

CREATE YOUR CO-OP'S EMPLOYEE/ MEMBER HANDBOOK!

A tool for worker-owned
cooperative corporations in
California



Sustainable
Economies
Law Center

TOOL FOR WORKER-OWNED COOPERATIVE CORPORATIONS IN CALIFORNIA CREATING THEIR OWN HANDBOOK

This tool is not a completed handbook for your cooperative. Rather it is a framework for you to use in creating a handbook for the members of your cooperative's staff who work in California. It does not contain every potential policy your cooperative may need or want to include for optimal staff management and retention. Rather, it includes policies that help to manage common workplace issues and essential policies to comply with federal and California state laws. This tool also includes some suggested policy language to comply with some of the city ordinances related to employment that apply to personnel who work in San Francisco and Oakland. There may be other city ordinances that apply to employees who work in these cities and other cities. City ordinances should be checked regularly for laws applicable to personnel working within that city's jurisdiction.

This tool is intended to be used as a starting point for you to begin drafting your cooperative's handbook, which should include your cooperative's voice, style and manner of communicating to its worker-owners and employees, and should include any revisions to these policies or additional policies important to your cooperative.

Throughout this document there are references to titles and departments such as "Supervisor" and "Human Resources" or the "Human Resources Department" to describe a department or person to whom certain requests are made, or who have certain responsibilities. You will need to modify these titles based on the organizational structure of your cooperative to reflect the title of the staff member or department responsible for the Human Resources function or other function described in the policy.

This template is intended for a cooperative whose members are treated as employees. Members of a cooperative corporation in California are most likely employees under state and federal employment and labor laws.

DISCLAIMERS:

- This handbook is **NOT LEGAL ADVICE** and is **NOT A SUBSTITUTE FOR ADVICE OF COUNSEL**. Adoption of any policy should be reviewed by a Human Resource expert or employment law attorney to ensure compliance with current laws prior to adoption.
- Many employment laws are state specific. **THIS HANDBOOK IS SOLELY FOR USE BY COOPERATIVES WITH WORKERS IN CALIFORNIA**. In addition, some cities have specific laws that apply to employers operating within their respective jurisdiction(s). Although several references are made to San Francisco and Oakland ordinances in this document, it does **NOT** meet the all of the requirements of any particular cities' laws and ordinances. Employers with employees working in San Francisco, Oakland, San Jose, (and any other city with city ordinance(s) governing the employment relationship) should check regularly with each city where the work is performed to ensure continual compliance with obligations imposed on employers by each city.

- If your cooperative is unionized, you should consult with a labor law professional regarding the process for adopting a Handbook.
- Your cooperative should ensure consistent compliance with the policies in the final Handbook it adopts.
- Employment laws change frequently. It is your cooperative's responsibility to comply with all laws and to modify your Handbook as the laws change in order to remain in compliance.
- Many employment laws in California apply only to employers with a specific number of employees. This tool is for use by cooperatives with 5-24 workers. Please consult a Human Resources expert or attorney if your cooperative has less than 5 workers or more than 24 workers as some policies may not be required for smaller cooperatives, and additional provisions will be required for larger cooperatives in California.

DO NOT USE THIS TOOL IF YOUR COOPERATIVE HAS LESS THAN 5 OR MORE THAN 24 WORKERS. CONSULT A HUMAN RESOURCE PROFESSIONAL OR AN EMPLOYMENT LAW ATTORNEY.

HANDBOOK FOR WORKERS
[INSERT COMPANY NAME HERE]

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SECTION 1: INTRODUCTION

1.1 ***Welcome to [INSERT COMPANY HERE]***

[INSERT COMPANY WELCOME]

This section introduces all Company staff (coop members and non-members) to our Company's cooperative principles, history, mission, values and culture. Staff are advised to read the Handbook carefully to better understand who we are and what we do. We expect Staff to incorporate this information into their day-to-day job performance, striving to reflect our Company's values in everything they do for the Company.

The remainder of this Handbook will familiarize Staff with the privileges, benefits, and responsibilities of being a Staff member of our Company. Staff should understand that this Handbook can only highlight and summarize our Company's policies and practices. If Staff have any further questions, please contact a Supervisor responsible for Human Resources.

Importance: Essential

Purpose: This section is used to welcome Staff and describe the scope of the Handbook.

Considerations: Staff will be directed to contact the “Supervisor responsible for Human Resources” at many different places in this Handbook. Your cooperative may not have workers who are called “Supervisor” and may not have one “Supervisor” responsible for a “Department” or group called “Human Resources.” You may need to replace those terms throughout this Handbook to direct Staff, for example, to the “Internal Policies Lead Link” if that is the position of the lead person responsible for personnel issues within your cooperative. Or if the responsibility is held by a group, direct Staff to, for example, the “HR Circle.” If directing Staff to the leader of an HR group, it is critical that the leader position remain filled at all times with an actual person so employees have a “go to” person in the cooperative.

