

Civicorps Academy Handbook



Revised June 2007

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Essential Legal Provisions

Introductory Statement

Welcome! As a corpsmember at the Civicorps, you are an important member of a team effort. We hope that you will find your time with Civicorps rewarding, challenging, and productive.

Civicorps was founded in 1983 to provide job training, work experience and education to young adults in the East Bay. Since then, thousands of young adults have gone through Civicorps Corpsmember program and many have moved on to exciting jobs because they worked hard and took advantage of our programs.

The Corpsmember program is a public high school that encompasses education and work training. The work at Civicorps is not to be considered an on-going job. The program is designed to assist you in obtaining your high school diploma and gaining the skills that you will need to obtain full-time, permanent work outside of Civicorps.

This handbook describes our programs, Civicorps policies and what is expected of corpsmembers. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor will be happy to answer any questions you may have.

Mission and Values

The mission of the Civicorps is to promote youth development through environmental stewardship and community service, and to further education reform and social change. Through service learning, we engage young people from all walks of life in their education and development while addressing environmental and social issues. Civicorps's comprehensive program model enhances participants' academic, leadership, employment, and life skills, self-esteem, civic responsibility, and environmental stewardship.

In addition, we hold ourselves accountable to the following values in order to fulfill Civicorps's vision, mission and youth development principals:

Safe and Respectful Place: We are committed to providing a place where all students, participants and staff feel respected and safe emotionally, physically and intellectually to perform their best.

Rigorous Expectations: As a learning community committed to excellence, we expect the best from every student, participant, and staff member of the Civicorps community.

Effective Communication: We are committed to clear, timely and thorough sharing of information, particularly regarding decisions that affect staff and participants.

Continuous Improvement: We flourish on creativity, new ideas and diversity of thought and continuously seek to stretch the limits of what is possible.

Responsibility: As an agency, individual staff and as corpsmembers, we hold each other and ourselves accountable for our actions.

At-will Employment Status

CIVICORPS corpsmembers are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the corpsmember or Civicorps. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or corpsmember of Civicorps has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the

Executive Director of Civicorps has the authority to make any such agreement, which is binding only if it is in writing.

Integration Clause and Right to Revise

This Corpsmember Handbook contains the employment policies and practices of Civicorps in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Civicorps reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Changes may be made with or without advance notice to corpsmembers and become effective immediately unless otherwise stated. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Civicorps as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this corpsmember handbook or in any other personnel document creates or is intended to create a promise or representation of continued employment for any corpsmember.

Equal Employment Opportunity and Americans with Disabilities Act

Civicorps is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Civicorps policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Civicorps is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of Civicorps and prohibits unlawful discrimination by any member of the Civicorps community, including corpsmembers, supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Civicorps will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or a corpsmember unless undue hardship would result.

Any applicant or corpsmember who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Civicorps will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or corpsmember to perform his or her job. Civicorps will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Civicorps will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to Human Resources or the Chief Financial Officer. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Civicorps will immediately undertake a thorough and objective investigation and attempt to resolve the situation. If Civicorps determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to, and including, termination. Appropriate action also will be taken to deter any future discrimination. Civicorps will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

Unlawful Harassment

CIVICORPS maintains a zero tolerance policy that prohibits harassment in any form against any person involved in the operations of CIVICORPS. This prohibition includes sexual harassment.

Civcorps maintains a strict policy of prohibiting sexual harassment and harassment because of gender, race, color, age, national origin, ancestry, religious creed, marital status, sexual orientation, political belief or activity, veteran status, pregnancy or medical condition, physical or mental disability, or any other characteristic protected under federal and state laws and regulations. Our non-harassment policy applies to **all persons involved in the operations of CIVICORPS**, including all agents, company vendors, suppliers and customers. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. It is a violation of this policy for males to harass females or other males, and for females to harass males or other females.

Harassment defined:

Harassment includes, but is not limited to, the following forms of offensive behavior:

- ◆ Verbal conduct such as making or using derogatory comments, offensive jokes, slurs, and inappropriate comments about a corpsmember's body or attire;
- ◆ Verbal sexual advances or propositions; verbal abuse of sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations; visual conduct such as leering or making gestures;
- ◆ Displaying sexually suggestive objects or pictures, derogatory posters, photography, cartoons, drawings or gestures; web-surfing sexually explicit sites;
- ◆ Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- ◆ Threats and demands to submit to sexual requests in order to retain employment or avoid some other loss; offers of job benefits in return for sexual favors;
- ◆ Flirtation and sexual innuendoes which could be perceived as sexual harassment even when well intended;
- ◆ Retaliation for having reported or threatened to report harassment; making or threatening reprisals after receiving a negative response to sexual advances;
- ◆ Using peer pressure to discourage harassment victims from complaining.

Complaint process

If you are the victim of, or a witness to, harassment in the workplace you are required by Civcorps to take Step #2, below, and may take Step #1:

1. If appropriate, confront the harasser and ask him/her to stop.

The harasser may not realize that his/her conduct is offensive. *If it is appropriate and sensible for you to do so*, you may tell the harasser the behavior is unwelcome and ask him/her to stop.

2. Report the harassment to Human Resources or the Chief Financial Officer.

Harassment in any form should be reported verbally or in writing. You should report it even if you were not the subject of the harassment. Any written notes you may have will be very helpful to Civcorps in the investigation. Such details as place, time, date, witnesses, exact behavior or words etc would be helpful. These investigations are kept as confidential as possible to protect the privacy of all parties involved.

Civcorps's responsibility

The following steps will be taken after a report of harassment:

1. Investigation – Civcorps will investigate, in a discreet manner, all reported incidents of harassment. Interviews may be conducted with the person reporting the incident, any person(s) who was subjected to the reported harassment, any person(s) reported as being harassers, and others, as needed.

2. Appropriate Action – Where evidence of harassment in any form is found, appropriate disciplinary action, up to and including termination, will be taken. The action taken in a given case will depend on the particular facts at hand.

In addition, Civicorps will take appropriate measures – up to and including termination – against any corpsmember, employee, or contractor who engages in any form of harassment, including sexual harassment, or who condones or knowingly permits harassment to take place.

