

Employee Handbook

CALAVERAS TIMBER TRAILS ASSOCIATION

**P. O. Box 362
Avery, California 95224
(209) 795-2130**

Property of:
Calaveras Timber Trails Association

Copy # _____

CALAVERAS TIMBER TRAILS ASSOCIATION

Employee Handbook - Table of Contents

	Page Number
Welcome to Calaveras Timber Trails Association	4
About This Handbook	5
Who We Are	6
Employment Provisions	
At-Will Employment Policy	7
Equal Employment Opportunity Policy	8
Policy Against Unlawful Harassment	9-10
Policy Against Substance Abuse	11
Hiring Procedure	12
Resident Employees	13
Resident Housing	13
Blank Pages	14-15
Compensation Policies	
Hours of Work	16
Overtime	17
Make-Up Time-Non-Exempt Employees	18
Meal Periods/Rest Periods	19
Timekeeping	20
Pay Days	21
Deductions from Wages	22
Blank Pages	23-24
Employee Benefits	
Employment Status	25-26
Vacation	27-28
Sick Leave	29
Holidays	30
Pregnancy Disability Leave (PDL)	31-33
Personal Leave of Absence	34
Other Paid and Unpaid Time Off	35
Workers' Compensation	36
California State Disability Insurance (SDI)	36

Unemployment Insurance
Social Security
Blank Pages

37
37
38-39

Standards of Conduct

Open Door Policy	40
Attendance and Punctuality	41
Personal Conduct	42-43
Confidential Information	44
Employer Property	45
Outside Employment and Off-Duty Conduct	46
Safety and Security	47
Driving While Working	48
Appearance Standards	49
Smoking	50
Blank Pages	51-52

Record keeping

Personnel Records	53
Performance Evaluation	54
Change of Employee Information	55
Blank Pages	56-57
Leaving Calaveras Timber Trails Association	58

WELCOME TO CALAVERAS TIMBER TRAILS ASSOCIATION

It is our pleasure to welcome you as an employee of Calaveras Timber Trails Association. Whether you have just joined us or have been with us for some time, we want you to know that we are pleased to have you as a part of the Association.

We hope you will take pride in the Association and enthusiastically exhibit the teamwork necessary to serve our park members and guests and to support your fellow employees. Our success depends upon the ability of our employees to work productively and at a level of efficiency that results in the highest quality member services. To that end, we rely on you to meet the challenges of your jobs.

Calaveras Timber Trails Association strongly encourages teamwork and employee communication in the form of suggestions that will improve the workplace. Suggestions from employees often bring to light opportunities for improvement that might otherwise be missed. Your Supervisors are prepared to be actively involved in bringing your ideas to the attention of the Board of Directors of the Association. In return, the Association will make every effort to convey appropriate recognition for your good ideas.

We have prepared this handbook to help you understand our current policies, procedures and practices. Your comments about it are always welcome.

ABOUT THIS HANDBOOK

This handbook has been designed to assist you with understanding your role as an employee. It will provide you with an overview of the way we do things, what you can expect from us, and what we expect of you. It is intended to familiarize you with our current employment policies and work rules. Accordingly, it is very important that you read the entire handbook so that you will have a complete understanding of the material it contains. If you have any questions concerning these policies, please ask your Supervisor for clarification.

This version of Calaveras Timber Trails Association employee handbook is intended to replace all earlier documents outlining employment policies and benefits, and takes precedence over all memoranda or oral descriptions of the terms and conditions of your employment. Circumstances may require that information provided in this handbook change from time to time. Consequently, Calaveras Timber Trails Association reserves the right to amend, supplement, or rescind any provisions of this handbook, with the exception of the employment at-will provision, as it deems necessary at its sole and absolute discretion, in writing, with or without prior notice.

Certain notices required by Federal, State or local law also govern employment conditions. These notices are posted for your review in the office. From time to time Calaveras Timber Trails Association will publish additional or revised notices or memoranda addressing issues affecting employees.

Please understand that the policies and practices set forth in this handbook are guidelines only, not a contract, and are not intended to create or to imply a contractual relationship. Throughout this handbook, the term "CTTA" or "the Association" shall mean Calaveras Timber Trails Association.

Depending upon your job function, your supervisor may be the Park Operations Supervisor or the Maintenance Supervisor. For purposes of this handbook, the term "Supervisor" may mean either of these individuals.

We are pleased that you are a part of the CTTA team. Again, welcome.

WHO WE ARE

Calaveras Timber Trails is a private membership campground open only to members and their guests for year round camping at the 3,200-foot elevation, just below the traditional snowline. The Park consists of 134 forested acres, 500 campsites, three recreation centers – an Adult Lodge with television, pool table, stereo, library, fireplace and kitchen facilities, a Teen Center with pool/ping pong tables and stereo, and the Black Bart Center which caters to young children.

Sanitary dumping stations are located throughout the Park and a sanitary dumping service is available. There are 17 clean comfort stations in the Park, all with hot water and electric heat; 14 have hot showers. The Park has its own sewer treatment plant. Battery charging and propane sales are available.

Amenities include a swimming pool complex with two pools (one for adults and one for children), hot showers, library and laundromat. The commissary is used for meetings, potluck dinners, Bingo and communal events. Outdoor game courts include basketball/volleyball, a baseball diamond, a camp amphitheater and the “Hani” for outdoor get-togethers, barbecues and dances.

Fire protection includes 46 hydrants distributed throughout the Park, a 500-gallon pumper fire truck manned by our Park-trained volunteers and the Ebbets Pass Fire District, of which we are members. Security is assured at the Park’s one entrance, which is regulated by an electronically controlled gate operable by members’ gate cards at any time or by the resident employees during office hours.

The overall objective of CTTA employees is to provide service to our members and maintain the daily operations in a timely, efficient and professional manner.

AT-WILL EMPLOYMENT POLICY

Your employment with Calaveras Timber Trails Association is entered voluntarily, and you are free to terminate your employment at any time, with or without cause, and with or without notice.

Similarly, Calaveras Timber Trails Association has the right to terminate your employment at any time, with or without cause, and with or without notice. Although CTTA may choose to terminate your employment for cause, cause is not required. This right is called "at-will" employment.

No one other than the President of the Board of Directors can enter into an agreement for employment of any type, including employment for a specified period of time. Only the President of the Board of Directors can make any agreement or representation contrary to the at-will employment policy. The Association's policy of at-will employment can be changed only in a writing signed by the President of the Board of Directors.