1.2 ***Our Story & Mission***

[INSERT COMPANY’S STORY AND MISSION STATEMENT]

Importance: Optional

Purpose: Including the Company’s story and mission statement in the Handbook gives Staff workplace context and highlights the Company’s values and priorities as an organization.

1.3 ***Cooperative Principles***

The Company takes great pride in being a worker cooperative. Worker cooperatives are business entities that are owned and controlled by their members, who we refer to as worker-owners. The two central characteristics of worker cooperatives are: (1) worker-owners invest in and own the business together; and (2) decision-making is democratic, adhering to the general principle of one member-one vote.

The Company operates in accordance with the following internationally-recognized Cooperative Principles and Values, which are shared by the majority of cooperatives:

1.3.1 Voluntary and open membership: Cooperatives are voluntary organizations, open to all persons willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

1.3.2 Democratic member control: Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Members have equal voting rights.

1.3.3 Member economic participation: Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. Members allocate surpluses for any or all of the following purposes: developing their cooperative, possibly by setting up reserves; benefiting members in proportion to their hours worked in the cooperative; and supporting other activities approved by the membership.

1.3.4 Autonomy and independence: Cooperatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

1.3.5 Education, training and information: Cooperatives provide education and training for their members, elected representatives, supervisors, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public about the nature and benefits of cooperation.

1.3.6 Cooperation among cooperatives: Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

1.3.7 Concern for community: Cooperatives work for the sustainable development of their communities through policies approved by their members.

Importance: Optional

Purpose: Including cooperative principles in the Handbook can reinforce the Company's cooperative culture and educate Staff about cooperatives.

1.4 *Employment Status of Worker-Owners*

The Company considers and classifies its worker-owners to be both owners and employees of the Company. All employees of the Company, including worker-owners, are employed on an at-will basis as described in Section 3.1 below. Accordingly, worker-owners are free to quit at any time, for any reason and the Company is free to terminate a worker-owner's employment at any time, for any reason, with or without cause or advance notice. However, a Member whose employment has been terminated shall not be expelled as a Member without notice and a hearing before the Board. If the Board does not expel the Member, the Member's employment shall be reinstated. For more details on this process, refer to Section 13.2 of this Agreement and Section 2.3 of the Bylaws.

Importance: Essential

Purpose: To clarify the employment status of worker-owners in the Cooperative.

Considerations: As a corporation, worker-owners are more likely to be considered employees. However, the statute governing Cooperative Corporations in CA provides that there is no presumption that worker-owners are employees. It has yet to be seen how effective this language will be in court. A Cooperative Corporation is advised to treat its members and non-members as employees. If the cooperative forms as a member-managed LLC, its members are likely partners and not employees. In that case, worker-owners are not subject to at-will employment, and can only be separated from employment pursuant to the terms of the Operating Agreement. Cooperative LLCs should use the LLC version of this handbook.

1.5 ***Right to Revise***

The Company reserves the right to revise, rescind, or supplement the policies in this Handbook from time to time. Nothing in this Handbook is a contract. If the Company makes substantive changes to policies in this Handbook, Human Resources personnel will endeavor to inform Staff of new or revised policies either before, or as soon as is practical after the policy change goes into effect.

We are always looking for ways to improve our policies and our workplace relationships. Staff who have suggestions for ways to improve policies in this Handbook, or personnel relations in general, are encouraged to bring suggestions to a Supervisor, the Human Resources Department, or a Member of the Board of Directors.

Importance: Essential

Purpose: Allows employers to argue that the Handbook is not a contract. Rather, it is a collection of unilaterally established policies that the employer has reserved the right to change at its discretion.

1.6 ***Role of the Bylaws***

In the case of a conflict between this Handbook and the Company's Bylaws, the Bylaws shall govern.

Importance: Essential

Purpose: Clarifies the role between the Handbook and the Company's governing documents.

SECTION 2: DISCRIMINATION AND HARASSMENT POLICIES

2.1 ***Commitment to Equal Employment Opportunity***

The Company is committed to the right of equal employment opportunity for every applicant for employment and every Staff member without regard to race, religious creed, color, national origin, ancestry, physical disability, including HIV and AIDS, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other status protected by law. This policy extends to recruiting, hiring, working conditions, benefits, training programs, promotions, discipline, use of facilities, and all other terms and conditions of employment.

