

EMPLOYEE HANDBOOK
RUSSIAN RIVER CEMETERY DISTRICT

JANUARY 2025

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General Employment Policies

At-Will Employment Status

RUSSIAN RIVER CEMETERY DISTRICT personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company 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 District of RUSSIAN RIVER CEMETERY DISTRICT has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Equal Employment Opportunity Five or More Employees

RUSSIAN RIVER CEMETERY DISTRICT is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status 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. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is **unlawful**.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Office Manager. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a

complaint and will not knowingly permit retaliation by management employees or your coworkers.

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

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

Right to Revise

This employee handbook contains the employment policies and practices of RUSSIAN RIVER CEMETERY DISTRICT in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

RUSSIAN RIVER CEMETERY DISTRICT 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. However, any such changes must be in writing and must be signed by the president of RUSSIAN RIVER CEMETERY DISTRICT.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. 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 RUSSIAN RIVER CEMETERY DISTRICT as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Introductory Statement [Copy]

Welcome! As an employee of RUSSIAN RIVER CEMETERY DISTRICT (the "District/Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors.

This handbook summarizes the policies and practices in effect at the time of publication.* This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

Please take the time to review the policies in this handbook, Your supervisor or manager will be happy to answer any questions you may have. Again, welcome!

Harassment Discrimination and Retaliation Prevention

RUSSIAN RIVER CEMETERY DISTRICT is an equal opportunity employer. RUSSIAN RIVER CEMETERY DISTRICT is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

RUSSIAN RIVER CEMETERY DISTRICT also prohibits discrimination, harassment, disrespectful or unprofessional conduct 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.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

Harassment Prevention

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The

Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, RUSSIAN RIVER CEMETERY DISTRICT is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

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

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact an office manager and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact an office manager and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to the

- Any other District supervisor
- Chairman of the Board
- Board Trustee

as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the office manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the office manager of the Company so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company will also will take appropriate action to deter future misconduct.

Any employee determined by the Company to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

HR Managers, other human resource employees, and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

Diversity, Equity and Inclusion

RUSSIAN RIVER CEMETERY DISTRICT is committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the Company.

RUSSIAN RIVER CEMETERY DISTRICT is committed and determined that there is access, opportunity and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Company's *Harassment, Discrimination and Retaliation Prevention* policy, please contact your supervisor or Board of Trustees.

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the company's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the company is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Hiring

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 32 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Job Duties

During the introductory period, 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 RUSSIAN RIVER CEMETERY DISTRICT. Your cooperation and assistance in performing such additional work is expected.

RUSSIAN RIVER CEMETERY DISTRICT 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.

New Hires

The first 90 days of continuous employment at RUSSIAN RIVER CEMETERY DISTRICT is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with co-workers and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Completion of the introductory period does not entitle you to remain employed by RUSSIAN RIVER CEMETERY DISTRICT for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Part-time employees are eligible for the following RUSSIAN RIVER CEMETERY DISTRICT benefits:

- holidays, birthday, sick leave

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Service Credit

RUSSIAN RIVER CEMETERY DISTRICT will give service credit to employees previously employed by the Company, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date.

Office manager will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of paid sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

Leaves of Absence

Bereavement Leave

RUSSIAN RIVER CEMETERY DISTRICT grants time off to eligible employees in the event of the death of a "family member."

To be eligible for bereavement leave, you must be employed for at least 30 days prior to starting leave.

If you are eligible and experience the death of a family member, you may take up to five days of bereavement leave.

For purposes of this policy, a family member is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

The days of bereavement leave do not need to be taken consecutively, however, you must complete your bereavement leave within three months of your family member's death, at which time any remaining unused bereavement leave will expire.

Bereavement leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

You must provide documentation to support the need for bereavement leave, which may include a death certificate; a published obituary; or a verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

RUSSIAN RIVER CEMETERY DISTRICT may, at its discretion, approve additional unpaid time off.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, 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. [Company Name] makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. RUSSIAN RIVER CEMETERY DISTRICT will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodations should contact [insert name of a designated individual; e.g., supervisor or Human Resources] and discuss the need for an accommodation.

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Personal Leave

A personal leave of absence without pay may be granted at the discretion of RUSSIAN RIVER CEMETERY DISTRICT. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than six weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

School Appearances Involving Suspension

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

Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

Victims of Crime Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid, unless you choose to use accrued and unused paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact office manager.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

FMLA

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave*; and
- You are employed at a worksite where there are 50 or more employees within a 75-mile radius.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of FMLA leave, a "family member" includes your:
 - Spouse.
 - Parent.
 - Child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.

- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, child or parent in the Armed Forces of the United States, or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care or child birth

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA leave and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and CFRA leave eligibility.)

For additional information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact office manager.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA, RUSSIAN RIVER CEMETERY DISTRICT uses calendar year.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth or related medical condition counts as FMLA leave, but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Company grants intermittent leave. If, however, your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave 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, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to FMLA leave:

- Please contact office manager 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 your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.

- If the FMLA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

RUSSIAN RIVER CEMETERY DISTRICT requires you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)* If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick family member, you 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 your participation.

Under the FMLA, when both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Company is entitled to 12 workweeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking FMLA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following FMLA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact office manager.

Reinstatement

Under most circumstances, upon return from FMLA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and

conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact office manager with any questions regarding accrual of other Company provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid FMLA leave.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member 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 15 minutes.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

Jury Duty and Witness Leave

RUSSIAN RIVER CEMETERY DISTRICT encourages employees to serve on jury duty when called and to appear as a witness in any judicial proceeding to comply with a subpoena or other court order.

Nonexempt employees who have completed their introductory periods will receive full pay while serving up to 5 days of jury duty or while appearing as a witness in a judicial proceeding. For any additional days of service, time off will be unpaid. Exempt employees will receive full salary unless they are absent for a full week and perform no work. Employees may choose to use available accrued time off in place of unpaid leave.

You should notify your supervisor of the need for time off for jury duty or to serve as a witness as soon as a notice or summons, subpoena or other order from the court is received. You may be requested 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, or while appearing as a witness, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact supervisor 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.

State Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

You cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact the office manager.

Eligible Employees

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the Company for 90-days from their date of hire.

Sick Pay Amount

Eligible employees will receive sick leave as follows:

Eligible employees earn sick leave at the rate of

3.68 hours per pay period (8 hours per month). At a minimum, employees:

- Will have at least one day or eight hours of paid sick time within three months of employment, each calendar year or each 12-month period; and
- Employees are eligible to earn at least five days or 40 hours of sick leave within six months of employment.

You will need to meet the 90-day employment requirement before taking any leave.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If your normal workweek is less than 40 hours, accrual will be based on your normal workweek.

The company does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

Employees may earn a maximum of 480 paid sick time. After you have reached this maximum amount, no additional paid sick time will be earned until some or all of your accrued paid sick time is used.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of, or has a family member who is a victim of, a qualifying act of violence.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person is any individual you identify at the time you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to the supervisor. If the need for paid sick leave is not foreseeable, provide notice to the supervisor as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law.

Vacation

Vacation Accrual Introductory Period

Regular full-time employees accrue paid vacations in accordance with the following policy:

0-90 days = no accrual

91 days - 24 months = 10 days per year

3-9 years = 10 days per year plus one day a year starting with the third year

10-15 years = 18 days per year

16 years and thereafter = 20 days per year

Temporary and part-time employees do not accrue paid vacation time. Regular full-time employees do not accrue vacation time during the first 90 days of employment. No vacation time may be taken until after completion of the first year of employment.

The District encourages you to take your vacation annually. Earned vacation time accrues to a maximum of 240 hours.

No additional vacation will be earned until accrued vacation time is used.

Vacation schedules must be coordinated with and approved by supervisor.

Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations at the times they wish. However, RUSSIAN RIVER CEMETERY DISTRICT's operating needs will take priority.

When your employment relationship with the District ends, you will be paid for accrued unused vacation days on a pro rata basis.

Use of Vacation Before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you are taking and/or federal and state leave requirements.

Please contact supervisor to discuss coordination of your benefits.

Victim's Leave and Accommodation

RUSSIAN RIVER CEMETERY DISTRICT grants unpaid time off to eligible employees who are victims of a qualifying act of violence, as defined in this policy, and reasonable accommodations to eligible employees who are victims of, or who have family members who are victims of, a qualifying act of violence to help ensure their safety while at work.

Victim's Leave

An employee who is a victim of a qualifying act of violence may take time off to obtain — or attempt to obtain — relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or their child.