Employment and Education Policies and Practices

All Positions

All corpsmembers participate in the Civicorps public high school. You are expected to attend on-site education classes that encompass education and employment training through a competency-based diploma program.

Corpsmembers

Everyone begins the program working on a field crew on outdoor projects that help improve the community, such as preventing floods, fires and mudslides, building trails, and improving park areas.

Crew Leader

Civicorps provides Crew Leader training to train corpsmembers in leadership, advanced tool training, project management, safety, and first aid. Crew leaders are assigned to field crews to help supervisors manage the crews and complete the work projects. Corpsmembers who successfully complete Crew Leader training may apply for open Crew Leader positions. Corpsmembers who are promoted to crew leader positions must attend and pass all related training sessions.

Recycling Team Intern

The Recycling Team Intern works at the Civicorps recycling center. The job may include driving to different sites in the East Bay to pick up recyclable materials and sorting recyclable materials. Corpsmember who have demonstrated strong leadership skills and responsibility as well as good attendance at work and school may apply for open Recycling Team Intern positions.

Outside Recycling Intern

Outside Recycling Interns work with public agencies and private companies that are involved in recycling and waste reduction. Sponsors are located throughout the East Bay and may include office or recycling plant positions. Work includes answering telephones, using a forklift, helping the public, sorting recyclables, completing general office duties, and marketing recycled products. Corpsmembers who have demonstrated strong leadership skills and responsibility as well as good attendance at work and school may apply for open Outside Recycling Intern positions.

Operations Intern

Operations Interns work with the Civicorps Operations department staff. They help to maintain, monitor and repair vehicles, tools and supplies. Corpsmembers who have demonstrated strong leadership skills and responsibility as well as good attendance at work and school may apply for open Operations Intern positions.

Learning Center Intern

Learning Center Interns work with the Youth Development staff to help keep track of education materials, file information, monitor attendance, and check work that is turned in. Corpsmembers who have demonstrated strong leadership skills and responsibility as well as good attendance at work and school may apply for open Learning Center Intern positions.

Recruitment Intern

Recruitment Interns assist the corpsmember recruitment office with handing out applications, monitoring applicants through the recruitment process, completing general office duties, and scheduling interviews. Corpsmember who have demonstrated strong leadership skills and responsibility as well as good attendance at work and school may apply for open Recruitment Intern positions.

Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or Civicorps. Your cooperation and assistance in performing such additional work is expected.

Civicorps reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities.

Work Schedules

Civicorps is normally open for business between the hours of 7:30 a.m. and 6:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. In certain circumstances, your supervisor will assign your individual work schedule. All corpsmembers are expected to be at lineout, at their worksite or their intern location at the start of their scheduled shifts in uniform (see Dress Code and Other Personal Standards, page 15), ready to work.

The workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Education Schedule

Classes are scheduled Monday through Thursday from 4:15 p.m. to 6:15 p.m. All corpsmembers are required to attend class **two** nights per week. The crew you are on will determine your schedule. Corpsmembers will attend two classes per night each lasting one hour in length.

In addition, corpsmembers are required to attend all Friday educational sessions.

Meal and Rest Periods

Corpsmembers are provided with a 30-minute to one-hour meal period, to be taken approximately in the middle of the workday. They also are given a 10-minute rest period for every four hours of work or major portion thereof. Your supervisor will schedule your meal and rest periods.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Do not leave the premises during your rest period and do not take more than 10 minutes for each rest period. Due to the nature of the work that we do, you will not have the opportunity to leave the premises during your meal period. Store visits are not allowed when working on a crew.

Timekeeping Requirements

All corpsmembers are required to use a crew roster to record time worked for payroll purposes. A supervisor must initial any handwritten marks or changes on the crew roster. Completing another corpsmember's crew roster, allowing another corpsmember to complete your crew roster, or altering a crew roster is not permissible and is subject to disciplinary action.

Any errors on your crew roster should be reported immediately to your supervisor.

Payment of Wages

Paychecks are normally available by 4:00 p.m. and must be picked up from your supervisor. If you observe an error on your check, please report it immediately to your supervisor.

Paydays are scheduled on the 5th and 20th of the month, for the pay periods ending on the 15th day of the month and the last day of the month, respectively. If a regular payday falls on a Saturday, Corpsmembers generally will be paid on the previous Friday and if it falls on a Sunday, corpsmembers generally will be paid on the following Monday. If a regular payday falls on a holiday, corpsmembers will generally be paid on the previous business day.

Civicorps offers direct payroll deposit for all corpsmembers. You may begin and stop direct payroll deposit at any time.

To begin direct payroll deposit, you must complete the Direct Deposit form (available from payroll) and return it to payroll no later than the final day of the pay period (15th or the last day of the month) in which the service is to begin. Direct Deposit generally takes one pay period to activate.

To stop automatic payroll deposit, complete the Direct Deposit form (available from payroll) and return it to payroll no later than the final day of the pay period (15th or the last day of the month) in which the service is to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received on time.

Raises

Each month, a corpsmember will have an opportunity to earn a ten cent (\$0.10) raise if he or she meets the criteria.

In order to be eligible for an increase, a corpsmember must:

1. Have no more than a total of three (3) education and work absences combined.
2. Earn a "satisfactory" with a minimum score of 46 in his/her evaluation.
3. Not have been on LOA for more than one full week. Also, they cannot have missed more than one week (5 days) of the month due to leaves
4. Not have any suspensions; suspensions are grounds for automatic denial of raises.
5. Have worked a full 30 days.

Overtime for Corpsmembers

Corpsmembers may be required to work overtime. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Civicorps will attempt to distribute overtime evenly and accommodate individual schedules. A supervisor must authorize all overtime work in advance. Civicorps provides compensation for all overtime hours worked by corpsmembers in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Monday at 12:01 a.m.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one-and-one-half times the corpsmember's regular rate of pay.
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Advances

Paycheck advances are limited to be only against amounts already earned. In addition, corpsmembers may not receive more than two advances per calendar year, and must provide evidence that the advance is going to be used for emergency purposes. Advances must be approved in writing by the Director of Field Operations. Finance will track the number of advances authorized for each corpsmember.

