH AND SAFETY**

The Laborers School seeks to provide a safe and healthful work environment for all employees. Safety in the work place depends on the personal commitment of each employee. Please refer to the separate [Injury and Illness Prevention Program & Safety Rules](#) provided to you at the time of hire.

## **NON-SOLICITATION POLICY**

Employees may not solicit during working hours for any purpose. Working time does not include meal breaks, rest periods and other times during which employees are not required to be on duty. Working time does include the working time of both the employee doing the soliciting or distributing, and the employee to whom the soliciting or distributing is directed.

Employees may not distribute literature during working time in working areas. Working areas are all areas on School premises and job sites except for employee lounges, employee lunchrooms and employee rest areas.

## **PERFORMANCE EVALUATION**

Your Supervisor is responsible for appraising your performance periodically. This review is a tool for appraising your performance. The frequency of performance evaluations may vary depending upon changes in job duties or recurring performance problems.

This review is designed to be constructive for you and your work unit. The reviews are intended to:

- Insure that you are familiar with the scope of your duties.
- Provide specific feedback on your performance.
- Rate your performance.

Each performance evaluation will be discussed with you. The basic standards of our evaluation are progress, attitude and your ability to perform your job. This discussion will provide an opportunity for you to find out how well you are doing on the job and how you might improve your performance. It will also provide you an opportunity to discuss any problems with your Supervisors that you might be having on the job.

After the evaluation, you will be requested to sign the evaluation report to acknowledge that it has been presented to you, discussed with you by your Supervisor and that you are aware of its contents.

## **SELECTION AND PLACEMENT**

It is The Laborers School policy to provide equal employment opportunity for all qualified persons. Whenever practical, we want you to be in a job that best suits your abilities, interests and skills, as well as our needs. For new job openings or promotional opportunities, it is The School's policy to consider existing employees who qualify for the job with or without reasonable accommodation.

Per the Immigration Reform and Control Act of 1990 all employees must be able to present an original document or documents that establish identity and employment eligibility within three (3) business days of the date employment begins. This is accomplished through the proper completion of an I-9 form.

Possession of a valid California driver's license is a condition of employment.

## **TERMINATION OF SERVICES**

A "resignation" is defined as a voluntary termination of employment at the will of the employee. It is requested that an employee give at least two weeks notice whenever possible to ensure timely processing of the termination paperwork and final check.

A "discharge" is defined as an involuntary termination of employment at the will of the School. The School reserves the right to immediately dispense with an employee's service, even though, The School may pay the employee to the official date of termination.

A "layoff" is final and at the discretion of the School. If new openings occur, qualified employees who have been laid off are eligible to apply.

All property of the School should be returned upon termination. Your immediate Supervisor and/or another responsible individual will collect any The School-owned materials. Deductions may be taken from your final check for non-return of The School property.

Termination of employment can be either voluntary or involuntary. Employment at The Laborers School is at-will. Accordingly, either the employee or the School may terminate the employment relationship with or without cause or notice at any time.

## **USE OF SCHOOL VEHICLE FOR THE SCHOOL BUSINESS**

Fuel - Employees will be furnished gasoline cards to fuel as necessary. Charge cards and fuel tickets for purchased fuel must be turned in immediately at the end of each trip.

Passengers - Only employees of the School are allowed in school vehicles. Transporting others without authorization is prohibited.

Accidents - In the event of an accident resulting in personal injury or property damage, the employee driving the vehicle is required to report the accident to the nearest police station. Obtain and write down all pertinent information from all parties and witnesses involved. Make no statement regarding your responsibility, or lack of it, for the accident. If possible, stay with the vehicle until assistance arrives. It is required to contact the Safety Officer, as soon as possible.

Once it is determined the Laborers Training School employee is at fault in a motor vehicle accident the employee will be:

- Drug tested immediately
- Lose their school vehicle driving privileges, (length of time will determined)
- Suspended without pay (length of time will determined)
- Schedule to take a Smith Driving class
- Will be re-evaluated for reinstatement of the driving privileges by the Safety Officer

## **USE OF PERSONAL VEHICLE FOR THE SCHOOL BUSINESS**

In instances in which an employee might use his personal vehicle, reimbursement for mileage incurred will be made at the Federal rate in effect at the time of the trip. No additional responsibility is expressed or implied.

## **MEALS WHILE ON SCHOOL BUSINESS**

When an employee is authorized to spend the night at a remote location, he/she will receive \$25.00 for board per day. There will be no pro-rating of board, and no submission or reconciliation of receipts.

## **IV. GENERAL OVERVIEW OF BENEFITS**

As an employee of The Laborers School, you are eligible for a comprehensive package of benefits designed to protect you and your family. The dollar value of the benefit programs offered to you equals a significant percentage of your actual gross pay i.e., your pay before deductions for income tax, social security, etc.

As a full-time employee regularly scheduled to work forty (40) hours per week, you are eligible for the following benefits:

- ★ Vacation
- ★ Pension
- ★ Health and Welfare
- ★ Holidays
- ★ 403(b) Savings Plan
- ★ Leave of Absence

## **VACATION**

The employer will pay into the Construction Laborers Vacation Trust Fund for Southern California at the current rate per hour for each hour worked.

Vacation dates, other than in the normal periods when the school shuts down, should be scheduled in advance with your Supervisor. Vacations will be approved based on the needs of the School. The school schedules shut downs two times a year: two weeks around the 4th of July, and two weeks again, around the December Holidays. It is suggested that employees schedule their vacation time during the shut down times in July and December.

## **Pension**

The employer will pay into the Construction Laborers Pension Trust Fund for Southern California at the current rate per hour for each hour worked.

