



CALIFORNIA INDIAN
NATIONS COLLEGE

EDUCATING • STRENGTHENING • EMPOWERING

Employee Handbook



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INTRODUCTION

PURPOSE

The California Indian Nations College (“CINC”) integrates Native American cultures, traditions, and languages in higher education.

MISSION

The California Indian Nations College (“CINC”) offers a culturally-responsive academic curriculum rooted in Native American values and provides personalized support to advance the success of Native and non-Native students.

VISION

The California Indian Nations College (“CINC”) will empower students to advance Native American cultures, languages, and sovereignties to promote vibrant Native, local, and global communities.

VALUES

- Academic Freedom and Integrity
- Community Responsibility and Reciprocity
- Cultural Traditions and Healing
- Diversity and Inclusion
- Holistic Health and Well-Being
- Intellectual Engagement and Growth

INTRODUCTION TO HANDBOOK

This handbook is designed to help employees get acquainted with California Indian Nations College (“CINC”). It describes some of the basic terms and conditions of employment with CINC. Employees are expected to read this handbook carefully, and to know and understand its contents.

Except for the policy of at-will employment, which can only be changed by the President of CINC in a signed written contract, CINC reserves the right to make changes to this handbook. Employees are responsible for knowing and understanding those changes once they have been disseminated. CINC also reserves the right to interpret the provisions of this handbook. 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.

This handbook is the property of CINC, and it is intended for the personal use and reference by employees of CINC. There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources.

Handbook Revisions

CINC 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 change is effective only if it is in writing, and is signed or authorized by the President of CINC. No oral statements or representations can in any way alter the provisions of this handbook.

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. Your supervisor or Human Resources will be happy to answer any questions you may have.

Handbook Acknowledgement

Employees should sign the acknowledgement form at the back of this handbook, or on-line if provided electronically, and return it to Human Resources. This will provide CINC with a record that each employee has received this handbook.

EMPLOYMENT AT-WILL

All employment at CINC is “at-will.” This means that both employees and CINC have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees may also be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of CINC. No one other than the President of CINC has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement on other than at-will terms. Any such agreement must be in writing, must be signed by the President of CINC and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

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 their employment.

EMPLOYMENT

MEAL AND REST PERIODS

Rest Breaks

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. Non-exempt employees will be paid for all such break periods and will not clock out. Employees will be relieved of all duty during their rest break, will be free to come and go as they please and are free to leave the premises. Employees are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

Non-exempt employees will be authorized and permitted one (1) ten (10)-minute rest break for every four (4) hours they work (or major fraction thereof, which is defined as any amount of time over two (2) hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If an employee works a shift from three and one-half (3.5) to six (6) hours in length, they will be entitled to one (1) ten (10)-minute rest break. If an employee works more than six (6) hours and up to ten (10) hours, they will be entitled to two (2) ten (10)-minute rest breaks. If an employee works more than ten (10) hours and up to fourteen (14) hours, they will be entitled to three (3) ten (10)-minute rest breaks.

Timing of Rest Breaks

Employees are authorized and permitted to take a rest break in the middle of each four (4) hour work period.

There may be practical considerations that make this general timing infeasible and require CINC to deviate from this general rule. Employees will be informed if there are practical considerations that make this timing infeasible.

Meal Periods

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least thirty (30) minutes, and up to sixty (60) minutes, if they work more than five (5) hours in a workday. Employees must clock out for their meal period. Employees will be permitted a reasonable opportunity to take this meal period, will be relieved of all duty, are free to come and go as they desire and are free to leave the premises. Employees are expected to return to work promptly at the end of any meal period.

If an employee's total work period for the day is more than five (5) hours per day but no more than six (6) hours, they may waive the meal period. This cannot be done without the mutual consent of the employee and the supervisor. Employees must discuss any such waiver with their supervisor in advance, and the waiver must be in writing.

Timing of Meal Period

Meal periods will be provided no later than the end of the fifth hour of work. For example, if an employee begins work at 8:00 a.m., they must start the meal period by 12:59 p.m. (which is before the end of their fifth hour of work).

Second Meal Period

If a non-exempt employee works more than ten (10) hours in a day, they will be provided a second, unpaid meal period of at least thirty (30) minutes, and up to sixty (60) minutes. The employee must clock out for the meal period. Employees will be permitted a reasonable opportunity to take this meal period and will be relieved of all duty. There will be no control over your activities during the meal period. During the meal period, employees are free to leave the premises and come and go as they desire. Employees are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, an employee may be able to waive the second meal period if they took the first meal period and if the total hours worked for the day is no more than twelve (12) hours. This cannot be done without the mutual consent of the employee and their supervisor and must be in writing. Employees must discuss any such waiver with their supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of an employee's tenth hour of work. For example, if an employee begins work at 8:00 a.m., they must start the second meal period by 5:59 p.m. (which is before the end of the employee's tenth hour of work).

Recording Meal Periods

Non-exempt employees 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 the time record.

If for any reason employees are not provided a meal period in accordance with our policy, or if they are in any way discouraged or impeded from taking their meal period or from taking the full amount of time allotted to them, they should immediately notify Human Resources.