For purposes of this policy, a "qualifying act of violence" is any of the following, **regardless of whether anyone is arrested for, prosecuted for or convicted of committing any crime:**

- Domestic violence
- Sexual assault
- Stalking
- An act, conduct or pattern of conduct that includes any of the following:

While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described in this policy.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. To request leave under this policy, please contact office manager.

Reasonable Accommodation

For an employee who is a victim of — or who has a family member that is a victim of — a qualifying act of violence, the company will provide a reasonable accommodation for their safety while at work, so long as the accommodation doesn't cause undue hardship.

For purposes of this policy, "family member" includes:

- Your biological, adoptive or foster child; stepchild or legal ward; a child of a registered domestic partner; or a person to whom you stands *in loco parentis*.
- Your biological, adoptive or foster parent, stepparent or legal guardian; or that of your spouse or registered domestic partner (parent-in-law); or that of a person who stood in loco parentis when you, your spouse or registered domestic partner were a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster or adoptive sibling; a stepsibling; or half-sibling.
- Your grandparent.
- Your grandchild.
- Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

If you need a reasonable accommodation for your safety at work, contact office manager to discuss the need for an accommodation. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the company will also require certification demonstrating that you are the victim of a qualifying act of violence.

The company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. The company may request recertification every six months. Please notify the company if an approved accommodation is no longer needed.

RUSSIAN RIVER CEMETERY DISTRICT will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Pregnancy Disability Leave Five or More Employees

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should contact office manager as early as possible. Please make an appointment with office manager to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth or related medical condition. This includes leave for severe morning sickness, prenatal care, doctor-ordered bed rest and other reasons. Your health care provider determines how much time you need for your disability.
- RUSSIAN RIVER CEMETERY DISTRICT will also reasonably accommodate medical needs related to pregnancy, childbirth or related conditions, if possible. To discuss the need for an accommodation, please contact office manager. The company will engage in an interactive process with you to identify potential reasonable accommodations, if any, that will help you perform the job; or if medically necessary due to your pregnancy, will temporarily transfer you to a less strenuous or hazardous position (where available) or assign less strenuous or hazardous duties.
- If you need to take PDL, you must inform RUSSIAN RIVER CEMETERY DISTRICT when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Please contact office manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the company. Any such scheduling is subject to the approval of your health care provider.
- For unforeseeable emergencies or events, you must notify the company, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide RUSSIAN RIVER CEMETERY DISTRICT with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after is the company requests it. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see office manager for a medical certification form to give to your health care provider.
- Return from PDL will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick, vacation or personal time (if otherwise eligible to take the time) during PDL.

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

If intermittent leave or leave on a reduced work schedule is medically advisable, you may be required in some instances to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties, but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your health care provider releases you to return to work from PDL, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from PDL has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the leave's duration. In some instances, the company can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

The company will not retaliate against you for requesting PDL, reasonable accommodation or transfer under this policy, and will not knowingly tolerate or permit retaliation by management, employees or coworkers.

CFRA

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the company for a total of at least 12 months prior to the start of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.*

*Special hours of service eligibility requirements apply to airline flight crew employees.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job.
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
 - "Designated person" (Someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for purposes of CFRA leave).
- The birth of your child, or placement of a child with you for adoption or foster care.
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the U.S. Armed Forces (see *Qualifying Exigencies Related to Active Duty* below).

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave (see the *Pregnancy Disability Leave* policy for more information).

For additional information about eligibility for CFRA leave, contact office manager.

Qualifying Exigencies Related to Active Duty

- Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-Month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, RUSSIAN RIVER CEMETERY DISTRICT uses 12 months.

Pregnancy, Childbirth or Related Conditions and Child Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL) (see *Pregnancy Disability Leave* policy for more information).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of child bonding.

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, the company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the child's birth or placement with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact office manager 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 your serious health condition or that of a family member, you must notify the company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the company operations. Any such scheduling is subject to the approval of your health care provider or that of your family member.
- If you cannot provide 30 days' notice, the company must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the company may require, at its expense, a second opinion from a health care provider that the company chooses. The health care provider designated to give a second opinion will not be one the company employs on a regular basis.
- If the second opinion differs from the first opinion, the company may require you, at the company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The third health care provider's opinion shall be considered final and binding on you and the company.