No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Calaveras Timber Trails Association believes that all persons are entitled to equal employment opportunity. CTTA recruits and hires for all job classifications on the basis of standards that do not discriminate on the basis of race/color, national origin/ancestry, sex, religion, age (40+), mental or physical disability, veteran status, medical condition, pregnancy, marital status, sexual orientation, or other consideration made unlawful by California or local law. This policy applies to all personnel-related policies and actions, including recruitment, hiring, upgrading, training, classification, promotion, demotion, discipline, transfer, layoff, termination, compensation and benefits.

More than merely legal considerations, there are obligations that Calaveras Timber Trails Association as an organization and all of us as employees must assume in our day-to-day working relationships. It is our desire that each employee treats every other employee with utmost respect. Your personal contribution in this regard will create an environment that we can all enjoy. At CTTA, equal employment opportunity is not only a legal principle but a moral commitment as well.

Calaveras Timber Trails Association provides equal employment opportunities on the basis of merit and experience. Our commitment to equal employment opportunity extends to all job applicants and employees and to all aspects of employment.

POLICY AGAINST UNLAWFUL HARASSMENT

Calaveras Timber Trails Association is committed to providing a work environment that is free of unlawful harassment. We do not take this commitment lightly. In keeping with this objective, CTTA maintains a strict policy prohibiting harassment based on race/color, national origin/ancestry, sex, religion, age (40+), mental or physical disability, veteran status, medical condition, pregnancy, marital status, sexual orientation, or other consideration made unlawful by California or local law. **All such harassment is unlawful.** Forms of harassment may include, but are not limited to, the following behavior:

- ❑ Verbal harassment, e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats;
- ❑ Physical conduct, e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, impeding or blocking movement, contact or assault when directed at an individual because of any of the above categories;
- ❑ Visual harassment, e.g., derogatory posters, cartoons, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling or obscene gestures based on any of the above categories;
- ❑ Unwanted sexual advances, e.g., threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- ❑ Use of computers, e.g., the Internet or e-mail, to transmit, display or receive sexually-suggestive, pornographic or sexually suggestive pictures, messages or material; and
- ❑ Retaliation for having reported or threatened to report harassment

In particular, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which (1) has been made either explicitly or implicitly a term or condition of an individual's employment, (2) is used as a basis for employment decisions such as promotions and benefits affecting such individual, or (3) substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment can include harassment between employees of the same sex.

Policy Against Unlawful Harassment (continued)

Any employee who believes she/he has been harassed by a co-worker, park member, supervisor, manager or vendor of the employer should promptly report the facts of the incident(s) and the name(s) of the individual(s) involved to any of the following individuals: your Supervisor (if not the alleged harasser) or the President of the Board of Directors. The Association has an internal complaint process that provides for a thorough investigation of all complaints regarding alleged harassment. Such employees should not fear any reprisal. All employees should immediately report any incidents of harassment they witness to a management representative (as listed above). You may be asked to put your complaint in writing.

After a report is received, management will perform an internal investigation. Any Supervisor or other employee who has been found by the Association, after an investigation, to have harassed another employee in violation of this policy will be subject to discipline, which may range from a warning up to and including termination.

While the Association expects that the internal investigation will remedy the illegal harassment to the employee's satisfaction, you should be aware that the California Department of Fair Employment and Housing will investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

If you have any questions concerning this policy, please feel free to contact your Supervisor or the President of the Board of Directors.

POLICY AGAINST SUBSTANCE ABUSE

Calaveras Timber Trails Association is concerned about the use of alcohol, illegal drugs or controlled substances in the workplace. In any work environment, use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, health, and can seriously impair the employee's value to CTTA. 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 CTTA to the risks of property loss or damage or injury to other persons.

The use, possession, manufacture, distribution, dispensation, purchase and/or sale of illegal drugs or use of controlled substances and unauthorized use of alcohol while on Association property or premises, or while on CTTA business is strictly prohibited. Violation of this rule will not be tolerated and will result in disciplinary action up to and including immediate termination. CTTA reserves the right to conduct "Reasonable Suspicion Testing" and may bring the matter to the attention of appropriate law enforcement authorities if necessary.

The legal use of controlled substances, including prescription drugs prescribed by a licensed physician as well as the use of over the counter medications is not prohibited. However, you are encouraged to advise your Supervisor if you are taking such drugs for medical reasons. When there is reason to believe that the use of such drugs adversely affects your job performance, CTTA may require a medical evaluation at the Association's expense of the affect of your use of the prescription or over the counter drug on your ability to perform your job. If the medical evaluation indicates that the use of the medication adversely affects your job performance, CTTA reserves the right to take appropriate action.

CTTA from time to time sponsors or approves social functions during which moderate amounts of alcoholic beverages may be consumed. We ask that each of you act responsibly when participating in such events and we urge you to ensure that anyone who is not legally allowed to consume alcoholic beverages does not.

HIRING PROCEDURE

Calaveras Timber Trails Association hires individuals who demonstrate job-related experience, education, aptitude and character. Each applicant is evaluated objectively, and hiring decisions are made on the basis of requirements for the job and the qualifications of the applicant.

To ensure that new employees are welcomed and provided with accurate information on important topics such as job responsibilities, benefits and workplace policies, you will receive orientation to the Association shortly after you begin employment with CTTA.

In no event shall the hiring of an individual be construed as creating a contractual relationship with CTTA. An employment, having no specified term, may be terminated at the will of either party on notice to the other.

Employment Eligibility:

Federal law requires that CTTA verify each new employee's identity and legal authority to work in the United States. The Immigration Reform and Control Act of 1986 requires that you complete an employment eligibility verification (form I-9) when hired. You will be asked to complete the form no later than the third day of your employment.

Employment is conditioned upon the receipt of satisfactory evidence of your identity and legal authority to work in the United States.

Pre-Employment Screening:

CTTA will at its discretion conduct background screening that may include but not be limited to a credit and criminal history check, a drug screen and a post-offer, pre-employment physical examination.

Your employment is subject to a satisfactory response to questions asked of your references and former employers.

You will be required to provide a copy of your motor vehicle report if you are required to drive on Association business.

RESIDENT EMPLOYEES

CTTA is a unique operation. Certain employment relationships are different from what otherwise might be considered to be the norm. Some CTTA employees reside on the premises in order to adequately fulfill the needs of the Association and its members.

Due to this requirement and the nature of the work, it is mandatory that resident employees do not have children or any other persons living with them.

RESIDENT HOUSING

CTTA's resident employees are provided with on-site living quarters as part of their employment agreement. A separate housing agreement must be reviewed and signed prior to the hiring of a resident employee.