Anytime an employee misses a meal period that was provided to them (or they work any portion of a provided meal period), they will be required to report this to Human Resources and document the reason for the missed meal period or time worked.

OVERTIME FOR NON-EXEMPT 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. All overtime work must be previously authorized by a supervisor. Overtime hours worked by non-exempt employees are paid in accordance with state and federal law as follows:

- All hours worked in excess of eight (8) in one (1) workday or forty (40) hours in one (1) workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of forty (40) for the workweek, or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day of work in one (1) workweek, shall be paid at the rate of one and one-half (1.5) times the employee's regular rate of pay;

- Compensation for hours in excess of twelve (12) in one (1) workday and in excess of eight (8) on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

PAYMENT OF WAGES / ADMINISTRATIVE PAY CORRECTIONS

Employees are paid on the 15th and the last day of every month. Normally, if a regular payday falls on a holiday, employees will be paid on the day prior to the pay date. When the pay day falls on a weekend, employees will be paid the Friday before the pay day.

Automatic Payroll Deposit

CINC offers automatic payroll deposit for employees. An employee may begin and stop automatic payroll deposits at any time. To begin automatic payroll deposits, employees must complete a form (available from the human resources or payroll department representative) authorizing deposits. Employees will receive an itemized statement of wages when CINC makes direct deposits on the employee's behalf.

Please contact Human Resources for more information on Direct Deposit guidelines.

Administrative Pay Corrections

CINC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay or deductions, the employee should promptly bring the discrepancy to the attention of the payroll or Human Resources so that a correction can be made as quickly as possible.

Timekeeping Requirements

All non-exempt employees are required to use a timesheet to record time worked for payroll purposes. All time worked must be accurately reported on the time record.

Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period and are not allowed to work "off the clock." Working off the clock violates College policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor. Employees also must record their time whenever they leave the building for any reason other than College business.

Employees will be required to certify that their time record is accurate. "Clocking in" for another employee's timecard or altering a timecard is not permissible and may subject an employee to disciplinary action up to and including termination of employment.

Any errors on a timecard should be reported immediately to the supervisor. Please also refer to College's Meal and Rest Break Policy.

REPORTING TIME PAY

CINC will comply with all applicable regulations regarding reporting-time pay for non-exempt employees. Each workday an employee is required to report to work, but is not put to work or is furnished with less than half of their usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two (2) hours nor more than four (4) hours, at their regular rate of pay.

CINC will not pay employees who report to work, but are unable to work under the following circumstances:

- When operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; or
- When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
- When the interruption of work is caused by an Act of God or other cause not within the employer's control, for example, an earthquake.

JOB DUTIES

The employee's supervisor will explain the employee's responsibilities and the performance standards expected. Job responsibilities may change at any time during the individual's employment. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of their department or CINC. Employees are expected to cooperate and assist in performing such additional work. CINC further 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.

PERFORMANCE EVALUATIONS

Each employee may receive periodic performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality of the work, knowledge of the job, safety, customer service, etc. Performance evaluations are intended to make employees aware of their 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 CINC and depend upon many factors in addition to performance. After the review, employees will be asked to sign the evaluation report to acknowledge that it has been presented, that the employee has discussed it with their supervisor, and that the employee is aware of its contents.

DRIVING IN THE SCOPE OF EMPLOYMENT

Employees who are required to drive a College vehicle on College business will be required to show proof of current valid driver's licenses. Employees who are required to drive their own vehicle will be required to show proof of a valid California driver's license, and current effective automobile liability insurance coverage. CINC may perform motor vehicle checks on those employees who drive as part of their job. Employees must notify their supervisor immediately of any changes to their driver's license status.

CINC retains the right to transfer to an alternative position, suspend, or terminate an employee whose position requires operating a motor vehicle and whose license is revoked, or who fails to maintain personal vehicle insurance coverage or who is uninsurable under CINC's policy.

Employees who drive their own vehicles for College business will be reimbursed at the IRS mileage rate.

LEAVES OF ABSENCE

PREGNANCY DISABILITY LEAVE

If an employee is pregnant and has a related medical condition, or is recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise Human Resources as early as possible. The individual should make an appointment with Human Resources to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four (4) 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 (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- CINC will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer the employee to a less strenuous or hazardous position (where one is available) or duties if medically needed because of the pregnancy.
- Employees who need to take pregnancy disability must inform CINC 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), employees must provide at least thirty (30) days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of CINC. Any such scheduling is subject to the approval of the employee's health care provider;
- For emergencies or events that are unforeseeable, we need you to notify CINC, 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 a delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide CINC with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within fifteen (15) calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation, or transfer. Please see Human Resources for a medical certification form to give to your health provider;
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 30 minutes.

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

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her 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 a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave 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 the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee any premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact Human Resources for more information.

EXTENDED MEDICAL LEAVE

A medical leave of absence may be granted for non-work-related temporary or long-term 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 CINC's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If an employee is granted a medical leave, CINC will pay the employee sick pay for the period of time equivalent to their accumulated sick pay earned. The employee also may use any paid vacation time previously accrued.