## **HEALTH AND WELFARE**

The employer will pay into the Construction Laborers Health and Welfare Trust Fund for Southern California at the current rate per month for each employee covered to the extent required under the non-jobsite program of the Trust.

## **HOLIDAYS**

Holidays observed by The Laborers School are: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

The amount of pay an employee shall receive for a holiday shall be calculated on the basis of the employee's base hourly rate of pay for an eight (8) hour day.

The School will pay holiday pay only to employees who have been in the employ of the School for sixty (60) days or more, who are on the full-time active current payroll, were scheduled to work on the holiday and who, by reason of the observance of the holiday, and are deprived of the opportunity to work.

To be eligible for such holiday pay, an employee must have worked your last scheduled work day before and the first scheduled work day after such holiday, unless you have prior approval from the Director. Employee's leaves of absence are not eligible for holiday pay.

An employee otherwise eligible for holiday pay and who works on any of the scheduled holidays will be paid eight (8) hours straight time for the holiday and straight time for the actual hours worked on the holiday. An employee who is not eligible for holiday pay, but who works on the holiday will receive his/her straight time rate for all hours worked on the holiday. An employee who is scheduled to work on a holiday and who so agrees to work on a holiday, but who does not report for such scheduled work will not receive pay for the unworked holiday.

### **403(B) - EMPLOYEE SAVINGS PLAN**

Employees are eligible to participate in the 403 (B) program immediately upon hire. Changes in employee's contribution to the Plan can be made periodically. The percentage and the maximum allowable total dollar contribution per year are determined by the plan. These contributions are tax deferred. Employee contributions are 100% vested. The employer makes no matching contributions. For additional program details, please contact the office.

### **LEAVE OF ABSENCE**

The School may grant an unpaid leave of absence not to exceed one hundred and twenty (120) consecutive calendar days. An employee who has been granted a leave of absence shall upon return to work, receive, if it still exists, his/her regular job at the same rate of pay or the rate of pay then current, whichever is greater. If his/her regular job no longer exists, he or she shall receive work in a classification for which he or she is qualified, nearest in pay to his/her former regular job. The employee should notify his/her supervisor as soon as he/she becomes aware that he/she may need a leave of absence. The school will consider his/her request in accordance with applicable law and the School's leave policies. The employee will be notified whether the request is granted or denied. If the employee is granted the request, he/she must comply with the terms and conditions of the leave, including keeping in touch with his/her supervisor during his/her leave, and giving prompt notice if there is any change in his/her return date.

Employees must not accept other employment or apply for unemployment insurance while on a leave of absence. Acceptance of other employment while on leave of absence will be treated as a voluntary resignation from employment at the School. Benefits such as Holidays, Vacation and Pension, will not accrue while employee is on a leave of absence. Upon return from a leave of absence, the employee will be credited with the full employment status that existed prior to the start of the leave.

## **V. INJURY AND ILLNESS PREVENTION PROGRAM**

Under a separate cover, please find the school's Injury and Illness Prevention Program which is an integral part of this handbook.

## **VI. APPRENTICESHIP STAFF**

**VACATION** Full-time Employees accrue paid vacations in accordance with the schedule below. Part-time and temporary employees do not accrue paid vacation time. **ALL-FULL TIME EMPLOYEES (EXCEPT COORDINATORS)** There is no accrual of vacation during the first 90 days of employment. No vacation time may be taken until after the completion of the first one year of employment. Between the employee's starting date and two years of service, vacation is accrued at a rate of one week per year. Between two and five years of service, vacation is accrued at a rate of two weeks per year. After five years of service, vacation is accrued at the rate of three weeks per year. Earned vacation time accrues to a maximum of two weeks. Once the maximum accrual amount is reached, no additional vacation will be earned until previously accrued vacation time is used. You will not be given retroactive credit for any period of time in which you did not accrue vacation because you were at the maximum. Unused vacation at or below the maximum accrual amount will **NOT** carry over to the subsequent year. Employees are encouraged to take their accrued vacation each year. You must request vacation as far in advance as possible. Vacations will be scheduled so as to provide adequate coverage of job and staff requirements. Your Supervisor will make the final determination in this regard.

If a holiday occurs during your vacation period, you will be granted one additional day of vacation to be taken at the time of approved by your Supervisor. Vacation does not accrue during unpaid leaves of absence or other periods of inactive service. **SICK LEAVE Eligible Employees** accrue sick leave at a rate of six days per year. There is no accrual during the first ninety (90) days of employment. Sick leave accrues to a maximum of six days. Once the maximum amount has been accrued, no further sick leave will accrue until the amount of accrued sick leave has been reduced below the maximum number. Certification by your health care provider is required for absences off our or more consecutive work days or for intermittent absences due to the same reason. A health care provider's certification is also required to reinstatement after one of those absences. A health care provider's certification may also be required in other circumstances. It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance and workers' compensation insurance. Sick leave may not be used during holidays, vacation, or hours of work outside an Employee's regular schedule. Your sick leave benefits will be fully integrated with other benefits available to you so that at no time will you be paid more than your regular compensation. sick leave is misused, sick pay will not be awarded and you may be disciplined and even discharged. Employees will not accrue sick leave unpaid leaves of absence. **PERSONAL TIME** the JAC recognizes that at times, an employee may need to take personal time from work for reasons other than illness or injury and should not be penalized for doing so. Therefore, an Employee may take such personal time but, only after obtaining prior approval from your Supervisor. Personal time taken will be paid and shall be counted against accrued sick leave except that personal time taken after all accrued sick leave has been exhausted shall be without pay.

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