Certification

RUSSIAN RIVER CEMETERY DISTRICT requires you to provide certification. You will have 15 calendar days from the company's request for certification to provide it to the company, unless it is not practical to do so. The company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification (*for example, if you need two weeks of family and medical leave, but following the two weeks, you need intermittent leave, a new medical certification will be requested and required*). If you do not provide medical certification in a timely manner to substantiate the need for family and medical

leave, the company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date when the serious health condition began;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of when the serious health condition began;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more your position's essential functions because of the serious health condition.

If you are on leave because of your own serious health condition, the company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the company may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

Employees on PDL will be allowed to continue to participate in group health coverage for up to a maximum of four months of PDL (if such insurance was provided before the leave was taken)

on the same terms as if you had continued to work. The right to continued group health coverage during PDL is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be deducted by payroll.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. The company may require you to use accrued paid leave while taking CFRA leave, or you may choose to do so. To use paid leave for CFRA leave, you must comply with the company's normal paid leave policies. For more information on specific circumstances requiring or allowing the substitution of paid leave, contact office manager.

Reinstatement

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

Time Accrual

Please contact office manager with any questions regarding accrual of other company provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by the CFRA and/or the Family and Medical Leave Act (FMLA) will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member 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 minute.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Child Bonding* above.

Benefits

Benefits Overview

Insurance Benefits

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Medical Insurance: The District provides a comprehensive medical, dental, vision and life insurance plan for eligible employees and their dependents after 90 days of regular full time employment. Eligible employees are regular full time employees who are normally scheduled for 32 hours or more per week. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. When the employee is on any form of unpaid leave and the employee wants medical coverage to continue, the employee is required to pay the District for the employee coverage after 30 days.

Retirement Plan

The District is a member of Mendocino County's Employees' Retirement plan. Regular full-time employees are eligible for participation in the plan. For information regarding contributions, benefits and tax status contact the personnel manager or Mendocino County Employees' Retirement office.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of RUSSIAN RIVER CEMETERY DISTRICT or the individual employees. Attendance at such activities, whether required by the District or requested by individual employees, requires the approval of their supervisor and/or District Trustee.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee'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 RUSSIAN RIVER CEMETERY DISTRICT generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior approval is obtained.

Holidays

RUSSIAN RIVER CEMETERY DISTRICT observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day*
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day
- Employee's Birthday

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, RUSSIAN RIVER CEMETERY DISTRICT may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Holidays with an * (asterisk) may have to be worked. In such an event, affected employees will be informed of an alternative holiday date.

Non-exempt employees are eligible for paid holidays after completion of the introductory period. Holidays that are paid but not worked do not count for overtime purposes. 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 by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive time and a half plus floater day off.

For part time employees holidays will be pro-rated (10%) on the basis of hours worked in the previous pay period.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

RUSSIAN RIVER CEMETERY DISTRICT, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to office manager; and
- Provide the company with a certification from your 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 an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or assigned to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act.

The law requires RUSSIAN RIVER CEMETERY DISTRICT to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law, California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA leave during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the health care provider's direction. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work related to your illness or injury.

Lactation Accommodation

RUSSIAN RIVER CEMETERY DISTRICT recognizes lactating employees' rights to request lactation accommodation, and we accommodate lactating employees by providing a reasonable amount of break time and a suitable lactation location for such employees to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from coworkers and the public), located close to your work area and:

- Be safe, clean, and free of toxic or hazardous materials;
- Have a surface to place a breast pump and other personal items;
- Have a place to sit; and
- Have access to electricity or alternative devices (including, but not limited to, extension cords or charging stations) needed to operate an electric or battery-powered breast pump.

RUSSIAN RIVER CEMETERY DISTRICT will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, RUSSIAN RIVER CEMETERY DISTRICT will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the lactation space requirements. Multi-purpose rooms may be used as a lactation space if they satisfy the requirements; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact supervisor to request accommodations. An employee's request may be provided orally, by email or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

RUSSIAN RIVER CEMETERY DISTRICT will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Management

Employment of Relatives

The District may not hire relatives of board members or employees where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist.

The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the District unless reasonable accommodations can be made to eliminate the actual or potential problems.

The employees will have 30 days to decide which relative will stay with the District. If this decision is not made in the time allowed, the Board of Trustees will make the decision, taking the employment history and job performance of both employees into account.

Names and Addresses Policy

RUSSIAN RIVER CEMETERY DISTRICT is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place 90 days. Subsequent performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of RUSSIAN RIVER CEMETERY DISTRICT and depend upon many factors in addition to performance. 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.