A medical leave begins on the first day a doctor certifies that the employee is unable to work, and ends when the doctor certifies that the employee is able to return to work. The employee's supervisor or Human Resources will supply the employee with a form for their doctor to complete, showing the date the employee was disabled and the estimated return to work date. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, the employee will be offered the same position they held at the time their leave began, if available. If the former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employee's return to work will depend on job openings existing at the time of the scheduled return. CINC makes no guarantees of reinstatement, and an employee's return will depend on their qualifications for existing openings.

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 a College representative with day-to-day human resources responsibilities and discuss the need for an accommodation.

OTHER LEAVES

Other leaves of absence that **may** apply to our College, depending on the number of employees, include, but are not limited to, the following. Employees may contact Human Resources for more information on any of these leaves:

Bereavement Leave

The College grants 3 days paid leave of absence to employees in the event of the death of an immediate family member. Employees may take an additional 2 days off (unpaid or vacation). CINC defines an immediate family member as the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in law, nieces, nephews, aunts, uncles and cousins. Please contact Human Resources for more information.

Parent Leave

This unpaid leave applies to employers with twenty (20) or more employees. The College provides eligible employees with up to twelve (12) weeks of leave in any one-year period for the purpose

of bonding with a newborn or a child placed with the employee for adoption or foster care. Please contact Human Resources for more information.

Military Spouse Leave

Applies to employers with twenty-five (25) or more employees and allows an employee who work a minimum of 20 hours per week to take up to ten (10) unpaid days to spend with a military spouse who has been deployed during a period of military conflict and is on leave (not returning from) military deployment.

Organ and Bone Marrow Donor Leave

Employees must be employed for at least a 90-day period immediately preceding the beginning of leave. This paid leave applies to employers with fifteen (15) or more employees and provides eligible employees with up to thirty (30) business days of leave in any one-year period for the purpose of donating an organ to another person. In addition, an employee may take up to five (5) business days of leave in any one-year period for the purpose of donating bone marrow to another person. Leave taken for these donations is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state CFRA.

CINC requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave and/or vacation, or unpaid time off if not available.

CINC requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave and/or vacation, or unpaid time off if not available.

School and Child Care Activities Leave

This unpaid leave applies to employers with twenty-five (25) or more employees and provides eligible employees with up to forty (40) hours of leave per year, but not more than 8 hours in any calendar month. Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12, or a licensed child care provider. This time off can also be used to address a “child care provider or school emergency” if the employee gives advance notice. A “child care provider or school emergency” means that the child cannot remain at school or with the child care provider due to a natural disaster, a closure or unexpected availability of the school or child care provider (excluding planned holidays), or behavioral or discipline problems.

Domestic Violence, Sexual Assault, or Stalking Leave and Accommodation

This leave applies to all employers and requires them to provide employees who are victims of domestic violence, sexual assault, or stalking time off from work to appear in related legal proceedings or for other purposes. While the leave is generally unpaid, employees can use their paid sick time under California’s Healthy Workplaces, Healthy Families Act. Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a College representative with day-to-day human

resources responsibilities and discuss the need for an accommodation.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. 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 below. You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;

To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Civil Air Patrol Leave

This unpaid leave applies to employers with fifteen (15) or more employees to take up to ten (10) days of leave to perform emergency duty as a volunteer in the California Civil Air Patrol if employed a minimum of 90 days.

Time off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Under these circumstances an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay provided two days' notice is given to the supervisor by the employee.

Jury Duty/Witness Leave

This leave applies to all employers and requires employers to provide any employee called upon for jury duty or subpoenaed as a witness, time off from work for the duration of the employee's civil service on a jury or as a witness.

CINC will provide up to 2 weeks (10 days) of paid jury duty/witness leave to employees and they may keep any mileage allowance or other fee paid by the court for their service.

Military Leave

CINC will grant employees a military leave of absence to the extent required by applicable federal and state law.

Victims of Crime Leave

All employers must grant time off from work to employees who may be a victim or who may be a family member of a victim of certain serious crimes to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. The employee must provide reasonable advance notice and documentation related to the proceeding.

Volunteer Civil Service Leave

This leave applies to all employers and requires them to allow volunteer firefighters and other emergency personnel to take

time off for performing emergency duty. A maximum of 14 days per calendar year will be provided.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of CINC. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks.

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. PFL provides limited compensation for up to six (6) weeks when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with their newborn, foster child or newly adopted child. 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.

BENEFITS

BENEFITS

CINC is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification and on length of continuous employment at CINC. Eligible employees will be provided with Summary Plan Descriptions or information on the benefit. CINC reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

Benefits include:

- 401(k) Savings Plan
- Flexible Spending Account
- Medical, Dental, Vision Insurance
- Basic Term Life insurance for Employee

Some benefit programs require contributions from employees, but many are fully paid by CINC. CINC reserves the right to modify, amend, or discontinue the above referenced and other plans at any time. Employees will be advised of changes as soon as practical.