This page intentionally left blank.

This page intentionally left blank.

HOURS OF WORK

Normally, Calaveras Timber Trails Association operates on a seven-day work schedule, Sunday through Saturday. Although subject to change, current business hours, that is, when most park members/vendors are accustomed to reaching us, are:

Summer

9:00 a.m. to 6:00 p.m. Sunday – Thursday

8:00 a.m. to 8:00 p.m. Friday – Saturday

Winter

9:00 a.m. to 6 p.m. Sunday – Saturday

Changing Work Schedules and Duties:

The seasonal nature of our work requires that employees be flexible with regard to work schedules in order to accommodate the needs of our members. It is very likely that work hours will differ from employee to employee. Calaveras Timber Trails reserves the right to alter your hours as well as to assign you to jobs other than your usual assignment when necessary.

Exchange of work schedules between employees is discouraged. However, the Association will tolerate some “trading” of workdays as long as it does not create an over time pay situation (see following page on Overtime). Any alteration of your work schedule must be approved in advance by your Supervisor.

Standby Night Duty:

CTTA requires that one resident employee perform “standby night duty” each night from the close of the office until 8:00 a.m. the following morning. You are free to use the time for your own benefit. You must, however, be in visual contact with the entrance gate, monitor the answering machine at least hourly, and have a CB with you. If you cannot perform this duty for any reason, you are to notify your Supervisor.

Call Back Pay

If you are called back to work to perform any duty you will be paid at your usual rate of pay, but no less than a minimum of two hours.

OVERTIME

CTTA operations may require that you work additional hours during the week, on weekends or holidays. Overtime will be required for the on duty resident employee when the other is on vacation. If overtime is required, Non-Exempt employees (see definition below) will be compensated in accordance with applicable state law.

In compliance with the provisions of state labor law, Non-Exempt employees are eligible for overtime pay. For purposes of determining which hours constitute overtime, only actual hours worked in a given workweek will be counted. Your Supervisor must authorize all overtime work in advance.

Workday and Workweek:

A workday begins at 12:01 a.m. and ends 24 hours later. A workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

Definitions:

Exempt Employee: An employee who is classified as exempt from the overtime provisions of applicable state wage and hour laws.

Non-Exempt Employee: An employee who is not classified as exempt under applicable state wage and hour laws. Non-Exempt employees are entitled to overtime pay as defined in the posted wage orders.

Overtime Pay:

The Association provides compensation for all overtime hours worked by Non-Exempt employees in accordance with state law.

Paid time off for any reason, such as Vacation, Sick Leave or Holidays is not considered hours worked for the purpose of calculating overtime.

MAKE-UP TIME – NON-EXEMPT EMPLOYEES

To the extent possible, Calaveras Timber Trails Association will allow Non-Exempt employees an occasional modification of the work schedule. We recognize that at times you may need to handle scheduled personal appointments and emergencies during working hours.

You may take time off and then make up the time later in the same workweek, either by starting early or staying late, during the same workweek as the absence, either prior to or after taking time off. It is not our intention to create an overtime pay situation; therefore, you may not work more than 11 hours in one day or 40 hours in a workweek. **Make-up time worked will not be paid at an overtime rate.**

We ask that modifying your work schedule be the exception, not the rule, and that you consider your co-workers when requesting this occasional variation to the regularly scheduled workday.

The following guidelines apply:

- ❑ You may work up to 11 hours on another workday to make up the time off.
- ❑ You must make up the time off in the same workweek that the time off occurred.
- ❑ You must obtain written approval from your Supervisor on each occasion that you request make-up time, using a Make-Up Time Request Form.
- ❑ If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed will be unpaid unless your Supervisor arranges with you for another day to make up the time.
- ❑ If you work make-up time before you plan to take off, you must take the time off, even if you no longer need the time off for any reason.

Operational requirements will be evaluated prior to granting a request for make-up time.

MEAL PERIODS/REST PERIODS

Meal and rest periods are intended to provide you with an opportunity for relaxation, and they should be taken away from your work area.

Meal Periods:

Non-Exempt employees are required to take an unpaid, non-working one-half hour meal period no later than 5 hours after the start of the workday. Your meal period may not be taken at the beginning or end of your workday. With your agreement, on-duty meal periods may be necessary when the nature of the work prevents you from being relieved of all duties during a meal period. A written agreement is required for on-duty meal periods.

Non-Exempt employees who regularly complete their workday in 6 hours may be exempted from the meal period requirement. This exemption must be by mutual consent of the Association and the employee.

Rest Periods:

Non-Exempt employees are entitled to and required to take a paid 10-minute break in the middle of each 4-hour work period. Insofar as practicable, these breaks should be taken in the middle of each work period. Breaks may not be combined or added to your lunch period, and breaks are to be taken on the premises.

The above provisions do not apply to Exempt employees, as there is no specified minimum amount of time for meal and rest periods for this classification of employee. The Association does, however, recommend that Exempt employees take a mid-day break to relax and renew energy.

TIMEKEEPING

Calaveras Timber Trails Association is obligated by law to keep accurate records of the time worked by Non-Exempt employees. Time cards help us keep an accurate calculation of hours worked and paid time off taken.

If you are classified as Non-Exempt, you are required to personally and accurately complete a time card each day. Falsification of your own time card, tampering with another's time card, or any other timekeeping records may result in disciplinary action, up to and including immediate discharge.

Exempt employees may be required to complete time cards for the purpose of tracking vacation, sick leave and holidays, not for the purpose of determining pay.

You will be given full instructions for completion of time cards during your orientation as a new employee.

PAY DAYS

Employees are paid on a bi-weekly schedule. Pay periods begin on Wednesdays and end on Tuesdays which cover a two-week period. Pay day is the Friday immediately following the second Tuesday of the pay period.

If the pay day falls on a holiday, paychecks will be made available the day preceding the holiday. Please notify your Supervisor immediately if your paycheck has been lost, stolen or you notice any errors in your pay.

DEDUCTIONS FROM WAGES

Federal and State laws require us to make certain deductions from your paycheck. The amount withheld varies according to your earnings, your marital status, and the number of exemptions you claim. Required deductions are itemized on your paycheck and include:

- FICA (Social Security and Medicare)
- Federal Income Tax
- State Income Tax
- State Disability Insurance (California)

Other deductions may include:

- State and Federal Income Tax Liens
- Wage Garnishments

If you wish to change the number of exemptions claimed, you must complete a new W-4. Verbal instructions are not sufficient to modify withholding allowances. After the end of each calendar year, you will receive a W-2 form that will summarize your earnings and the deductions that were withheld from your pay.