Personnel and Payroll Records

Personnel Records

You have a right to inspect or receive a copy of the personnel records that RUSSIAN RIVER CEMETERY DISTRICT maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy

personnel records must be made in writing to the office manager. You can obtain a form for making such a written request from the office manager.

You may designate a representative to conduct an inspection or receive a copy of your personnel records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. RUSSIAN RIVER CEMETERY DISTRICT may take reasonable steps to verify the identity of any designated representative.

The personnel records may be made available to you at either the place where you work or a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date RUSSIAN RIVER CEMETERY DISTRICT receives your written request to inspect or copy your personnel records (unless you/your representative and RUSSIAN RIVER CEMETERY DISTRICT mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, RUSSIAN RIVER CEMETERY DISTRICT will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

Payroll Records

Pursuant to Labor Code section 226, you have the right to inspect or receive a copy of your payroll records upon reasonable request.

You may, either orally or in writing, submit a request to inspect or receive a copy of your payroll records to the office manager. You can obtain a form for making such a written request from the office manager.

RUSSIAN RIVER CEMETERY DISTRICT will provide access to or copies of your records within 21 calendar days from the date of request. If you request copies of your records, you will be charged for the actual cost of copying.

Other Records

Additionally, under Labor Code section 432, you have the right to a copy of any document you signed "relating to the obtaining or holding of employment." To the extent any such document exists outside your personnel file or payroll records, or is not covered by personnel file and payroll records requests made according to the procedures described above, RUSSIAN RIVER CEMETERY DISTRICT will still provide you with a copy of the document upon your request.

You may submit a request for any document you signed related to obtaining or holding employment to the office manager.

Open-Door Policy

Suggestions for improving RUSSIAN RIVER CEMETERY DISTRICT 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 complaints, questions, and suggestions are important to us.

If you have a complaint, suggestion or question, speak with your immediate supervisor as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the supervisor or any other member of management.

Also, if you have raised the issue with your immediate supervisor and the problem persists, you may present it to the office manager, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the board trustee of RUSSIAN RIVER CEMETERY DISTRICT, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the supervisor.

This procedure, which we believe is important for both you and the company, cannot guarantee that every problem will be resolved to your satisfaction. However, RUSSIAN RIVER CEMETERY DISTRICT values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Company Property

Employer Property

Furniture, desks, computers, cell phones, tools, data processing equipment/software, and vehicles are RUSSIAN RIVER CEMETERY DISTRICT property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. RUSSIAN RIVER CEMETERY DISTRICT reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

RUSSIAN RIVER CEMETERY DISTRICT may periodically need to assign and/or change "passwords" and personal codes for

- Office computer
- Office safe
- Office alarm
- Voice mail

These communication technologies and related storage media and databases are to be used only for District business and they remain the property of RUSSIAN RIVER CEMETERY DISTRICT.

RUSSIAN RIVER CEMETERY DISTRICT reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave RUSSIAN RIVER CEMETERY DISTRICT. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Housekeeping

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

Smoking

Smoking is not allowed in any enclosed area of the facility.

Electronics and Social Media

RUSSIAN RIVER CEMETERY DISTRICT provides a wide variety of electronic devices and communications tools and resources to employees for the purposes of facilitating business operations and activities. The district has substantial business interests related to the use of its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients and other third parties; and protecting the company's confidential information.

Additionally, the company has significant legal obligations with respect to the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, supporting defense of litigation and others. This policy governing the use of company computer systems and electronic information is intended to ensure compliance with the company's legal obligations under federal, state and local law, and to facilitate a safe, efficient and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as company-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and provided by the company.

RUSSIAN RIVER CEMETERY DISTRICT also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smart phones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through RUSSIAN RIVER CEMETERY DISTRICT servers are subject to review, inspection and retention for the purpose of conducting company business and complying with the company's legal obligations under federal, state and local law.
- Company computers must be maintained according to RUSSIAN RIVER CEMETERY DISTRICT rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any company property may be removed from the premises.
- All electronic communications are also subject to review, inspection and retention for company business and compliance with federal, state and local law. For example, email messages created, sent and/or received through company provided email accounts, computers or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication is also subject to review, inspection and retention by the company for the purpose of conducting company business and complying with legal obligations.
- Information stored in RUSSIAN RIVER CEMETERY DISTRICT computers and file servers, including without limitation is the property of the company and may not be distributed outside the company in any form whatsoever without the written permission of the board trustee.