For information regarding these benefits and to answer any questions you may have, please contact Human Resources.

HOLIDAYS

CINC observes the following paid holidays, for all regular-status full-time and part-time employees in accordance with conditions outlined below:

- January 1 (New Year's Day)
- Presidents' Day
- July 4th (Independence Day)
- Veteran's Day
- Friday after Thanksgiving
- Christmas Day
- Indigenous People's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Winter closure, TBD each year
- New Year's Eve

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

Each non-exempt employee's eligibility for holiday pay begins after completion of thirty (30) days of employment. To be eligible for holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by the supervisor, or the absence is otherwise protected by law such as the use of paid sick leave.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining whether overtime pay is owed.

Employees who are required to work on a paid scheduled holiday will receive straight time pay for the hours worked and holiday pay for scheduled hours up to a maximum of eight hours.

SICK LEAVE

CINC provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act").

Employees 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 Human Resources.

Eligible Employees

All employees are entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for CINC for 30 days from their date of hire.

Sick Pay Amount

Eligible employees will receive sick leave as follows:

Accrual Method

Eligible employees earn sick leave at the rate of one (1) hour of paid sick time for every twenty (20) hours worked.

You will need to meet the 30-day employment requirement before taking any leave.

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

CINC 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.

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 domestic violence, sexual assault or stalking.

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.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to employee’s supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to employee’s supervisor as soon as practical.

An employee’s use of paid sick time may run concurrently with other leaves under local, state or federal law.

Incremental Use

Paid sick leave can be used in 1-hour increments.

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 direction of the health care provider. 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 paid sick leave, the additional absences from work will be paid with the use of paid sick leave.

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 for further absences from work, related to your illness or injury.

VACATION LEAVE

CINC provides vacation benefits to eligible employees to enable them to take paid time off for rest, recreation and time away from their regular work schedule for personal reasons. CINC believes that this time is valuable for employees in order to enhance their productivity and make their work experience with CINC personally satisfying.

All regular-status full-time and part-time employees hired after July 1, 2019, are entitled to accrue vacation as follows:

From date of hire through completion of fourth year = 10 days per year (3.33 hours per pay period)

From beginning of 5th year – through completion of 9th year = 15 days per year (5.0 hours per pay period)

From beginning of 10th year and thereafter = 20 days per year (6.67 hours per pay period)

All regular-status full-time and part-time employees hired before July 1, 2019, are entitled to accrue vacation as follows:

From date of hire through completion of fourth year = 15 days per year (5.0 hours per pay period)

From beginning of 5th year – through completion of 9th year = 20 days per year (6.67 hours per pay period)

From beginning of 10th year and thereafter = 25 days per year (8.33 hours per pay period)

Regular-status part-time employees working a minimum of 30 hours per week accrue vacation benefits on a pro rata basis.

Employees become eligible to take accrued vacation after one (1) month of active service as work schedules permit. Vacation schedules must be coordinated and approved by the employee's supervisor a minimum of two weeks in advance or when requested by CINC. Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements.

Eligible employees must take accrued vacation in increments of at least two (2) hours.

An employee whose employment terminates will be paid for all accrued unused vacation days. No employee will receive pay in lieu of vacation except on the termination of their employment, unless the employee has deferred their vacation at CINC's request. Vacation hours will be paid at the employee's straight hourly rate exclusive of bonuses, commissions or any other additional pay.

Vacation Accrual During Leaves of Absence

Employees do not accrue vacation leave during an unpaid leave of absence or while on disability salary continuation.

Holidays Occurring During Vacation

If an observed College holiday occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday.

Required 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 Human Resources to discuss coordination of your benefits.

If an employee is absent for a reason that qualifies them for Paid Family Leave (PFL) or because of a disability that qualifies them for State Disability Insurance (SDI) benefits, they should contact Human Resources to discuss coordination of benefits.

Request for Vacation Cash Out

While CINC encourages employees to take their accrued vacation time, there may be reasons an employee may wish to cash out part of their vacation. The College will grant an employee's request to cash out up to one week of vacation per year provided the employee submits their request to their supervisor at least three months in advance of payout.

WORKERS' COMPENSATION

In accordance with state law, CINC provides insurance coverage for employees in case of a work-related injury or illness. The worker's 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 worker's compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor and Human Resources;
- Seek medical treatment and follow-up care if required;
- Complete the necessary reports provided by Human Resources; and
- If applicable, provide CINC with a certification from the health care provider regarding the need for worker's compensation disability leave, as well as the employee's eventual ability to return to work from the leave.

When an employee has provided medical certification that they are able to return to work, the employee under most circumstances will be reinstated to the same or an equivalent position if available. An employee's return depends on their qualifications for any existing openings. If an employee is not able to perform the essential functions of the job because of a disability, CINC will consider a reasonable accommodation in accordance with the Americans with Disabilities Act.

If while on leave, however, the employee's position was eliminated, a lay off occurred or the position was filled in order to avoid undermining CINC's ability to operate safely and efficiently, then the employee may not be entitled to reinstatement.