This page intentionally left blank.

This page intentionally left blank.

EMPLOYMENT STATUS

Calaveras Timber Trails Association has established employment status categories order to determine eligibility for various benefits.

Employee: An employee is an individual who receives a wage or a salary from CTTA and is not an independent contractor.

Regular Full-Time Employee: An employee who is regularly scheduled to work a minimum of 40 hours a week on a continuing basis.

Regular Full-Time employees are covered by statutory benefits required by Federal or State law. They are also eligible for:

- Educational Assistance
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Pregnancy Disability Leave
- Personal Leave of Absence
- Other Paid and Unpaid Time Off

Regular Part-Time Employee: An employee who is regularly scheduled to work fewer than 40 hours a week on a continuing basis.

Regular Part-Time employees are covered by statutory benefits required by Federal or State law. They are also eligible for:

- Educational Assistance
- Paid Vacation (pro-rated)
- Paid Sick Leave (pro-rated)
- Paid Holidays (pro-rated)
- Pregnancy Disability Leave
- Personal Leave of Absence
- Other Unpaid Time Off

Agency, Temporary or On-Call Employee: An employee who holds a job of limited duration arising out of seasonal needs, abnormal workloads, or emergencies. Agency, Temporary and On-Call employees may work any number of hours, but are not considered Regular Employees for the purpose of this handbook.

Employment Status (continued)

Temporary or On-Call employees are covered by statutory benefits required by Federal or State law. Agency employees are paid by their sponsoring employment agency, which is responsible for all payroll and benefits. This classification of employee is not eligible for any other benefit or paid time off for any reason.

Anniversary Date of Hire:

The first day you report to work is your employment “anniversary” date. Your date of hire is used to compute some of the employee benefits described in this handbook.

VACATION

Calaveras Timber Trails Association encourages employees to take time away from work to rest, relax and pursue personal interests. Paid vacation is one of the many ways that we show our appreciation for your hard work and contribution to the Association.

Regular full-time employees accrue vacation hours as follows:

- For the first year (ending on the 12th month)
5 days (40 hours) per year (1.54 hours each pay period)
- For the second through ninth years (13th month through 108th month)
10 days (80 hours) per year (3.08 hours each pay period)
- For the tenth (109th month) and subsequent years
15 days (120 hours) per year (4.62 each pay period)

The following guidelines apply for vacation:

- Vacation hours begin to accrue from the date of hire.
- Vacation may not be taken until after completion of one full year (12 months).
- Vacation cannot be “anticipated”, that is, taken in advance of earning the time without prior written approval from your Supervisor.
- Vacation is paid at your regular rate of pay, exclusive of overtime.
- Exempt employees may take vacation in increments of one full day (8 hours).
- Vacation hours are not accrued while you are on an unpaid leave of absence.
- Accrued but unused vacation hours will be paid to you upon termination of employment.

CTTA will post a vacation schedule if it deems necessary and vacation scheduling preference will be given to those employees who request time off earliest. Operational requirements will be considered when approving vacation requests. A written request for time off must be received at least 45 days in advance and approved by your Supervisor. All vacation requests are discouraged during the summer months (May 15 through September 15).

SICK LEAVE

Calaveras Timber Trails Association provides paid sick leave for absence due to illness, injury, medical & dental appointments or other medical needs.

Regular full-time employees accrue 5 days (40 hours) per year (1.54 hours each pay period). Regular part-time employees accrue on a prorated basis, depending upon the number of hours regularly scheduled to work each week.

The following guidelines apply for sick leave:

- Sick leave accrues from the date of hire and may be used after completion of 6 months of employment and cannot be taken in advance.
- Sick leave may also be used to care for a sick child, parent or spouse. A “child” means a minor or non-minor, biological, adopted or foster child, a stepchild, a legal ward or a child for whom you have accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild. “Parent” means a biological, foster or adoptive parent, stepparent, or a legal guardian. In-laws and grandparents are not considered “parents” in this instance. A “spouse” is an individual to whom you are legally married.
- Exempt employees may take sick leave in increments of one full day (8 hours).
- The company may require you to provide a physician’s statement if you are off work due to illness for an extended period of time, whether it be for the employee, a child, parent or spouse.
- Sick leave may be used to supplement Worker’s Compensation or California State Disability Insurance benefits to which you may be entitled. Although, no sick leave will be paid if you do not apply for available benefits. The sick leave will augment these benefits so as not to exceed your normal level of compensation.
- You may accumulate sick leave from year to year but the maximum you may accumulate is 20 days (160 hours). When the maximum is reached, no further sick leave will accrue until sick leave is used to bring the balance below the maximum. There is no retroactive accrual of sick leave if this should occur.
- Accrued but unused sick leave is not paid to you upon termination of employment.

HOLIDAYS

Calaveras Timber Trails Association operates 365 days of the year for the benefit of its members. During the summer season (May 15 through September 15) all employees will work on typically observed holidays during that time. During the remaining part of the year, if a holiday falls on an employee's regular day off, they may schedule a different day off within the same pay period.

Regular full-time employees will be paid eight (8) hours for the holidays, regular part-time employees will be paid on a prorated basis, depending upon the number of hours regularly scheduled to work each week.

Listed below are the observed paid holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The following are not eligible for holiday pay:

- ❖ Agency, Temporary or On-Call employees
- ❖ An employee on Pregnancy Disability Leave or Personal Leave of Absence
- ❖ An employee on an unexcused absence immediately before or after the holiday.
(Unexcused means that the employee did not show up or call in to work)

PREGNANCY DISABILITY LEAVE (PDL)

Calaveras Timber Trails Association will provide up to four months unpaid Pregnancy Disability Leave (PDL) for Regular Full-Time and Regular Part-Time female employees who are considered medically disabled due to pregnancy, childbirth or related medical conditions.

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Leave Policy:

The four-month period (not necessarily consecutive days) may be taken when you are actually disabled due to your pregnancy, before or after the birth, at any time you are physically unable to work because of the pregnancy or pregnancy-related condition. The four-month period may be taken intermittently or consecutively, depending upon the period(s) of disability as certified by your physician.

Time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by your Pregnancy Disability Leave. One or more periods of leave may be combined to total the four months allowed.

You may also be eligible for transfer to a less strenuous or hazardous position if such a transfer is medically advisable and recommended by your physician. Transfers are subject to the availability of vacant positions.