- Violation of any of this policy's provisions, whether intentional or not, will subject RUSSIAN RIVER CEMETERY DISTRICT employees to disciplinary action, up to and including termination.

Monitoring of Company Property

RUSSIAN RIVER CEMETERY DISTRICT reserves the right to inspect all company property to ensure compliance with its legal obligations under federal, state and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting defense of litigation, and others, as well as ensuring compliance with the company's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. RUSSIAN RIVER CEMETERY DISTRICT computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The company reserves the right to access, review and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems and other digital archives. The company also reserves the right to access, review and monitor the use of computers, software and electronic communications to ensure that no misuse or violation of company policy or any law occurs. Email may be monitored by the company, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of securing devices and data from unauthorized access by other employees or third parties, but the use of a password does not affect the company's ownership of the electronic information or ability to access and monitor the information at any time.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by RUSSIAN RIVER CEMETERY DISTRICT management.

Prohibited Use

All existing company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of company assets or resources. It is a violation of RUSSIAN RIVER CEMETERY DISTRICT policy to use computers, electronic communications, electronic information or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against RUSSIAN RIVER CEMETERY DISTRICT policy. It is also a violation of policy to use computers, electronic communications, electronic information or the Internet to communicate confidential information such as trade secrets, other confidential information described in the company's Confidential Information policy, or information restricted from disclosure by law.

The display of any kind of sexually explicit multimedia content, message, or document on any company computer is a violation of the company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of RUSSIAN RIVER CEMETERY DISTRICT to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Employee Conduct

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the general manager should be called immediately.

Ours is a service business and all of us must remember that the customer always comes first. Our customers ultimately pay all of our wages. Remember, while the customer is not always right, the customer is never wrong.

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

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

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor or the general manager to intervene.

Off-Duty Conduct

While RUSSIAN RIVER CEMETERY DISTRICT does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding RUSSIAN RIVER CEMETERY DISTRICT's business, which includes information related to the company's:

- Non-public financial data
- Research and development
- Marketing and/or business plans or strategies
- Suppliers
- Business partners
- Customers

- Clients and related information

Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law.

You have a responsibility to prevent revealing or divulging any confidential information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, 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 the company may take legal action.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that you have reason to believe is unlawful.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier or subordinate employee of RUSSIAN RIVER CEMETERY DISTRICT, that impairs an employee's ability to exercise good judgment on the company's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, RUSSIAN RIVER CEMETERY DISTRICT may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Punctuality and Attendance

As an employee of RUSSIAN RIVER CEMETERY DISTRICT, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

You are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods, rest periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Prohibited Conduct

In order to provide a safe, cooperative, efficient and productive work environment for all of its employees, RUSSIAN RIVER CEMETERY DISTRICT requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including possible termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any company property, or the property of any employee or customer;
- Unauthorized use or misuse of company equipment, time, materials or facilities as specified in company policies;
- Provoking a fight or fighting during working hours or on company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on company premises;
- Violating company punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or company policy, rule or procedure;
- Violating the company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the company's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or company operations also may be prohibited and will result in disciplinary action up to and including termination.

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

RUSSIAN RIVER CEMETERY DISTRICT will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

Drug and Alcohol Abuse

RUSSIAN RIVER CEMETERY DISTRICT is concerned about the use of alcohol, cannabis/marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances can detract from an employee's work performance, efficiency, safety, and health, and seriously impair Company operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on Company property, at work, or working on Company business. The following are strictly prohibited by Company policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated, and will include disciplinary action up to and including termination. RUSSIAN RIVER CEMETERY DISTRICT also may bring the matter to the attention of appropriate law enforcement authorities.

RUSSIAN RIVER CEMETERY DISTRICT will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will RUSSIAN RIVER CEMETERY DISTRICT take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

In order to enforce this policy, RUSSIAN RIVER CEMETERY DISTRICT reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

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

RUSSIAN RIVER CEMETERY DISTRICT will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Wages

Advances

RUSSIAN RIVER CEMETERY DISTRICT does not permit advances against paychecks or against unaccrued vacation.

Makeup Time

RUSSIAN RIVER CEMETERY DISTRICT allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same pay period, or may work extra hours earlier in the pay period to make up for time that will be taken off later in the pay period.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. RUSSIAN RIVER CEMETERY DISTRICT does not encourage, discourage, or solicit the use of makeup time.