California law requires CINC to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

LACTATION POLICY

CINC accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for the employee's child, subject to exception allowed under applicable law. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid.

We will provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact Human Resources to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

GENERAL POLICIES

EMPLOYEE PROPERTY

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of College property, possession of dangerous weapons or firearms, or abuse of CINC's drug and alcohol policy.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. CINC defines “relatives” as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

OPEN-DOOR / PROBLEM RESOLUTION CHAIN OF COMMAND

Suggestions for improvement at CINC are always welcome. At some time, an employee may have a complaint, suggestion, or question about their job, working conditions, or the treatment they are receiving. An employee’s good-faith complaint(s), questions, and suggestions also are of concern to CINC. We ask employees to first discuss any concerns with their supervisor, following these steps:

- As soon as possible, bring the situation to the attention of the immediate supervisor or manager who will then investigate and provide a solution or explanation.
- If the problem persists, an employee may describe it orally, or in writing to Human Resources who will investigate and provide a solution or explanation.
- If an employee needs assistance with their complaint, or if they prefer to make a complaint in person, they should contact Human Resources.

If the problem is not resolved, the employee may present the problem to the President of CINC who will attempt to reach a final resolution.

This procedure, which we believe is important for both the employee and CINC, cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, CINC values the employee’s observations and they should feel free to raise issues of concern, in good faith, without the fear of retaliation.

WHISTLE BLOWER

A whistleblower as defined by this policy is an employee of CINC who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact employee’s immediate supervisor, Human Resources or the President. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact Human Resources.

WORKPLACE PRIVACY-Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. Employees also may not use any audio or video recordings in work areas that CINC has identified as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of their employment, such as documenting health and safety issues.

COLLEGE PROPERTY

ELECTRONIC AND SOCIAL MEDIA

This policy is intended to protect CINC's computer systems and electronic information. For purposes of these policies, the following definitions apply: "Computers" are defined as 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.

CINC also uses various forms of "electronic communication". Electronic communication includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, smart phones, writing tablets, or iPads), fax machines, and online services including the Internet.

"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 College servers are property owned by CINC for the purpose of conducting College business. These items must be maintained according to College 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 College property may be removed from the premises.
- All electronic communications also remain the sole property of CINC and are to be used for College business. For example, e-mail messages are considered College records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of CINC and remains the property of CINC.

- Information stored in College computers and file servers, including without limitation resident and/or client lists, vendor lists, proprietary information, forms, etc., is the property of CINC and may not be distributed outside CINC in any form whatsoever without the written permission of the President of CINC.
- Violation of any of the provisions of this policy, whether intentional or not, will subject College employees to disciplinary action, up to and including termination.

Monitoring of College Property

CINC reserves the right to inspect all College property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. CINC computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. CINC reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of College policy or any law occurs. E-mail may be monitored by CINC and there is no expectation of privacy. Assume that e-mail 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 security but the use of a password does not affect CINC's ownership of the electronic information or ability to monitor the information. CINC may override an employee's password for any reason.

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

Prohibited Use

All existing College policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of College assets or resources. It is a violation of College 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 College policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any College computer is a violation of CINC's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of CINC 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 to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

CINC provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. College provided computers; electronic communications, electronic information and the Internet are to be used only for work-related purposes. No personal use of this College property is permitted at any time. However, this policy is not intended to limit the ability of employees to use College e-mail systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Social Media

CINC uses social media in limited circumstances for defined business purposes. Social media is a set of internet tools that aid in the facilitation of interaction between people online. Employees who have specific questions about which programs CINC deems to be social media, should consult with their department heads or with Human Resources.

Use of Internet based programs such as Facebook, LinkedIn, Instagram, YouTube and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of College goals. However, only authorized individuals are allowed to speak/write in the name of CINC using the social media tools of CINC, such as CINC's Facebook page, CINC blog, CINC Twitter account. Department heads will authorize employees, in writing, if they can use these College social media tools to perform their job duties. Authorized individuals using CINC social media tools shall identify themselves honestly, accurately and completely, and comply with all College policies in using this media.

The employee's authorization is limited to business purposes. Personal use of these College social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of College property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other College policies against inappropriate usage, including CINC's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Nothing in CINC social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

CINC recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working time. CINC allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any College policy. All other College policies, including CINC's no tolerance for discrimination, harassment or retaliation in the workplace apply. CINC reserves the right to adjust this policy on a case by case basis as it deems appropriate.

EMPLOYER PROPERTY

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and other College-owned property are College property and must be maintained according to College rules and regulations. They must be kept clean, in protective cases, carefully handled and are to be used only for work-related purposes. CINC reserves the right to inspect all College 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 College property may be removed from the premises.

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 CINC. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

College voice mail and/or electronic mail (e-mail) including texting, pagers and mobile e-mail are to be used for business purposes. CINC reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

CINC may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, cell phones, pagers, etc. These communication technologies and related storage media and databases are to be used only for College business and they remain the property of CINC. CINC 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 CINC voice mail and e-mail systems are subject to the same College policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

PERSONAL USE OF COLLEGE CELL PHONE

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are College property. Data (including web browsing), messages (including voice mail, mobile e-mail, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this College property.