Corpsmember Records

You have a right to inspect certain documents in your corpsmember file, as provided by law, in the presence of a designated staff member. Corpsmembers wishing to review their personnel file must complete and submit a "Request to Review Personnel Records" form.

The personnel file must be inspected at the Data Specialist's office. Corpsmembers are not allowed to remove any document from their file nor may they make any changes in their file. A corpsmember may take notes during the review of their file. No copies of documents in a corpsmember's file may be made, with the exception of documents that the corpsmember has previously signed. The corpsmember will be required to sign a receipt for any copies of documents. If a corpsmember disagrees with or challenges any information in their file, they can submit a written request explaining why such a change must be made. This procedure does not apply to documents concerning disciplinary matters, pay and promotion, or performance appraisals. Disagreements concerning these matters are provided for in applicable procedures.

Civicorps will attempt to restrict disclosure of your personnel file to authorized individuals within Civicorps. Any request for information from personnel files must be directed to staff.

Disclosure of personnel information to outside sources will be limited. Only Payroll or Human Resources are authorized to release information about current or former corpsmembers. However, Civicorps will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

Corpsmember Records Names and Addresses

Civicorps is required by law to keep current all corpsmembers' names and addresses. Corpsmembers are responsible for notifying Civicorps in the event of a name or address change.

Corpsmember Verifications

All requests for employment verifications must be directed to Payroll or Human Resources. No other manager, supervisor, corpsmember, or employee is authorized to release verifications for current or former corpsmembers. By policy, Civicorps discloses only the dates of employment and the title of the last position held by former corpsmembers. If the corpsmember authorizes the disclosure in writing, Civicorps will also inform prospective employers of the amount of salary or wage last earned.

Performance Evaluations

Each corpsmember, crew leader, and intern will receive monthly performance reviews conducted by his or her supervisor.

A corpsmember's first performance evaluation will take place after completion of one calendar month of employment with subsequent performance evaluations conducted monthly thereafter. Crew Leaders and Interns will also be reviewed monthly. Performance evaluations may review factors including the quality and quantity of your work, your job knowledge, initiative, goal achievement, educational performance, and your attitude toward others. In addition, you will be evaluated on your attendance. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance.

The performance evaluations are based on a point and goal system. In order to be eligible for a 10-cent raise every other calendar month, you must obtain 45 points on the evaluation. Raises cannot be made retroactive. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Open-door Policy (Conflict Resolution)

Suggestions for improving Civicorps are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving.

Your good-faith complaints, questions, and suggestions also are of concern to Civicorps. We ask you to first discuss your concerns with your supervisor, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
2. If the problem persists, you may describe it in writing and present it to your supervisor's supervisor, i.e., the Field Academy Coordinator, the Field Academy Manager or the Recycling Manager, who will investigate and provide a solution or explanation. We encourage you to bring the matter to the Field Coordinator, Field Manager or Recycling Manager as soon as possible after you believe that your immediate supervisor has failed to resolve it.
3. If the problem is not resolved, you may present the problem in writing to the Director of Field Programs, who will attempt to reach a final resolution. This decision will be final.

When necessary, Human Resources will be consulted to ensure Civicorps is in compliance with all polices and state and federal laws. This procedure, which we believe is important for both you and Civicorps, cannot guarantee that every problem will be resolved to your satisfaction. However, Civicorps values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Employment of Relatives

Relatives of corpsmembers may be eligible for employment with Civicorps only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise such as working on the same crew. Civicorps defines "relatives" as spouses, children, siblings, parents, in-laws, and step-relatives. Present corpsmembers who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest such as working on the same crew.

Conflicts of Interest

All corpsmembers must avoid situations involving actual or potential conflicts of interest. Personal or romantic involvement with a partnering or sponsoring agency, supplier, or subordinate corpsmember of Civicorps, which impairs a corpsmember's ability to exercise good judgment, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems. In addition, staff may not fraternize with participants or students.

A corpsmember involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or Human Resources, for a determination of whether a potential or actual conflict exists. If an actual or potential conflict is determined, Civicorps may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Involuntary Termination and Discipline

Violation of CIVICORPS policies and rules may warrant disciplinary action. Civicorps has established a system of discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, except regarding attendance (see below), and Civicorps may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. Civicorps's policy of discipline in no way limits or alters the at-will employment relationship.

In addition, corpsmembers need to be aware that any staff person at Civicorps may initiate disciplinary action anytime. This is especially true in the classroom. Learning Academy staff may initiate disciplinary action if policies and procedures are not followed in the classroom.

Attendance: The following outlines the progressive disciplinary process for attendance and punctuality for work, school, workshops, Community Meetings, and Crew Meetings on a monthly cycle.

Absences: Absences from work and school are combined. Please note that corpsmembers are not eligible for a raise in a month in which they have any absences.

Corpsmembers are required to provide a note from their doctor, probation/parole office, or a court employee if absences are related to medical or legal issues.

Two absences = Verbal warning

Three absences = Written warning

Four absences = Contract, final warning and job holding workshop. The corpsmember will be on contract for 30 days and cannot be absent from work, school, workshops, Community Meetings, Crew Meetings or job holding workshops unless it is an emergency and the corpsmember can provide verifiable documentation. Corpsmembers will also be required to attend job-holding workshops and will be placed on long term suspension if any of the required three classes are missed. Corpsmember are only eligible for job holding workshops once every 12 months.

Four absences (if ineligible for job holding workshops) = Contract & suspension. The suspension will last for a minimum of three days without pay. Corpsmembers are expected to continue to attend class while on suspension.

Five absences = Long Term Suspension

Punctuality: Tardies from work and school are combined. Corpsmembers will be considered tardy if they are not at lineout, at their worksite or their intern location at the start of their scheduled shifts in uniform (see Dress Code and Other Personal Standards), ready to work, or if they are not in class on time.

One tardy = Verbal warning

Two tardies = Written warning

Three tardies = Contract and final warning. corpsmember will be on contract for 30 days and cannot be late for work, school, workshops, Community Meetings, or Crew Meetings unless it is an emergency and the corpsmember can provide verifiable documentation.