Procedure:

All female employees should advise your Supervisor of their need to take a pregnancy disability leave as soon as possible, using a Leave of Absence Request Form. The individual should make an appointment with your Supervisor to review the following:

1. If you need to take pregnancy disability leave you must provide at least verbal notice sufficient to notify the Association that you need to take a pregnancy disability leave and/or transfer. The verbal notice should include the anticipated timing and duration of the leave or transfer.

If the need for the leave or transfer is foreseeable because of the pregnancy, you must provide at least 30 days' advance notice before the pregnancy disability leave or transfer is to begin. You must consult with your Supervisor regarding scheduling of any planned medical treatment or supervision to minimize disruption to Association operations. Any such scheduling is subject to the approval of your health care provider.

If 30 days' notice is not possible, notice must be given as soon as practicable.

Pregnancy Disability Leave (PDL) (continued)

2. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached.
3. Temporary transfers due to health considerations will be granted where possible. However, you will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
4. Pregnancy leave usually will begin when ordered by your physician. You must provide the Association with a certification from a health care provider. The certification indicating disability should contain:
 - a. The date on which you became disabled due to pregnancy;
 - b. The probable duration of the period or periods of disability; and
 - c. A statement that, due to the disability, you are unable to perform one or more of the essential functions of your position without undue risk to yourself, the successful completion of your pregnancy, or to other persons.
5. Leave returns will be allowed only when your physician sends a release.
6. Duration of the leave will be determined by the advice of your physician, but if you are disabled, you may take up to four months off. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period for actual disability caused by your pregnancy, childbirth or related medical conditions. This includes leave for severe morning sickness and for prenatal care. Leave does not need to be taken in one continuous period and may be taken intermittently, as needed.

Benefits and Pay During Pregnancy Disability Leave (PDL):

PDL is typically unpaid. However, if you have accrued vacation or sick leave available, you may choose to use that time in order to continue receiving pay during the leave. You may be eligible for State Disability Insurance (SDI). If you are receiving SDI, the Association will integrate your available vacation or sick leave with the SDI earnings. At no time shall your disability pay exceed 100% of your normal weekly base pay.

Pregnancy Disability Leave (PDL) (continued)

Benefits While on **Paid** Leave:

- Vacation and sick leave accrual continues.
- Holidays continue to accrue.

Benefits While on **Unpaid** Leave:

- Vacation and sick leave accrual discontinues.
- Holidays do not accrue.

Returning to work:

Under most circumstances, upon submission of a medical certification that you are able to return to work from a pregnancy disability leave, you will be reinstated to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on pregnancy disability leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Association's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

For more information regarding your eligibility for leave and/or the impact of the leave on your seniority and benefits, please contact your Supervisor.

PERSONAL LEAVE OF ABSENCE

At the discretion of CTTA, a leave of absence may be granted to Regular Full-Time and Regular Part-Time employees for temporary medical disabilities that do not qualify for Pregnancy Disability Leave, or for personal needs. If you have been employed by CTTA for one year, you may qualify for a period of time off of up to four weeks. Requests for time off should be made in writing as far in advance as possible, using the Leave of Absence Request Form.

A medical leave begins on the first day your physician certifies that you are unable to work and ends when your doctor certifies that you are able to return to work, or after a total of four weeks, whichever occurs first. An employee returning from medical disability leave must present a physician's certificate showing fitness to return to work.

Benefits and Pay During a Personal Leave of Absence:

Personal Leave of Absence is typically unpaid. However, if you have vacation or sick leave accrued, you will be required to use that time in order to continue receiving pay during the leave. You may be eligible to collect State Disability Insurance (SDI). If you are receiving SDI, the Association will integrate your available vacation or sick leave with the SDI earnings. At no time shall your disability pay and vacation or sick leave pay exceed 100% of your normal weekly base pay.

Benefits While on **Paid** Leave:

- Vacation and sick leave accrual continues.
- Holidays continue to accrue.

Benefits While on **Unpaid** Leave:

- Vacation and sick leave accrual discontinues.
- Holidays do not accrue.

Returning to work:

If you are returning from a non-work-related medical leave, you will be offered the same position held at the time of leaving, if available. If this position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Job reinstatement under this type of medical leave is not guaranteed.

For more information regarding your eligibility for leave and/or the impact of the leave on your seniority and benefits, please contact your Supervisor.

OTHER PAID AND UNPAID TIME OFF

Calaveras Timber Trails Association may grant eligible employees the following time off upon written request. Except as noted, these leaves are unpaid. Therefore, to the extent that you have accrued vacation or sick leave, you may be required to use that time during an unpaid leave.

Bereavement Leave:

When a death occurs in the immediate family, Regular Full-Time and Regular Part-Time employees may be granted up to three working days of leave with pay. The immediate family is considered to be your spouse, child (natural, adopted or foster child), parent, step-parent, grandparent, brother, sister, father- mother- brother- or sister-in-law.

A paid leave of up to one day to attend services for other family members will be granted upon request and approval of your Supervisor.

Military Leave:

Approval of military leave for active duty, reserves, or National Guard requires that you submit to your Supervisor written verification from the appropriate military authority. Such leave is without pay. Upon completion of the obligation, existing laws will determine your reinstatement rights.

Jury Duty:

If you receive notification to report for jury selection, immediately submit a copy of the summons to your Supervisor. If you are subsequently chosen to serve, let your Supervisor know the expected duration of the trial.

You must supply a certification for each day you are present at court, and you are expected to return to work for the balance of any day you are excused from jury duty. Regular Full-Time employees and Regular Part-Time employees (on a pro-rata basis) will be paid while performing jury duty, up to five days pay per year, less any fees paid by the court.

Witness Duty:

If you receive a subpoena to appear as a witness, notify your Supervisor immediately of the expected dates and court in which you are to appear. Regular Full-Time employees and Regular Part-Time employees (on a pro-rata basis) will be paid while performing witness duty, up to one day per year, less any fees paid by the court.

Religious Holidays:

Time off for observance of religious holidays not observed by the Association as part of the regular holiday schedule may be granted, depending upon the Association's operational requirements or its ability to schedule substitute personnel without undue hardship.

Time Off to Vote:

If you would not be able to vote on Election Day because of your work schedule, the Association will allow you up to two hours time off with pay to vote. You must tell your Supervisor that you

will need time off to vote as soon as you know this, but no less than three workdays before Election Day. Your Supervisor may require you to take voting time at the beginning or ending of your shift. Your Supervisor will ask you to present a voter's receipt before you are paid for voting time off.

WORKERS' COMPENSATION

From the first day of employment, Calaveras Timber Trails Association employees are covered by our workers' compensation. CTTA pays the full cost for this benefit – there is no employee contribution to this program.