CINC may ask an employee to assign a password to your College cell phone to prevent unauthorized access. This password does not affect CINC's ownership of the cell phone or ability to monitor the information.

College cell phones must not be used in any manner that violates any other College policy, including safety policies, confidentiality policies, electronic and social media policies and policies against discrimination and harassment.

Employees are prohibited from using College-issued cell phones and any other College property to conduct personal business. Employees who are provided a College cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

OFF-DUTY USE OF FACILITIES

Employees are prohibited from remaining on College premises or making use of College facilities while not on duty. Employees are expressly prohibited from using College facilities, College property, or College equipment for personal use. This policy is not intended to limit the ability of employees to use CINC's e-mail systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

SOLICITATION, DISTRIBUTION, AND COMMUNICATION WITH EMPLOYEES

Employees may engage in solicitation on College premises only during their nonworking time. Nonworking time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-College written materials only during nonworking time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, they should consult their immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on College property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on College property at any time.

CINC has bulletin boards located throughout the facility for the purpose of communicating with employees. Postings on these boards are limited to items posted by CINC, including statutory and legal notices, safety and disciplinary rules, College policies, memos of general interest relating to CINC, local operating rules, and other College items. All postings require the prior approval of CINC. No postings will be permitted for any other purpose.

EMPLOYEE CONDUCT

HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION

CINC is an equal opportunity employer. CINC 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 (including language use restrictions and possession of a driver's license to establish the right to work in the United States), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status, tribal affiliation and non-tribal affiliation, or any other basis protected by federal, state or local law or ordinance or regulation. It 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 those characteristics.

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

All such conduct violates College policy.

Harassment Prevention

CINC's policy prohibiting harassment applies to all persons involved in the operation of CINC. CINC prohibits harassment, disrespectful or unprofessional conduct by any employee of CINC, including supervisors, managers and co-workers. CINC'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 College 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

CINC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in College operations. CINC prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of CINC, 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, CINC is not obligated to disclose the wages of other employees.

Anti-Retaliation

CINC will not retaliate against you for filing a complaint or participating in any workplace investigation 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, CINC 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 College representative with day-to-day personnel responsibilities and discuss the need for an accommodation. CINC 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 College 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, CINC will make the accommodation.

CINC 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 any College supervisor or Human Resources 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 Human Resources. 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 this is not mandatory.

CINC 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.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Human Resources so CINC can try to resolve the complaint.

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

CINC will maintain confidentiality to the extent possible. However, CINC 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; and
- Closed in a timely manner.

If CINC 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. CINC also will take appropriate action to defer future misconduct.

Any employee determined by CINC to be responsible for 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.

WORKPLACE BULLYING

CINC defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against others, at the place of work and/or in the course of employment. All employees must be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors and managers that CINC will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. CINC considers the following types of behavior examples of bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or their family, persistent name calling which is hurtful, insulting or humiliating; using a person as a butt of jokes; abusive and offensive remarks; malicious gossip; yelling, screaming, threatening, and other demeaning behavior and/or comments.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.

Gesture Bullying: non-verbal threatening gestures; glances which can convey threatening messages.

Cyber Bullying: willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices.

Exclusion: socially or physically excluding or disregarding a person in work-related activities.

BUSINESS CONDUCT AND ETHICS

All employees are expected to act ethically, and conform to all policies of CINC, all applicable laws, and in the best interest of CINC. No employee should weaken CINC’s interest to strengthen their own, nor should an employee use their position at CINC to unfair personal advantage. Employees must act in a fair and impartial manner in all business dealings, and must not create a perception that they are subject to undue influence. In deciding whether to accept a business courtesy, employees are expected to use good business judgment, consider the perception created by accepting a courtesy and ask questions when in doubt. These behaviors promote professional relationships and practices and a reputation for integrity.

CINC does permit the receiving of common business courtesies by an employee that may be gifted by a vendor, Community Members or Students as a business courtesy gift. A “business courtesy gift” is a gift traditionally presented in a culture as a gesture of goodwill or in celebration of a life event. Examples of business courtesies may include a floral bouquet/plant, a fruit basket, a birthday

gift of reasonable value, or a congratulatory gift in celebration of a milestone anniversary. The reasonable value of a gift should not exceed \$100, and only on a limited basis. Employees shall advise their supervisor if they receive any such gifts. Under no circumstances should cash ever be accepted by a College employee as a gift.

CONDUCTING PERSONAL BUSINESS

Employees are to conduct only College business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

CONFIDENTIAL INFORMATION

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

In the course of an employee's work, an employee may have access to trade secrets or similarly protected proprietary or confidential information regarding CINC's business (such as financial data, marketing or business plans or strategies, suppliers, business partners or customers). All employees have a responsibility to prevent revealing or divulging any such information unless it is necessary to do so in the performance of their 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 the employee's supervisor. Any breach of this policy will not be tolerated and legal action may be taken by CINC.