Four tardies = Contract & suspension. The suspension will last for a minimum of three days without pay. Corpsmembers are expected to continue to attend classes while on suspension.

Five tardies = Long Term Suspension

Voluntary Termination

Voluntary termination results when a corpsmember voluntarily resigns his or her employment. All CIVICORPS-owned property, including hard hats, must be returned immediately upon termination of employment. Corpsmembers will be charged for Civicorps -owned equipment that is not returned. It will be deducted from their final pay check in accordance with their prior written authorization.

Exiting the Program

Civicorps Corpsmember program is a training program and is not permanent job. Corpsmembers will be evaluated every six months after one year, to ensure that gains are being made both in school and at work. If it is found that gains are not being made, we will review the individual corpsmember's situation and recommend steps that the corpsmember must take in order to remain in the program. If the corpsmember does not meet the established goals, he or she will be asked to leave the program.

When a corpsmember receives his/her diploma, a meeting will be scheduled with the Career Counselor to begin the exit process.

Second Chance Policy

Under some circumstances, Civicorps allows former corpsmembers to be rehired. To re-apply to the program, corpsmembers must write a letter to the Director of Field Programs explaining their behavior for leaving and the reasons they wish to return. After reviewing the letter, either the Director of Field Programs or another Civicorps staff person will interview the corpsmember and make a final decision.

Corpsmembers are eligible to return to the program after they have been absent for a minimum of 30 days.

Standards of Conduct

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Civicorps. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, corpsmember welfare and Civicorps's operations also may be prohibited.

- Falsifying employment records, employment information, or other Civicorps records;
- Recording the work time of another corpsmember or allowing any other corpsmember to record your work time, or falsifying any time sheet, either your own or another corpsmember's;
- Theft and deliberate or careless damage or destruction of any Civicorps property, or the property of any corpsmember, staff or sponsoring agency;
- Removing or borrowing Civicorps property without prior authorization;
- Unauthorized use of Civicorps equipment, time, materials, or facilities;
- Provoking a fight, fighting or threatening violence during working hours or on Civicorps property or at an offsite workplace;
- Participating in horseplay or practical jokes on Civicorps time or on Civicorps premises or offsite workplace;
- Carrying firearms or any other dangerous weapons on Civicorps premises or offsite workplace at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Civicorps property or offsite workplace;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Civicorps premises or offsite workplace;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Unauthorized use of telephones, cell phones, e-mail, faxes, mail system or other employer owned equipment;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Wearing drug or gang related styles of dress;
- Violating any safety, health, security or Civicorps policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual.

- Possession, distribution, sale, transfer or use of alcohol, illegal drugs or controlled substances in the workplace, while on duty, when acting as a representative of Civicorps, or while operating employer owned vehicles or equipment;
- Use of pagers, cell phones, radios, walkmans, televisions, or portable DVD players is prohibited while involved in any Civicorps work or education activity;
- Gambling of any kind during work or education activities and on or around the work site at any time;
- Requesting your supervisor to drive you to the store (supervisor are not allowed to make such trips);
- Violation of any corpsmember policies.

This statement of prohibited conduct does not alter Civicorps's policy of at-will employment. Either you or Civicorps remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Off-duty Conduct

While Civicorps does not seek to interfere with the off-duty and personal conduct of its corpsmembers, certain types of off-duty conduct may interfere with Civicorps's legitimate business interests. For this reason, corpsmembers are expected to conduct their personal affairs in a manner that does not adversely affect Civicorps's or their own integrity, reputation or credibility. Please be aware that while in uniform whether it is on- or off-duty, corpsmembers are expected to act as a representative of Civicorps and conduct should be reflective of this, i.e., shirts must be tucked in, pants must not be sagging, no undergarments showing, and the uniform must be kept clean. Illegal or immoral off-duty conduct by a corpsmember that adversely affects Civicorps's legitimate business interests or the corpsmember's ability to perform his or her job will not be tolerated.

Drug and Alcohol Abuse

Civicorps is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from a corpsmember's work performance, efficiency, safety, and health, and therefore seriously impair the corpsmember's value to Civicorps. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other corpsmembers and employees and exposes Civicorps to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect a corpsmember's job performance and may seriously impair the corpsmember's value to Civicorps.

The following rules and standards of conduct apply to all corpsmembers either on Civicorps property or during the workday (including meals and rest periods). Behavior that violates Civicorps policy includes:

- Possession or use of an illegal or controlled substance or alcohol, or being under the influence of an illegal or controlled substance or alcohol while on the job;
- Driving a Civicorps vehicle while under the influence of an illegal or controlled substance or alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance or alcohol while on the job.

Violation of these rules and standards of conduct will not be tolerated. Civicorps also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Civicorps reserves the right to conduct searches of Civicorps property or corpsmember's personal property, and to implement other measures necessary to deter and detect abuse of this policy.

A corpsmember's conviction on a charge of illegal sale or possession of any controlled substance while off Civicorps property will not be tolerated because such conduct, even though off duty, reflects adversely on Civicorps. In addition, Civicorps must keep people who sell or possess controlled substances off Civicorps's premises in order to keep the controlled substances themselves off the premises.

Any corpsmember who is using prescription or over-the-counter drugs that may impair the corpsmember's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

Civicorps will encourage and reasonably accommodate corpsmembers with alcohol or drug dependencies to seek treatment and/or rehabilitation. Corpsmembers desiring such assistance should request a treatment or rehabilitation leave. Civicorps is not obligated to provide assistance to cover the cost of the treatment or rehabilitation plan. In addition, Civicorps is not obligated to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is Civicorps obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, corpsmembers who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect Civicorps's treatment of corpsmembers who violate the regulations described previously. Rather, rehabilitation is an option for a corpsmember who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

In addition, corpsmembers must notify their own or any other agency supervisor, the Executive Director or the Human Resources Manager of any criminal drug statute conviction for any violation occurring in the workplace no later than five (5) days after such a conviction. Civicorps shall in turn notify any federal or state agency funding the activities of said corpsmember within ten (10) calendar days after receiving notice from a corpsmember or otherwise receiving such notice of a corpsmember's conviction. Any activity leading to such conviction will be subject to disciplinary action and rehabilitation treatment as detailed in this policy.