If you are injured during the performance of your work, your workers' compensation benefit will pay your medical bills and provide you with money to live on until you can return to work. Coverage is automatic and immediate, subject to any waiting periods required by law.

You must **immediately** report any job-related injury or illness to your Supervisor so that you can get medical help right away. You must complete written reporting requirements as soon as reasonably possible. Prompt reporting is the key to prompt medical care, recovery and benefits.

CTTA and its insurance carrier will not be responsible for the payment of workers compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity not constituting part of your work related duties, or caused by drunkenness, self-inflicted injury or illness, suicide, fighting or horseplay.

STATE DISABILITY INSURANCE (California SDI)

Calaveras Timber Trails Association participates in a State-sponsored disability insurance program in the State of California. The purpose of the SDI program is to partially compensate you for wages lost if you are unable to work due to illness or injury not caused while working. Your weekly benefit is determined by your wages.

All CTTA employees working in California contribute to this program through payroll deductions.

In order to receive SDI benefits, your disability must last at least eight days and you must file a timely claim. Information is available from CTTA, your State Disability office or your physician.

UNEMPLOYMENT INSURANCE

The purpose of the Unemployment Insurance program is to provide you with partial income protection when you are unemployed through no fault of your own. Eligibility for unemployment insurance payments is determined by the State after an investigation of facts submitted by the employee and the employer after a job separation. This program may provide you with temporary income after job loss, as long as you are able to work, available for work, and actively seeking work.

Calaveras Timber Trails Association pays the full cost for this benefit. There is no employee contribution to this program.

SOCIAL SECURITY

While working for Calaveras Timber Trails Association, both you and the Association contribute to a government fund designed to provide for your future retirement and medical insurance under Federal Social Security and Medicare. As a wage earner, you are required by law to contribute a set amount of your salary to the trust fund from which benefits are paid. The Association matches your contribution dollar for dollar.

Your contribution is deducted from each paycheck.

This page intentionally left blank.

This page intentionally left blank.

OPEN DOOR POLICY

Calaveras Timber Trails Association believes that channels of communication should always be kept open. Only in this way can there be a satisfactory resolution of issues which sometimes occur when people of different skills and temperaments work together.

CTTA encourages each of you to make suggestions for improving the Association. You may have a question about your job, the working environment or the treatment you are receiving. Your good-faith complaints, questions and suggestions are of concern to the Association. We ask that you take your concerns first to your Supervisor, who will make every effort to listen and advise. In the event the problem cannot be resolved in that manner, you are encouraged to contact the President of the Board of Directors. You may be asked to put your concern in writing.

We believe that perpetuation of “office gossip” serves no useful purpose. We commit to making every effort to recognize and resolve any causes of employee concern to the mutual satisfaction of the parties involved. You should recognize that not every problem can be resolved to your satisfaction; however, CTTA values your input and you should feel free to raise issues of concern, in good faith, without fear of retaliation. To the extent possible, any issue raised through the Open Door Policy will remain confidential.

ATTENDANCE AND PUNCTUALITY

Your regular attendance and punctuality are extremely important to the success of Calaveras Timber Trails Association. It is also a factor that may be considered during performance evaluation and may affect your continued employment. Violation of the attendance and punctuality policy may result in disciplinary action, up to and including immediate termination.

Absenteeism

Absenteeism and tardiness put a strain on the Association's operation and create an unfair burden on other employees. You should make every effort to schedule your appointments (medical or personal) outside your normal working hours.

If for any reason you are unable to report to work as scheduled, it is your responsibility to notify your Supervisor no later than 30 minutes prior to your scheduled starting time. This includes unplanned absence such as emergencies, illness and unavoidable tardiness. Asking a friend, relative, or another employee to contact the Association is not an acceptable alternative unless you are incapable of communicating directly. If you are unable to reach your Supervisor prior to your normal starting time, leave a message with a telephone number where you can be reached.

Absent extenuating circumstances, if your absence continues for more than one day, you must call your Supervisor daily to keep the Association informed of your progress and to assist us with determining how to handle your work while you are absent. You may be required to provide CTTA with a release to return to work from an illness-caused absence.

Please notify your Supervisor of planned absence (scheduled appointments) as soon as you are aware of the need for being off work.

Punctuality

You are expected to start work promptly at your assigned time and to remain for the full workday. This includes returning from meal and rest periods. Any early departure must be scheduled in advance with your Supervisor.

A consistent pattern of questionable absences and tardiness will be considered excessive. Absence from work for three consecutive days without notification to your Supervisor will be considered a voluntary resignation.

PERSONAL CONDUCT

Rules outlining acceptable conduct of employees are necessary to ensure orderly operation of the Association and for the benefit and protection of all employees. For this reason, it may be helpful to identify some examples of types of conduct that are impermissible. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some examples:

1. Falsification of or making a material omission on forms, records, or reports, for example: employment application, time cards, park member files and any other Association records.
2. Actual or threatened physical violence towards another employee, park member, guest or vendor.
3. Possessing or bringing firearms, weapons, alcohol, illegal drugs, chemicals or hazardous substances on or to Association property.
4. Insubordination, refusing to follow a Supervisor's directions, or other disrespectful conduct towards others.
5. Using, and/or possessing for use or sale unlawful drugs, or being under the influence of alcohol or unlawful drugs while working, traveling on Calaveras Timber Trails Association business, on Association property, operating a vehicle on behalf of the Association, or while representing the Association at off-premises community or business functions.
6. Misconduct on or off the job that materially or adversely affects the Association.
7. Misuse of time, including:
 - Stopping work early
 - Expanding meal and rest periods beyond time allocated
 - Sleeping while on duty
 - Excessive personal use of telephone
 - Leaving work during working hours without authorization
8. Misuse of Association property, including:
 - Equipment and vehicles
 - Telephone, except for local calls, within reason
 - Stationary, office supplies and postage
 - Office/computer equipment
9. Theft of Association, employee or park member property.
10. Any act that is in violation of applicable Federal, State or local law.

Personal Conduct (continued)

Calaveras Timber Trails Association expects high quality work from its employees and expects you to conduct yourself in a professional manner. If discipline is necessary, it may take the form of an oral or written warning, suspension or discharge at management's sole discretion. Calaveras Timber Trails Association has the sole right to determine what discipline is appropriate. There is no standard series of disciplinary steps that must be followed. In certain circumstances, your conduct may lead to immediate discharge.

Furthermore, this statement of prohibited conduct does not alter Calaveras Timber Trails Association's policy of employment at-will. Employment may be terminated at any time, at the will of either Calaveras Timber Trails Association or the employee with or without cause and with or without notice.