Work Schedules

RUSSIAN RIVER CEMETERY DISTRICT is normally open for business between the hours of 8:00 am to 4:30 pm, Monday-Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

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

Reporting-Time Pay

RUSSIAN RIVER CEMETERY DISTRICT will comply with all applicable regulations regarding reporting time pay for nonexempt employees.

RUSSIAN RIVER CEMETERY DISTRICT will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

RUSSIAN RIVER CEMETERY DISTRICT will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities;
- Operations can't begin due to threats to employees or the company's property, or when recommended by civil authorities; or
- Interruption of work because of natural causes or other circumstances beyond the company's power to control.

Reporting time pay does not apply to employees on paid standby status, who are called to work at times other than their usual shift.

Employees with questions regarding this policy should contact office manager.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

Number of Rest Breaks

You will be authorized and permitted one 10-minute net rest break for every four hours you work (or major fraction thereof, which is defined as any amount of time over two hours). A rest break

need not be authorized for employees whose total daily work time is less than three and one half hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half to six hours in length, you will be entitled to one 10-minute rest break. If you work more than six hours and up to 10 hours, you will be entitled to two 10-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three 10-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

Meal Period

All nonexempt employees will be provided an uninterrupted, unpaid meal period of at least 30 minutes if they work more than five hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, during which you will be relieved of all duty and are free to come and go as you please and leave the premises. You are expected to return to work promptly at the end of any meal period.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, during which you will be relieved of all duty, and there will be no control over your activities. Also during your meal period, you are free to leave the premises and come and go as you please. You are expected to return to work promptly at the end of any meal period.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify office manager.

Please also refer to the RUSSIAN RIVER CEMETERY DISTRICT timekeeping policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. RUSSIAN RIVER CEMETERY DISTRICT will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. RUSSIAN RIVER CEMETERY DISTRICT provides compensation for all overtime hours worked by nonexempt employees 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 Sunday 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 employee'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.
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

RUSSIAN RIVER CEMETERY DISTRICT will pay nonexempt employees for their attendance at meetings, lectures and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course or lecture is directly related to the employee's job;
- The employee required to attend such meetings, lectures or training programs is notified of the necessity for such attendance by their supervisor;

- The employee is paid at the then applicable minimum wage for time spent at meetings, lectures and training programs even if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs are compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week is paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paychecks are normally available at the office office. If you observe an error on your wage statement or paycheck, please report it immediately to your supervisor.

All RUSSIAN RIVER CEMETERY DISTRICT employees are paid every other Tuesday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, you will be paid on Wednesday.

Timekeeping and Off-the-Clock Work

Timekeeping Requirements

To both comply with its legal obligations to maintain accurate time records and ensure that employees are paid for all hours worked, RUSSIAN RIVER CEMETERY DISTRICT requires employees to accurately record their hours worked during each workday.

You must record your own time at the start and at the end of each work period. You must clock out for your meal period and record the start and end of the meal period.

You will be required to certify that your time record is accurate and either:

- Verify that you have been relieved of all duty and otherwise provided all of your meal periods and rest breaks during a particular pay period; or
- Identify any meal periods or rest breaks that you have missed.

Any changes or corrections made to your time record must be reviewed and verified by a supervisor.

Under no circumstances may any employee record or punch another employee's timecard or timesheet. Such conduct is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to RUSSIAN RIVER CEMETERY DISTRICT's meal and rest periods policy.

Off-the-Clock Work

Any work performed before or after a regularly scheduled shift, including overtime, must be approved in advance by your supervisor.

If you perform any off-the-clock without approval, you must report the work to your supervisor to be paid appropriately in accordance with state law. Failure to report off-the-clock work may result in discipline.

You also must record your time whenever you leave the building for any reason other than RUSSIAN RIVER CEMETERY DISTRICT business.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses under the Company's policy before the first day of employment.

If an employee is required to drive as part of their job, RUSSIAN RIVER CEMETERY DISTRICT retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed per mile using the current standard rate set by the Internal Revenue Service.

Ergonomics

RUSSIAN RIVER CEMETERY DISTRICT is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

RUSSIAN RIVER CEMETERY DISTRICT 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 Office Manager.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include: heavy wind and heavy rain. If weather conditions prevent you from safely traveling to work, you must notify Supervisor by phone, if telephone service is functional, or by any other available means. Absences will be unpaid or will be deducted from accumulated vacation time.