Punctuality and Attendance

You are expected to be punctual and reliable in attendance. Any tardiness or absence causes problems for your fellow corpsmembers and your supervisor. When you are absent, others must perform your assigned work.

Corpsmembers are expected to report to work as scheduled, on time, in uniform, with their lunch and prepared to start work. Corpsmembers also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and will not be tolerated.

If you are unable to report for work on any particular day, Field Corpsmembers must call their supervisor by 7:30 a.m. and Intern Corpsmembers must call by the start of their work day of the day you will absent. In all cases of absence or tardiness, corpsmembers must provide their supervisor with an honest reason or explanation. Corpsmembers also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will not be tolerated. CIVICORPS's definition of excessive absenteeism and tardiness is outlined under "Involuntary Termination and Progressive Discipline".

Dress Code and Other Personal Standards

Because each corpsmember is a representative of Civicorps in the eyes of the public, corpsmembers must report to work properly groomed and wearing appropriate clothing. Corpsmembers are expected to dress neatly and in a manner consistent with the nature of the work performed. Corpsmembers who report to work or school inappropriately dressed will be asked to leave.

All corpsmembers are required to wear Civicorps uniforms and must take care of their uniforms and report any wear or damage to their supervisors. Supervisors will inform you of additional requirements regarding acceptable attire. Certain corpsmembers may be required to wear safety equipment or clothing. Your supervisor must approve any deviations from these guidelines.

The uniform consists of black pants, gray work shirts, steel toed work boots, Civicorps hat, and Civicorps work jacket. Shirts must be tucked in, the Civicorps hat must be on, pants must not be sagging, i.e., no undergarments showing, and the uniform must be kept clean at all times. Corpmembers are prohibited from wearing any headcovering other than the Civicorps hat.

Work Relations

Corpsmembers are expected to be polite, courteous, prompt, and attentive to all members of the public. A corpsmember should contact his or her supervisor immediately if they encounter an uncomfortable situation that he or she does not feel capable of handling.

Sponsors are to be treated courteously and given proper attention at all times. Never regard a sponsor's question or concern as an interruption or an annoyance. You must respond to inquiries from sponsors, whether in person or by telephone, promptly and professionally.

Through your conduct, show your desire to assist the sponsor in obtaining the help he or she needs. If you are unable to help a sponsor, find someone who can.

Never argue with a sponsor. Ask your supervisor to intervene if a problem develops or if a sponsor remains dissatisfied.

Confidentiality

Each corpsmember is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding Civicorps, its suppliers, its sponsors, or perhaps even fellow corpsmembers. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by Civicorps.

Business Conduct and Ethics

No corpsmember may accept a gratuity or sizeable or excessive gift from any sponsor, vendor, supplier, or other person doing business with Civicorps because doing so may give the appearance of influencing business decisions, transactions or service.

Operational Considerations

Employer Property

Lockers, computers, desks, vehicles and other employer-owned property are Civicorps property and must be maintained according to Civicorps rules and regulations. They must be kept clean and are to be used only for work-related purposes. Civicorps reserves the right to inspect all Civicorps property to ensure compliance with its rules and regulations, without notice to the corpsmember and at any time, not necessarily in the corpsmember's presence.

Civicorps voice mail and/or electronic mail (e-mail) are to be used for business purposes only. Civicorps reserves the right to monitor voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the corpsmember and at any time, not necessarily in the corpsmember's presence.

No personal locks may be used on Civicorps -provided lockers unless the corpsmember furnishes a copy of the key or the combination to the lock to both Human Resources *and* the corpsmember's supervisor. Unauthorized use of a personal lock by a corpsmember may result in losing the right to use the locker.

Civicorps may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail or computer access. These communication technologies, related storage media and databases are to be used only for Civicorps business and they remain the property of Civicorps. Civicorps reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any Civicorps property may be removed from the premises.

For security reasons, corpsmembers may not bring or leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, and with or without the corpsmember's prior consent.

Terminated corpsmembers should remove any personal items at the time they leave the agency. Personal items left in the workplace are subject to disposal if not claimed at the time of a corpsmember's termination.

Use of Electronic Media

Civicorps uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, faxes, radio and paging systems, voice mail, cell phones, and the Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Civicorps and are to be used only for Civicorps business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, against Civicorps policy or not in the best interest of Civicorps.

Corpsmembers who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Corpsmembers may not install personal software on Civicorps computer systems.

All electronic information created by any corpsmember using any means of electronic communication is the property of Civicorps and remains the property of Civicorps. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Civicorps's ownership of the electronic information.

Civicorps will override all personal passwords if necessary for any reason.

Civicorps reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of CIVICORPS policy or any law occurs.

Corpsmembers are not permitted to access the electronic communications of other corpsmembers, employees or third parties unless directed to do so by Civicorps management.

Corpsmembers who use cell phones, cordless phones, portable computers, and fax communications should not use these methods for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Civicorps -paid computer access are to be used for Civicorps -related business only. Any information about Civicorps, its products or services, or other types of information that will appear in the electronic media about Civicorps must be approved by the Executive Director or designee before the information is placed on an electronic information resource

that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the Human Resources Manager.

Off-duty Use of Facilities

Corpsmembers are prohibited from remaining on Civicorps premises or making use of Civicorps facilities while not on duty or in school. Corpsmembers are expressly prohibited from using Civicorps facilities, Civicorps property, or Civicorps equipment for personal use.

Corpsmember Property

A corpsmember's personal property, including but not limited to packages, purses and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Civicorps property.

Security/Workplace Violence

Civicorps has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to your supervisor. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our corpsmembers depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Civicorps's workplace security and violence program is described in detail in Civicorps's Illness and Injury Prevention Program (IIPP).

Health and Safety

All corpsmembers are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Civicorps maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by corpsmembers and/or corpsmember representatives in the Human Resource's office.

In compliance with Proposition 65, Civicorps will inform corpsmembers of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All corpsmembers are required to use safety equipment when operating power or hand tools and when working in an area with poison oak. Safety equipment consists of a hard hat, eye and ear protection, chaps, gloves, tyvek suit, and Technu.