CONFIDENTIAL INFORMATION

While working for Calaveras Timber Trails Association, you will have access to information of a confidential, proprietary or secret nature that is applicable to the present or future business of the Association and park members.

Proprietary or confidential information includes, but is not limited to, information about CTTA and its park members; its programs; techniques; contracts; know-how; vendor lists; business plans; marketing plans; technical information; intellectual property; employee names, lists and job descriptions; and any other information about CTTA or its park members that can reasonably be deemed proprietary.

“Confidential Information” means (a) information pertaining to any aspect of the Association’s business which is not known by actual or potential park member or supplier to the Association, or (b) proprietary information of the Association or its actual or potential park members or suppliers, whether of a technical nature or otherwise, which the Association (or its suppliers or vendors) takes reasonable measures to protect against unauthorized disclosure to third parties.

You may not release orally or electronically any proprietary or confidential information. In addition, you are not to release any proprietary or confidential information in written form or remove from the office any records or files unless there is a clear instruction to do so from your Supervisor. If you have any question as to whether certain information is proprietary or confidential, consult your Supervisor.

Park Member Confidentiality:

Our park members depend upon us to hold in strictest confidence important information relative to them. Our relationship with them requires that all information is safeguarded, and in return, CTTA will earn their respect and trust.

As a general rule, no information about park members may be released to any person without the prior approval of your Supervisor. This rule does not apply to providing park members with copies of, or otherwise returning to park members, information they originally provided to CTTA.

Our Confidential Information policy is best protected by your use of good judgment. To indicate your understanding and intended compliance with this policy, you will be asked to sign a Confidentiality Agreement.

EMPLOYER PROPERTY

Calaveras Timber Trails Association makes every effort to provide the best available technology in the workplace. CTTA uses voice mail and e-mail systems, telephones, computers and fax machines to facilitate business communications and to store Association work-product. The voice mail and e-mail systems, all software and hardware, are the property of CTTA.

CTTA reserves the right to access, retrieve and read any message sent or received from voice mail or e-mail or any message composed, sent or received via computer or any other means, at any time, with or without advance notice or your consent.

If you use CTTA property to store personal or confidential information, you should understand that the information stored is accessible at all times by the Association. Therefore, CTTA strongly discourages non-business personal use of voice mail, e-mail and computers by employees. As all voice mail messages and computer files are Association property, the contents may be disclosed within CTTA without your permission. Therefore, you should not assume that messages and files are confidential.

Computer Use:

CTTA does not allow employees any personal use of Association computers. All business communications must be consistent with conventional standards of ethical and proper conduct, behavior and manners. Computers must not be used to create or display any content that may be reasonably considered offensive, harassing or obscene, or for any other purpose that is illegal or against Association policy. Offensive content would include, but would not be limited to, racial slurs, sexual comments or images, gender-specific comments, or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

You are not to use CTTA property for non-job-related appeals or petitions or solicitation for commercial, religious or personal causes.

All work originated or created using any materials or equipment owned, leased or provided by CTTA, or originated, created or worked on during the employee's work hours, is the exclusive property and/or intellectual property of CTTA.

OUTSIDE EMPLOYMENT AND OFF-DUTY CONDUCT

We expect that while at work you will devote all your productive time, ability and attention to the business of Calaveras Timber Trails Association and its members. We require that you not engage in other business duties, pursuits, or services during this time, whether for compensation or otherwise, as an employee or independent contractor. We ask that you think seriously about the effects extra work outside CTTA may place on your endurance, effectiveness and overall personal health.

While the Association does not seek to interfere with the lawful off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Association's legitimate business interests. You are expected to conduct your personal affairs in a manner that does not adversely affect the Association's reputation or credibility. Illegal off-duty conduct that adversely affects the Association's legitimate business interests or your ability to perform your job will not be tolerated.

Notwithstanding the above, if you choose to engage in outside work that is not in violation of this policy, the following criteria will apply:

- ❑ Outside work must not occur on CTTA premises or involve the use of any Association materials or equipment (e.g., tools, vehicles, telephones, faxes, e-mail, printers, copiers, computers, equipment or office supplies).
- ❑ Outside work must not interfere in any way with the operations of CTTA.
- ❑ Outside work must not reflect negatively on the reputation of CTTA or its members.

Should a question of conflict of interest arise, determination of whether CTTA operations have been negatively affected will be at the sole discretion of your Supervisor. Should it be determined that the outside work has negatively affected Association operations, or if outside work compromises the safety rules of the Association, the Association reserves the right to notify the employee that all future outside work must cease and desist. Termination of employment may occur if a cease and desist order is disregarded.

SAFETY AND SECURITY

A safe and secure working environment is a concern to both employers and employees. A clean, safe, secure and aesthetically pleasing working environment will promote efficiency, increase productivity, and can go a long way towards creating a positive image of Calaveras Timber Trails Association among prospective employees, park members and their guests.

Safety:

The Association is committed to the safety and health of all employees and endeavors to comply with regulations governing injury and accident prevention and employee safety. Every employee is required to use common sense and demonstrate safe and healthy work practices, because accidents resulting in personal injury or damage to property and equipment represent needless suffering and waste.

We ask you to make a concerted effort to understand and abide by the safety regulations that will make CTTA a safe workplace. You are required to advise the Association of all hazardous situations/conditions, to include potentially violent behavior, which may cause harm to property, employees, park members or others. Every effort will be made to remedy problem areas as quickly as possible.

The Association mandates a “zero tolerance for violence” environment and will make every effort to prevent violent incidents from occurring. Violence, for our purposes, includes physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence. This policy applies to all employees whether full-time or part-time, temporary or independent contractors.

If you are involved in an accident or injury while working, you must report it immediately to your Supervisor. Employees who do not follow prescribed safety rules will be subject to disciplinary action, up to and including termination of employment.

Security:

Premises security and personal safety is each employee's responsibility. Each employee who is issued keys to the office or an Association building or vehicle is responsible for ensuring that CTTA keys are not duplicated or loaned to anyone. Should your key(s) be lost or stolen, you must report the loss immediately to your Supervisor.

Personal Property:

Respect for and protection of the personal property of our employees is of concern to CTTA. For security reasons, employees should not leave personal belongings of value in Association buildings. We can make no assurances about security, and therefore, we discourage the storage of personal items of value. If personal property is missing or damaged, you should immediately make a report to your Supervisor.

DRIVING WHILE WORKING

If you are required to drive on CTTA-related business, we will require that you submit proof of a valid operator's permit and current personal automobile insurance.