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).

CONFLICTS OF INTEREST

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a vendor, supplier, or subordinate employee of CINC which impairs an employee's ability to exercise good judgment on behalf of CINC, 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, any other appropriate supervisor, and Human Resources, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, CINC may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

CUSTOMER RELATIONS

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, Human Resources should be called immediately.

Ours is a service business and all employees must remember that the customer always comes first. Customers are to be treated courteously and given proper attention at all times. Employees are reminded to never regard a customer's question or concern as an interruption or an annoyance. All employees are expected to respond to inquiries from customers, whether in person or by telephone, promptly and professionally. All correspondence and documents to customers or others must be prepared neatly and error free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

DRESS CODE AND OTHER PERSONAL STANDARDS

Because an employee is a representative of CINC in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing for the position in which they work.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CINC presents to its vendors, Community Members or Students. Employees should dress according to the requirements of their positions. This is particularly true if an employee's job involves dealing with vendors, Community Members or Students in person. Business casual attire is required of employees in office positions unless business attire is required or more appropriate for specific meetings or events. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Out of consideration for others, employees should avoid wearing strong perfume, cologne, or after shave, must have clean hair and have good hygiene practices.

Employees that are required to wear uniforms provided by CINC must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform employees of additional requirements regarding acceptable attire. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards;
- Tank tops, spaghetti strap tops, tube or halter tops, low cut tops or dresses, spandex or other form fitting pants, skirts, or shorts, may not be worn under any circumstances;
- Mustaches and beards must be clean and neat;
- Facial jewelry, such as eyebrow rings, nose rings, and lip rings, must not be worn during College work hours; and
- Visible body art or tattoos that are offensive or depict illegal activities must be covered during business hours. CINC is the sole judge of what constitutes unacceptable tattoos.

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 Human Resources and discuss the need for accommodation.

CINC may issue more specific guidelines concerning any exceptions to this policy.

DRUG AND ALCOHOL ABUSE

CINC takes seriously, and is concerned about the use of alcohol, marijuana, illegal drugs under state or federal law, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair College 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 CINC to the risks of property loss or damage, or injury to other persons.

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

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

The following rules and standards of conduct apply to all employees while on College property, at work or working on College business. The following are strictly prohibited by College 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. CINC may also bring the matter to the attention of appropriate law enforcement authorities.

Drug Testing

Reasonable Suspicion Testing

If a supervisor or manager has a reasonable suspicion that the employee is working in an impaired condition or otherwise engaging in conduct that violates this Policy, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, they will be asked to take a drug test in accordance with the procedures outlined below.

If the employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

Procedures for Drug Testing

CINC will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. CINC will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that they have taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by a qualified testing facility.

The clinic or laboratory will inform CINC as to whether the applicant passed or failed the drug test. If an employee fails the test, they will be considered to be in violation of this Policy and will be subject to discipline accordingly.

Acknowledgment and Consent

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to CINC of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

Confidentiality

All drug testing-records will be treated as confidential.

In order to enforce this policy, CINC reserves the right to conduct searches of College 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 College property will not be tolerated because such conduct, even though off-duty, reflects adversely on CINC. In addition, CINC must keep people who sell or possess controlled substances off College premises in order to keep the controlled substances themselves off the premises.

CINC will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance must request time off for treatment or rehabilitation. CINC 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, nor is CINC obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.

Additionally, 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 given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect CINC'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.

SMOKING

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Smoking in College-owned vehicles (if applicable) is also prohibited.

NEWS AND MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only the VP of Academic Affairs, the President or their designee may comment to news reporters on College policy or events relevant to CINC. This policy does not limit an employee's right to discuss the terms and conditions of their employment, or to try and improve these conditions.

OFF-DUTY CONDUCT

While CINC does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with CINC's legitimate business interests. Off-duty conduct by an employee that directly conflicts with CINC's essential business interests and disrupts business operations will not be tolerated.

PROHIBITED CONDUCT

Employees are expected to conduct themselves in a manner to further CINC's objectives. The following conduct is prohibited and will not be tolerated by CINC. ***This list of prohibited conduct is illustrative only***; other types of conduct that threaten security, personal safety, employee welfare and College operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other College 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 their work time, or falsifying any time card, either the employee's own or another employee's;
- Theft and deliberate or careless damage or destruction of any College property, or the property of any employee or customer;
- Removing or borrowing College property without prior authorization;
- Unauthorized use or misuse of College equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on College property;
- Participating in horseplay or practical jokes on College time or on College premises;
- Carrying firearms or any other dangerous weapons on College premises at any time;
- Causing, creating, or participating in a disruption of any kind during working hours on College property;

- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on College premises;
- Violation of College punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to notify a supervisor when unable to report to work;
- Unreported absences of scheduled workdays, notwithstanding absences protected by applicable federal or state laws;
- Excessive absenteeism and tardiness;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping without permission or malingering while on duty;
- Making or accepting excessive personal telephone calls or texts during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of College dress standards;
- Violating any safety, health, security or College policy, rule, procedure or violation of CINC's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating CINC's Harassment, Discrimination and Retaliation Prevention Policy; and
- Failing to promptly report work-related injury or illness.