Ergonomics

Civicorps is subject to Cal/OSHA ergonomics standards for minimizing workplace Repetitive Motion Injuries (RMIs). Civicorps will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and corpsmember training. Civicorps encourages safe and proper work procedures and requires all corpsmembers to follow safety instructions and guidelines.

Civicorps believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact Human Resources.

Smoking

Smoking is not allowed in any enclosed area of the facilities, in any vehicles, while loading or unloading tools, or in any regional park area. Smoking breaks are allowed only in designated areas.

Housekeeping

All corpsmembers are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Parking

corpsmembers may not use parking areas specifically designated for visitors, other companies, or Civicorps vehicles. Civicorps is not responsible for any loss or damage to corpsmember vehicles or contents while parked on Civicorps property.

Solicitation and Distribution of Literature

Corpsmembers are expected to avoid solicitations and distribution of literature that disrupt the efficient operation of Civicorps's business and/or their co-worker's productivity. No corpsmember shall represent Civicorps in support of any cause or organization unless directed to do so by his or her supervisor. Any corpsmember who is in doubt concerning the application of these guidelines should consult with his or her supervisor.

Conducting Personal Business

Corpsmembers may not conduct personal business or business for another employer during their scheduled working hours.

Vehicle Safety Program for Corpsmembers who are Required to Drive

Many corpsmembers operate agency owned, rented or personal vehicles as part of their jobs. Corpsmembers are expected to operate vehicles safely to prevent accidents/damage, which may result in injuries and/or property loss. It is the policy of Civicorps to provide and maintain a safe working environment to protect our corpsmembers and the citizens of the communities where we conduct business from injury and property loss. Civicorps considers the use of automobiles part of the work environment. Civicorps is committed to promoting a high level of safety awareness and responsible driving behavior in its corpsmembers. Our efforts and the commitment of corpsmembers will prevent vehicle accidents and reduce personal injury and property loss claims.

Civicorps will obtain and review a Motor Vehicle Record (MVR) prior to employment for those individuals seeking positions that require driving a Civicorps or rented vehicle. It is the responsibility of the applicant to provide the hiring manager with a current MVR (no older than 1 week).

Once employed, the Operations Department will receive from the DMV every 12 months an updated MVR for every corpsmembers insured under our plan unless there is activity on the corpsmember's MVR.

Each MVR will be evaluated using either an applicant or corpsmember point system and will be retained in the corpsmember's driver file. Applicants with a disqualifying score will make them ineligible to be hired. corpsmembers with a disqualifying score will lead to immediate revocation of driving privileges. In most cases, revocation of driving privileges will lead to termination.

Applicants and corpsmembers who will be driving their personal vehicles on behalf of Civicorps business, are required as part of our general liability insurance, to submit proof of auto insurance and registration. This policy covers any individual who will submit mileage reimbursement for the use of a personal vehicle in the course of work or volunteering for Civicorps. Each person is required to furnish proof of auto insurance and registration annually.

Corpsmembers who drive their own vehicles on Civicorps business will be reimbursed at a rate per mile that may be adjusted from time to time.

Corpsmembers are required to immediately report to their supervisors any of the following:

- Any type of moving violation, speeding ticket, parking ticket or accident either while driving a Civicorps or non- Civicorps vehicle;
- Any type of violation that would effect the corpsmember's driving status, e.g., court ordered drivers license suspension for child support violations; and
- Loss or denial of personal auto insurance or registration.

Failure to inform Civicorps of any of the above described incidents that would affect the corpsmember's driving status may lead to revocation of driving privileges for Civicorps business. In most cases, revocation of driving privileges will lead to termination.

In addition, corpsmembers agree to the following:

- To complete daily vehicle inspections, and if there are any safety problems with the vehicle, the vehicle will not be driven and the Operations Supervisor will be notified immediately;
- To operate all vehicles in a safe manner; to wear seat belts whenever the vehicle is in motion and require other occupants to do so; to use a spotter at all times; to remove all tools and equipment from the vehicle daily with the exception of those items assigned to the vehicle; and to not use a cellular phone or similar device unless the vehicle is safely parked;
- To clean the interior of vans daily and wash the exterior weekly, before Friday afternoon;
- Only insured Civicorps corpsmembers/participants operate agency vehicles;
- To maintain a valid California driver's license;
- Corpsmembers are responsible for the coverage of passengers while driving personal vehicles to conduct agency business.

For a complete description of this policy, please review the Vehicle Safety Program handbook.

Corpsmember Council

Civicorps Corpsmember Council is a representative body of corpsmembers who are voted in by the corpsmembers at the beginning of every calendar year. The Council is made up of a President, Vice President, Treasurer, Secretary, and Mediator. In addition, two staff members oversee the Council. The Council meets two times per month to plan activities for corpsmembers and to discuss issues or concerns that corpsmembers may have.

Corpsmember Benefits

Holidays

Civcorps observes the following paid holidays:

- January 1st - New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- July 4th - Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- December 25th
- Extra Holiday

The Extra Holiday will be announced at the beginning of each calendar year. The Extra Holiday will be treated as any other holiday in that corpsmembers will only be able to take the holiday on the date specified. The Extra Holiday will not necessarily be designated on the same day each year.

When a holiday falls on a Saturday, it will be observed on the preceding Friday and when it falls on a Sunday, it will be observed on the following Monday.

To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor. If you are required to work on a paid scheduled holiday, you will receive holiday pay plus payment for the time worked in accordance with state and federal laws. Corpsmembers on leave without pay status on the day before and the day after the legal holiday will not receive holiday pay.

Insurance Benefits

Disability Insurance: As participants in a work training program, corpsmembers do not contribute to the State of California's disability insurance. Corpsmembers are not eligible to receive State Disability Insurance while in the corpsmember program. Specific rules and regulations governing disability are available from the Employment Development Department.

Unemployment Compensation: Civcorps does not contribute to the California Unemployment Insurance Fund on behalf of its corpsmembers as the Corpsmember program is considered a work training program. Therefore, corpsmembers are not eligible to receive unemployment compensation while in the Corpsmember program. Specific rules and regulations governing unemployment insurance are available from the Employment Development Department.