Driving Records:

Our insurance policies, as well as our regard for public safety, require that you maintain a safe driving record if you are required to operate your own or an Association-provided (leased, owned or rental) motor vehicle while working for Calaveras Timber Trails Association. When you are hired, and from time to time during your employment, the Association will request that you provide information about your driving record from the Department of Motor Vehicles.

You must promptly report in writing to CTTA any suspension or revocation of your license to operate a motor vehicle.

Failure to maintain an acceptable driving record, to maintain a license to drive or to report a suspension or revocation of your license as specified above is a violation of this policy and may have an impact on your job.

Cellular Phone Usage:

CTTA is at risk of being held liable for vehicle accidents caused by employees who use a cellular phone while driving. When you are driving on Association business, whether in an Association-provided vehicle or your own vehicle, you are to exercise every precaution. If you can safely pull over and stop while using a cellular phone, please do so. If not, be sure that one hand is kept on the steering wheel at all times.

Personal Automobile Insurance:

If you drive your own vehicle on work-related business, then you must provide a copy of your current personal automobile policy declarations. CTTA must be named as an additional insured.

Proof of policy renewal must be provided to CTTA on an annual or semi-annual basis, depending upon the renewal guidelines of your insurance carrier. Fines for vehicle code infractions are the responsibility of the employee.

APPEARANCE STANDARDS

Calaveras Timber Trails Association makes an on-going effort to provide a work environment that is comfortable and conducive to productivity. The Association considers the presentation of our image to park members and the general public to be extremely important.

Your position at CTTA and the potential for direct contact with outside parties will determine what is acceptable attire. If you have any questions about appropriate apparel, your Supervisor can advise you which types of clothing are acceptable.

Extreme styles, while perhaps popular or in current "fashion" can be inappropriate for a business environment. Some examples of inappropriate attire would include but not be limited to:

- ❑ Clothing that is exceptionally worn, ripped or faded
- ❑ Bare feet
- ❑ Articles of clothing displaying offensive or lewd language or pictures

The Association reserves the right to direct employees who are not appropriately attired and groomed to rectify the appearance standard violation. Time taken to rectify appearance standard violations will be unpaid.

Uniforms and Protective Clothing

Employees who are issued Association uniforms or protective clothing are required to wear it at all times while working.

SMOKING

Calaveras Timber Trails Association endeavors to comply with all regulations regarding smoking in the workplace. California law prohibits smoking of tobacco products in an enclosed space at a place of employment. This law pertains to employees, vendors, park members and guests.

You are required to leave CTTA buildings when taking a smoking break. Such breaks are permitted only during scheduled meal and rest periods. You must smoke in designated smoking areas only. Fire danger is of extreme concern to the Association, so we must ask that you be mindful of our smoking regulations at all times.

We also ask that you be courteous and considerate about the needs of our members and your fellow employees and not smoke in restricted areas.

This page intentionally left blank.

This page intentionally left blank.

PERSONNEL RECORDS

Calaveras Timber Trails Association maintains a personnel file on each of its employees. Under supervision, you may review the contents of your file with the exception of certain limited information, at reasonable intervals and by appointment with your Supervisor, on your own time during business hours. You may have copies of documents that you have signed relating to obtaining or holding employment. Nothing may be removed from or added to your personnel file.

The Association makes every effort to keep personnel records confidential; however, there are certain times when information may be given to persons outside the Association. These are:

- ❑ In response to a subpoena, court order or order of a governmental agency.
- ❑ In a lawsuit, grievance, mediation or arbitration in which CTTA and you are both parties.
- ❑ To a prospective employer or other person requesting verification of your employment, but only if:
 - (a) we are providing only the dates of your employment, your last or present job title, and the fact of your employment, or
 - (b) if you give us a written release allowing us to provide additional information.

References on Former Employees:

It is the general policy of CTTA to provide reference information limited only to the fact of your employment and job title. Your Supervisor is the only individual authorized to provide information to an outside individual about a former CTTA employee.

PERFORMANCE EVALUATION

The purpose of a performance evaluation is to let you know how well you are performing your job duties and affords you the opportunity to discuss your job concerns/goals with your Supervisor. It is also a means to help you improve your skill and effectiveness and can be the basis for work planning and setting new goals. Evaluations will be conducted in private between you and your Supervisor.

Your Supervisor will meet with you periodically in the first few months of employment to determine your performance and progress. Thereafter, written performance evaluations will be conducted at least once a year.

During a formal performance evaluation, your Supervisor may comment on some of the following performance areas:

- The quality and quantity of your work
- Strengths and areas for improvement
- Attitude and willingness to work
- Initiative and teamwork
- Attendance
- Problem solving skills
- Ongoing professional growth and development.

The performance evaluation is an opportunity for two-way communication between you and your Supervisor. This is a good time to discuss your interests and future goals and to listen to constructive feedback about your performance for the current review period. Your Supervisor will answer any questions you may have about the performance evaluation process.

CHANGE OF EMPLOYEE INFORMATION

It is important that you keep the Association advised whenever you have changes in your personal information that has a bearing on your employment, such as:

- Legal name
- Home address (other than CTTA)
- Home telephone number (other than CTTA)
- Person to be notified in case of emergency
- Driving record or status of driver's license and personal automobile insurance (if you drive on Association business)
- Military or draft status (if you may be requesting a leave of absence)

In addition, if your marital status or dependents change, you may wish to change the number of exemptions claimed for income tax withholding purposes.

Please notify your Supervisor and complete the required form for your personnel file.

It is particularly important to keep the Association advised of address changes at year-end so that W-2 forms can be delivered promptly.

This page intentionally left blank.

This page intentionally left blank.

LEAVING CALAVERAS TIMBER TRAILS ASSOCIATION

Calaveras Timber Trails Association recognizes that a time may come when your employment relationship with us ends.

The Association will consider you to have voluntarily terminated your employment if you resign, retire, are absent for three or more consecutive days without notice, or do not return from an approved leave of absence on the date specified.

All CTTA property provided for your use and in your possession or control must be accounted for and returned at time of termination. This includes, but is not limited to, tools, keys, equipment, computers, bookkeeping materials, park member lists and information, financial information concerning CTTA, instruction materials and Association manuals, including this Employee Handbook, and all other material covered by the Confidentiality Agreement that you have signed.

Be sure to advise us of your forwarding address if you move, so that any pending matters such as medical benefits continuation, retirement plan options or receipt of your W-2 can be handled appropriately.

We may ask you to participate in an exit interview that will help CTTA evaluate itself as an employer.