Importance: Essential

Purpose: Most employers are subject to state and federal laws that prohibit employment discrimination and require equal opportunity employment. Those employers covered by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Immigration Reform and Control Act of 1986, and the Americans with Disabilities Act of 1990, and similar state laws, such as the California Fair Employment and Housing Act, are barred from discriminating in the terms and conditions of employment on the basis of an individual's sex, race, color, religion, national origin, citizenship, age, or physical or mental disability or other legally protected status.

2.2 ***Prohibited Discrimination, Sexual Harassment, and other Unlawful Harassment***

The Company is committed to providing a work environment that is free of unlawful discrimination and harassment. The California Fair Employment and Housing Act and federal statutes prohibit coworkers, third parties, supervisors and managers from engaging in discriminatory, harassing, or retaliatory conduct in the workplace. The Company has a zero tolerance policy for unlawful discrimination, in any form, including sexual harassment and other forms of unlawful harassment. Any actions, words, jokes, looks, or comments based on an individual's race, religious creed, color, national origin, ancestry, physical disability, including HIV and AIDS, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other status protected by law that constitute unlawful harassment or unlawful discrimination against that individual, or that result in a hostile work environment for anyone in the workplace are strictly prohibited by the Company.

Specific forms of unlawful harassment may include, but are not limited to the following:

2.2.1 Verbal harassment: suggestive, insulting or derogatory comments, epithets, innuendoes, jokes, teasing, or slurs, including sexual propositions or threats.

2.2.2 Physical harassment: assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, or sexual contact when directed at an individual because of a protected characteristic of that individual.

2.2.3 Visual harassment: derogatory posters, cartoons, suggestive objects, pictures, letters or drawings and/or such actions as leering, whistling or obscene gestures.

2.2.4 Sexual harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature which: has been made either explicitly or implicitly a term or condition of an individual's employment; is used as a basis for employment decisions such as promotions or benefits affecting such individual; or substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Accordingly, all forms of unlawful discrimination including sexual harassment and other prohibited harassment (both overt and subtle) are forms of serious misconduct that are demeaning to others, potentially injurious, significantly undermining of the integrity of the professional employment relationship, and destructive of morale. Such behavior is strictly prohibited and violators will be appropriately reprimanded.

Importance: Essential

Purpose: Employers subject to state and federal laws that prohibit employment discrimination should also explicitly prohibit unlawful harassment (a form of employment discrimination) by prohibiting its employees and others in the workplace from harassing applicants or coworkers based on any protected status listed under Section 2.1. An explicit policy against unlawful harassment is essential to defending any claim of unlawful harassment brought against the Company.

Considerations: Place the policy near the beginning of the Handbook to emphasize its importance. The California Fair Employment and Housing Act has specific requirements as to how anti-discrimination and anti-harassment policies must be distributed and into what languages they must be translated, and the types of training that must be provided to supervisory workers and other workers in California, and when and how often the training must be provided by employers with as few as 1 employee. These laws change often, so keep informed of changes made to the Fair Employment and Housing Act.

2.3 ***Disability Accommodation***

The Company is committed to principles of equal opportunity for all job applicants and Staff. In keeping with this policy, the Company does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability. The Company is also committed to making reasonable accommodations for the known physical or mental disabilities or medical conditions of applicants and Staff.

As part of this commitment, the Company will participate in a timely, good faith, and interactive process with disabled applicants and Staff to determine effective, reasonable accommodations, if any, that can be made in response to a request for accommodation(s). Applicants and Staff are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. Individuals who need an accommodation, should contact a Supervisor responsible for Human Resources, or any Supervisor or Member of the Board of Directors, as soon as possible to request participation in a timely interactive process. By working together in good faith, the Company and the individual will identify and implement reasonable accommodations that are appropriate to the individual's needs.

Importance: Essential

Purpose: The state and federal employment discrimination laws prohibit discrimination against qualified individuals with physical or mental disabilities. They also require reasonable accommodations for the known physical or mental disability of a job applicant or employee where it would not result in an undue hardship for the Company. Employers with 5 or more employees should check both the federal Americans with Disabilities Act and the California Fair Employment and Housing Act for the disability laws that apply to job applicants and employees.

2.4 ***Reporting Discrimination and Harassment***

Any applicant or Staff member who becomes aware of an incident of unlawful discrimination, including sexual harassment or other prohibited harassment, should immediately report the matter to a Supervisor responsible for Human Resources, or any Supervisor or Member of the Board of Directors. If a Supervisor is unavailable, or the individual reporting an incident believes it would be inappropriate to make the report to a Supervisor, the reporting individual should immediately contact a Board Member directly. Board Members can be reached by **[INSERT EMAIL/CONTACT INFO HERE.]** Complaints will be kept confidential (to the extent possible, given the Company's obligation to investigate the complaint), responded to in a timely manner, thoroughly investigated by qualified personnel appointed by the Company or the Board of Directors, in a timely and impartial manner, and documented. If misconduct is found during the investigation, appropriate remedial measures will be promptly taken.