Social Security: Social Security is an important part of every corpsmember's retirement benefit. Civcorps pays a matching contribution to each corpsmember's Social Security taxes.

Workers' Compensation: You are protected by Civicorps's workers' compensation insurance policy while employed by Civicorps, at no cost to you. The policy covers you in case of occupational injury or illness.

Counseling Services

A small issue can sometimes become a big problem. There may be times when you will need to talk to someone about your situation. The Case Counselor can help you deal with issues involving personal or family relationships, health issues, housing, childcare, transportation, or other needs. You can make an appointment with the Case Counselor who will put you in contact with agencies and resources in the community that may be able to help.

Career Services

Civicorps has a Career Counselor who can help you prepare for a job outside of Civicorps. The Career Counselor receives information about job openings and is available to assist you if you are interested in exploring a particular job or career. In addition, the Career Counselor can assist you with resume and interview preparation.

Leaves of Absence

Civicorps may grant leaves of absence to corpsmembers in certain circumstances. Request any leave in writing as far in advance as possible, keep in touch with your supervisor during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your supervisor, Civicorps will assume that you do not plan to return and that you have terminated your employment.

Upon returning from a leave of absence, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Civicorps makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

Any leave taken under this provision qualifying as leave under the state and/or federal family/medical leave acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period. California workers' compensation laws govern work-related injuries and illnesses leaves. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

Eligibility for FMLA/CFRA Leave

Corpsmembers who have more than 12 months of service, who have worked at least 1,250 hours during the previous 12-month period before the date the leave is to begin, and who are employed at a work site where Civicorps maintains on the payroll (as of the date of the leave request) at least 50 part- or full-time corpsmembers within 75 miles (measured in road miles) of the work site where the corpsmember requesting the leave works, are eligible under federal (FMLA) and state (CFRA) family leave laws to take up to a maximum of 12 workweeks of unpaid family/medical leave within a 12-month period. Family/medical leave time is permitted for the birth of the corpsmember's child, or placement of a child with the corpsmember for adoption or foster care, to care for the corpsmember's spouse, child or parent who has a serious health condition, or for a serious health condition that makes the corpsmember unable to perform his or her job.

Requests for FMLA/CFRA Leave

Please contact Human Resources as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the corpsmember or a family member, the corpsmember must notify Civicorps at least 30 days before leave is to begin. The corpsmember must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of Civicorps. Any such scheduling is subject to the approval of the health care provider of the corpsmember or the health care provider of the corpsmember's child, parent or spouse.

If the corpsmember cannot provide 30 days' notice, Civicorps must be informed as soon as practical.

If the FMLA/CFRA request is made because of the corpsmember's own serious health condition, Civicorps may require, at its expense, a second opinion from a health care provider that Civicorps chooses. The health care provider designated to provide a second opinion will not be one who is employed on a regular basis by Civicorps.

If the second opinion differs from the first opinion, Civicorps may require, at its expense, the corpsmember to obtain the opinion of a third health care provider designated or approved jointly by the employer and the corpsmember. The opinion of the third health care provider shall be considered final and binding on Civicorps and the corpsmember.

When both parents are employed by Civicorps and request simultaneous leave for the birth, adoption or foster care of a child, Civicorps will not grant more than 12 workweeks total of family/medical leave for both parents.

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in a 12-month period. The 12-month period is measured forward from the date any corpsmember's first family/medical leave begins. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Corpsmembers may take FMLA/CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the corpsmember's child, parent or spouse, or of the corpsmember, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 1 hour.

Certification by Health Care Providers

Civicorps requires corpsmembers to provide certification as explained below within 15 days of any request for FMLA/CFRA leave, unless it is not practicable to do so. Civicorps may require recertification from the health care provider if additional leave is required.

- If the leave is needed to care for a sick child, spouse or parent, the corpsmember must provide a certification from the health care provider stating:
 - Date of commencement of the serious health condition;
 - Probable duration of the condition;
 - Estimated amount of time for care by the health care provider; and
 - Confirmation that the serious health condition warrants the participation of the corpsmember.
- If a corpsmember cites his or her own serious health condition as a reason for a leave, the corpsmember must provide a certification from the health care provider stating:
 - Date of commencement of the serious health condition;
 - Probable duration of the condition; and

- Inability of the corpsmember to work at all or to perform any one or more of the essential functions of his or her position because of the serious health condition.

Civicorps will require certification by the corpsmember's health care provider that the corpsmember is fit to return to his or her job.

Failure to provide certification by the health care provider of the corpsmember's fitness to return to work will result in denial of reinstatement for the corpsmember until the certificate is obtained.

Return from Family/Medical Leave

Under most circumstances, upon return from family/medical leave, a corpsmember will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, a corpsmember has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if a corpsmember on family/medical leave would have been laid off had he or she not gone on leave, or if the corpsmember's job is eliminated during the leave and no equivalent or comparable job is available, then the corpsmember would not be entitled to reinstatement. In addition, a corpsmember's use of family/medical leave will not result in the loss of any employment benefit that the corpsmember earned before using family/medical leave.

California Paid Family Leave Insurance

As of July 1, 2004 most California employees are eligible for up to six weeks of partial pay, per twelve month period, while taking time from work to care for a new child or sick family member. The payments are distributed by the EDD, a state agency, not by Civicorps. California's Paid Family Leave program does not create a right to take a leave of absence if one does not exist under the law.

Corpsmembers may take this leave in order to:

- Care for a child, husband, wife, domestic partner, or parent because of a serious health problem; or
- Bond with a new baby, adopted or foster child (this is for both mothers and fathers).

For additional information, please call 1-877-238-4373 or go to www.edd.ca.gov.

Family Leave and Pregnancy

Time off from work because of the corpsmember's disability due to pregnancy, childbirth or related medical condition is not counted as time used for CFRA leave, but is counted as time used for FMLA leave. Pregnant corpsmembers may have the right to take a pregnancy disability leave in addition to family or medical leave. Such corpsmembers should contact Human Resources regarding their individual situation. Any leave taken for the birth, adoption or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, Civicorps will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the corpsmember.