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

PROHIBITED USE OF ELECTRONIC DEVICES WHILE DRIVING

In the interest of the safety of our employees and other drivers, College employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on College business, College property and/or College time. This prohibition includes any use of a cell phone or other wireless communications device, such as answering or placing call, engaging in conversations, texting, Web browsing or using any smart phone application while driving.

If an employee's job requires that they keep the cell phone or other wireless communications device turned on while driving, the employee must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on College business and/or College time. CINC recommends preprogramming frequently used numbers into employees' phones rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of College rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile services device. The

prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications – on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of College rules.

PROHIBITED CELL PHONE USE

Employees may not use cell phones containing audio or video recording devices or cameras in the following work areas that CINC has designated as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of their employment, such as documenting health and safety issues. This restriction applies to Executive Offices.

PUNCTUALITY AND ATTENDANCE

Employees of CINC are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for their supervisors and fellow employees. When an employee is absent, their assigned work must be performed by others.

Employees 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 or when required to leave on authorized College business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, they must provide reasonable advance notice to their supervisor before the time they are scheduled to begin working for that day. Employees must inform their supervisor of the expected duration of any absence. If an employee fails to provide reasonable advance notice before their scheduled time to begin work and does not arrive in time for their assigned shift, they will be considered tardy for that day. If the circumstances for the tardiness or absence were unforeseen, an employee should inform their supervisor as soon as practical of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, abuse of leave laws or providing false leave information will not be tolerated. Generally, if you fail to report to work without any notification to your supervisor for a period of 3 days, CINC will consider that you have voluntarily abandoned your employment.

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.

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. Employees should report all work-related injuries or illnesses immediately to Human Resources. In compliance with California law, and to promote the concept of a safe workplace, CINC maintains an Injury and Illness Prevention Program (“IIPP”). The Injury and Illness Prevention Program is available for review by employees.

RECREATIONAL ACTIVITIES AND PROGRAMS

CINC or its insurer will not be liable for payment of workers’ compensation benefits for any injury that arises out of an employee’s voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee’s work-related duties.

SECURITY

CINC has developed guidelines to help maintain a secure workplace. Employees should be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Employees are encouraged to report any suspicious persons or activities to UCR Security.

It is important that office employees secure their desks or office at the end of the day. When called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around their workstations that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys are missing.

WORKPLACE VIOLENCE

CINC has adopted a workplace violence policy described in detail in CINC's IIPP. CINC has no tolerance for acts or threats of violence. A threat includes, but is not limited to, any indication of an intent to harm a person or College property. Threats may be communicated verbally or nonverbally and may be direct or indirect. All such acts or threats of violence will be taken seriously and will lead to discipline up to and including termination of employment.

Every employee is expected and has a responsibility to assist in maintaining a violence free work environment. Therefore, each employee is expected to report any incident which may be threatening to you or your co-workers or any event that you reasonably believe is threatening or violent.

TERMINATION OF EMPLOYMENT

INVOLUNTARY TERMINATION AND DISCIPLINE

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

VOLUNTARY RESIGNATION

Voluntary resignation results when an employee voluntarily quits their employment at CINC, or fails to report to work on scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All College-owned property, including vehicles, keys, uniforms, identification badges, credit cards, and other College property must be returned immediately upon termination of employment.

Terminating employees should remove any personal items at the time they leave CINC. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

VERIFICATION OF PRIOR EMPLOYMENT / REFERENCES

All requests for references must be directed to Human Resources. No manager, supervisor, or employee is authorized to release references for current or former employees.

Disclosure of personnel information to outside sources will be limited. However, CINC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. By policy, CINC discloses only the dates of employment and the title of the last position held of former employees.

If an employee authorizes a disclosure of previous employment and/or salary, in writing, CINC will comply with said request.

Confirmation of Receipt of Employee Handbook Employment At-Will Acknowledgement

Carefully read this employee handbook, complete, and return this portion to CINC within two weeks of employment:

I acknowledge that I have received a copy of CINC’s employee handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the handbook during my employment with CINC.

I further understand, however, that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a “fair procedure” prior to termination or other disciplinary action. I also understand that, except for CINC’s at-will employment policy, CINC may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that because CINC cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of CINC’s policies or procedures, I should consult CINC’s Human Resources department.

I understand and agree that my relationship with CINC is “at-will,” which means that my employment is for no definite period and may be terminated by me or by CINC at any time and for any reason, with or without cause or advance notice. I also understand that CINC may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the President of CINC, that no other employee or representative of CINC has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and the President of CINC. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practices of CINC now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Confirmation of Receipt of Employee Handbook Employment At-Will Acknowledgement.

Date: _____ Signature: _____

Printed Name: _____

THIS PAGE INTENTIONALLY BLANK

Confirmation of Receipt of Employee Handbook Employment At-Will Acknowledgement

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Date: _____

Signature: _____

Printed Name: _____