Health and Safety

All employees 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, RUSSIAN RIVER CEMETERY DISTRICT maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, RUSSIAN RIVER CEMETERY DISTRICT will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Heat Illness

The district is concerned with employee health and safety and maintains detailed heat illness prevention procedures as part of its Injury and Illness Prevention Program.

Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. To help ensure employee safety and the prevention of heat illness while working outdoors, the company follows all required outdoor heat illness prevention procedures. All employees are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please refer to the district's Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

Workplace Violence Prevention

RUSSIAN RIVER CEMETERY DISTRICT has adopted the following workplace violence prevention policy as part of its workplace violence prevention plan and overall strategy to help ensure a safe working environment for all employees.

Zero Tolerance Policy

Our company has zero tolerance for acts of workplace violence and threats of workplace violence by employees, supervisors or third parties on company property. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Prohibited Conduct

For purposes of this policy, and consistent with California law, workplace violence means any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, *regardless* of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

"Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, other online posts, or any behavioral or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Any conduct that constitutes workplace violence as defined above is prohibited. This may include, but is not limited to, for example:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts toward others that serve no legitimate purpose, such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a coworker's property.
- Bullying, intimidating or harassing another person (for example, making obscene phone calls, or using threatening body language or gestures, such as standing close to someone or shaking your fist at them).

- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

RUSSIAN RIVER CEMETERY DISTRICT also prohibits employees from possessing any non-work-related weapons of any kind at the worksite and at company-sponsored events. This includes, for example, but is not limited to:

- Guns;
- Knives;
- Explosives; and
- Other items with the potential to inflict harm that have no legitimate work-related purpose.

Reporting Workplace Violence Concerns and Incidents

RUSSIAN RIVER CEMETERY DISTRICT is committed to enforcing this policy against all forms of workplace violence. The effectiveness of our company's efforts depends in large part on employees telling the company about workplace violence hazards/risks and workplace violence incidents.

Therefore, RUSSIAN RIVER CEMETERY DISTRICT expects and encourages employees to participate in the identification, evaluation and correction of potential workplace violence hazards, i.e., worksite conditions that may have some risk factor for workplace violence so that the company can take appropriate corrective action to provide a safer workplace.

Additionally, if you are the target of workplace violence or witness any instance of workplace violence in violation of this policy, you should report it immediately.

You may report a workplace violence hazard, risk, incident, or any other workplace violence concern or information in the following way(s):

- Report the information directly to a supervisor or manager.

When reporting a workplace violence hazard, risk, incident or other concern, please be as specific as possible. RUSSIAN RIVER CEMETERY DISTRICT will timely evaluate and correct workplace violence hazards, will thoroughly investigate all reports of workplace violence incidents and take appropriate corrective action, which may include, but is not limited to: discipline or termination of employment and, where circumstances warrant such actions, contacting law enforcement and/or seeking a restraining order.

The company will not retaliate against anyone for submitting information concerning workplace violence, including reporting a workplace violence incident, nor will it tolerate

or permit retaliation by management, employees or coworkers for submitting such information.

Workplace Violence Prevention Plan

This policy is an important part of the company's overall strategy to ensure a safe working environment, but it does not contain every detail of the company's workplace violence prevention procedures, which are described in detail in the company's workplace violence prevention plan. To obtain more information about the company's plan, or to access or obtain a copy of the plan, please:

- Contact your office manager

Termination

Involuntary Termination and Progressive Discipline

Violation of RUSSIAN RIVER CEMETERY DISTRICT policies and rules may warrant disciplinary action. The District has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and RUSSIAN RIVER CEMETERY DISTRICT may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The District's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, RUSSIAN RIVER CEMETERY DISTRICT may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the District will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, RUSSIAN RIVER CEMETERY DISTRICT will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at RUSSIAN RIVER CEMETERY DISTRICT, or fails to report to work for three consecutively

scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). All District-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Confirmation of Receipt

Confirmation of Receipt

I have received my copy of the Company's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at RUSSIAN RIVER CEMETERY DISTRICT is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between RUSSIAN RIVER CEMETERY DISTRICT and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with RUSSIAN RIVER CEMETERY DISTRICT.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. RUSSIAN RIVER CEMETERY DISTRICT reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the president of RUSSIAN RIVER CEMETERY DISTRICT, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the president.

Employee's Signature _____

Employee's Printed Name _____

Date _____