Pregnancy Disability Leave

Requests for Pregnancy Disability Leave

Any female corpsmember planning to take pregnancy disability leave should advise the Human Resources department as early as possible. The individual should make an appointment with Human Resources to discuss the following conditions:

- Corpsmembers who need to take pregnancy disability leave must inform Civicorps when a leave is expected to begin and how long it will likely last. If the need for a pregnancy disability leave or transfer is foreseeable, corpsmembers must provide notification at least 30 days before the

pregnancy disability leave or transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Corpsmembers must consult with their supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of Civicorps. Any such scheduling is subject to the approval of the corpsmember's health care provider.

- Upon the request of a corpsmember and recommendation of the corpsmember's physician, the corpsmember's work assignment may be changed if necessary to protect the health and safety of the corpsmember and her child. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached.
- Temporary transfers due to health considerations will be granted when possible. However, the transferred corpsmember will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
- Pregnancy disability leave usually begins when ordered by the corpsmember's physician. The corpsmember must provide Civicorps with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the corpsmember became disabled due to pregnancy, childbirth, or related medical conditions;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the corpsmember is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Returns from pregnancy disability leave will be allowed only when the corpsmember's physician sends a release.
- A corpsmember will be allowed to use accrued sick time and/or accrued vacation time during a pregnancy disability leave.
- The duration of this leave is based on the corpsmember's health care provider's determination and certification of the period(s) during which the corpsmember is actually disabled due to pregnancy, childbirth or a related condition, up to a maximum of four months. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 1 hour.

Return from Pregnancy Disability Leave

Under most circumstances, upon submission of a medical certification that a corpsmember is able to return to work from a pregnancy disability leave, a corpsmember will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. A corpsmember returning from a pregnancy disability leave has no greater right to reinstatement than if the corpsmember had been continuously employed. (For example, if a corpsmember on pregnancy disability leave would have been laid off had he or she not gone on leave, or if the corpsmember's job is eliminated during the leave and no equivalent or comparable job is available, then the corpsmember would not be entitled to reinstatement.)

Return to the corpsmember's previously held job or in some circumstances to a comparable position shall be guaranteed for four months provided that the corpsmember complies with the terms of the leave.

Military Leave

Corpsmembers who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within

the time allowed by law.

Jury Duty and Witness Leave

Civicorps encourages corpsmembers to serve on jury duty or as a witness when called. Any regular full-time or part-time corpsmember summoned to serve on jury duty or as a witness will continue to receive their regular rate of pay or salary while serving on a jury for up to five business days. Part-time corpsmembers will be paid in proportion to the number of hours or days they normally work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You will be required to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other fee paid by the court for jury services.

Time Off for Voting

Civicorps encourages all corpsmembers to fulfill their civic responsibilities by voting. All corpsmembers will be allowed a reasonable amount of time off to vote in elections either at the beginning or at the end of the workday, provided the polls are not open sufficient time outside working hours.

Time off for voting must be requested at least two working days in advance and must be approved by your supervisor. A maximum of two hours of time off to vote will be paid, and proof of voting may be required.

School Activities

Corpsmembers are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to 12 may take time off for a school activity;
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Corpsmembers planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If both parents are employed by Civicorps, the first corpsmember to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Corpsmembers must provide their supervisor with documentation from the school verifying that the corpsmember participated in a school activity on the day of the absence for that purpose.

If a corpsmember who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the corpsmember should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against a corpsmember who takes time off for this purpose.

External Corpsmember Education

Some corpsmembers may need to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of Civicorps or the individual corpsmember. Attendance at such activities, whether required by Civicorps or requested by individual corpsmembers, requires the written approval of the corpsmember's supervisor. To obtain approval, any corpsmember wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses and the nature, purpose and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation:

- For attendance at events required or authorized by Civicorps, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include

registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with your supervisor in advance.

- Corpsmember attendance at authorized outside activities will be considered hours worked for corpsmembers and will be compensated in accordance with normal payroll practices.

This policy does not apply to a corpsmember's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Civicorps generally encourages all corpsmembers to improve their knowledge, job skills and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Recreational Activities and Programs

Civicorps or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of a corpsmember's voluntary participation in any off-duty recreational, social, or athletic activity that is not a Civicorps sponsored event.

Workers' Compensation

Civicorps, in accordance with state law, provides insurance coverage for corpsmembers in case of work-related injuries. Corpsmembers who become injured or ill resulting from their work at CIVICORPS must:

- Immediately report any work-related injury or illness to your supervisor;
- Seek medical treatment at the agency's chosen health care provider and follow-up care if required;
- Complete a written Claim Form and return it to your supervisor; and
- Ensure that Civicorps receives certification from the health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that a corpsmember is able to return to work after a workers' compensation leave, the corpsmember under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. A corpsmember returning from a workers' compensation leave has no greater right to reinstatement than if the corpsmember had been continuously employed rather than on leave. For example, if the corpsmember on workers' compensation leave would have been laid off had he or she not gone on leave, or if the corpsmember's position has been eliminated or filled in order to avoid undermining Civicorps's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the corpsmember would not be entitled to reinstatement.

A corpsmember's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, a corpsmember is unable to perform the essential functions of his or her job because of a physical or mental disability, Civicorps's obligations to the corpsmember may include reasonable accommodation, as governed by the ADA (Americans with Disabilities Act).

The law requires this agency to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Civicorps Academy Handbook

Confirmation of Receipt

I have received my copy of the Civicorps Academy Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies and practices can be changed at any time, with or without prior notice, by the Civicorps. The Civicorps reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that, other than the Executive Director, no manager, supervisor, or representative of the Civicorps has the authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Executive Director has the authority to make any such agreement and then only signed and in writing.

I understand and agree that nothing in the Corpsmember Handbook creates or is intended to create a promise or representation of continued employment and that employment at the Civicorps is at-will; employment may be terminated at anytime by either party.

My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the Civicorps and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreement, understandings, and representations concerning my employment with the Civicorps.

Corpsmember's Name (Please Print)

Corpsmember's Signature

Date