Individuals reporting unlawful discrimination or unlawful harassment can raise concerns and make such reports without fear of retaliation. Retaliation by any Staff member against an individual for making a report of discrimination or harassment or for participating in an investigation of such a report is grounds for discipline of the Staff member engaging in retaliatory conduct.

Importance: Essential

Purpose: Individuals need not follow the conventional grievance procedure when making a report of discrimination, harassment or retaliation under this policy. The discrimination and harassment complaint process should also explicitly prohibit retaliation.

Considerations: Avoid unrealistic assurances of total confidentiality to the reporting party, as disclosures will often be necessary during the investigation and in defense of any related claims that might be made to courts or government agencies. Also note that Employers may be obligated to translate their EEO policies into different languages, and publish the policies to employees in a manner specified in the California Fair Employment and Housing Act.

2.5 *Conflict Resolution*

The Company values a diversity of opinions and constructive communication that is open, direct and honest. Staff are strongly encouraged to voice concerns and disagreements in a timely and respectful manner directly with the other Staff member(s) involved. The Company strives to create a culture of conflict-resolution based on constructive one-on-one communication.

If a Staff member needs help in the conflict resolution process, she or he should seek assistance from any Supervisor or from Human Resources to help mediate and resolve the problem.

If the problem remains unresolved even after mediation, the Board of Directors may choose to bring in an outside mediator to intervene and facilitate more structured mediation sessions between the conflicted Staff members.

Importance: Optional

Purpose: A conflict resolution policy encourages open and direct communication amongst coworkers. It also outlines how unsettled conflicts will be resolved externally, if necessary.

2.6 *Our Doors Are Open to You*

The Company seeks to maintain a positive and pleasant environment for all Staff. In furtherance of this goal, the Company has an open-door policy, by which Staff are encouraged to report work-related concerns. Staff are encouraged to talk with a Supervisor or Human Resources if something about their job is bothering them, or if they have a question, concern, idea, or problem related to their work. We encourage Staff to come forward and make their ideas and concerns known. We can't help solve a problem, address a concern, or discuss an idea if we don't know about it.

Importance: Optional

Purpose: An open-door policy encourages open and direct communication between Staff and the Company. This allows the Company to be proactive about Staff concerns.

SECTION 3: THE EMPLOYMENT RELATIONSHIP

3.1 *At-Will Employment*

Employment with the Company is on an at-will basis. In other words, the Company cannot guarantee an employee's continued employment at the Company. Employees are free to quit at any time, for any reason, just as the Company is free to terminate an employee at any time, for any reason—with or without notice, and with or without cause.

Additionally, the Company can demote employees or change their hours, job duties or other terms and conditions of their employment for any lawful reason at any time, with or without advance

notice. Nothing in this Handbook modifies or is intended to modify the at-will employment relationship that employees have with the Company.

Importance: Essential

Purpose: An at-will employment policy helps employers defend against certain unlawful termination claims by former employees. It also allows both employers and employees flexibility in ending the employment relationship.

3.2 *Nonexempt and Exempt Employees*

State and federal wage and hours laws include exemptions from overtime pay for certain categories of employees. Exempt employees are not covered by the overtime rules and do not receive overtime pay. Nonexempt employees are covered by the overtime rules and are entitled to receive overtime pay.

Importance: Essential

Purpose: An employee's classification may affect such matters as benefit eligibility, entitlement to overtime pay, meal and rest periods, work schedule limitations, etc. Whether an employee is exempt or nonexempt depends on how much they are paid, and what kind of work they do.

Non-exempt employees are entitled to overtime pay and specific meal and rest periods under the specific provisions of federal and state wage and hour laws.

Exempt employees are not entitled to overtime pay, and specific meal and rest periods need not be delineated. As defined by the Fair Labor Standards Act and state law, "exempt" employees must meet either the executive, administrative or professional duties test, with a threshold salary. An exempt employee is paid a salary which does not change based on the number of hours worked except in limited circumstances authorized by law.

Considerations: Offer letters and job descriptions should note whether a position is classified as non-exempt or exempt.

3.3 *Part-Time and Full-time Staff*

Staff who are regularly scheduled to work fewer than hours per week are Part-Time Staff.

Staff who are regularly scheduled to work at least hours per week are Full-Time Staff.

Staff are eligible for certain Company benefits described in this Handbook depending on whether they qualify as Full-Time or Part-Time.

Importance: Essential

Purpose: See Section 3.2. Depending on the number of hours per week a worker is regularly scheduled to work, the worker is either part-time or full-time. It is important to understand these classifications because it will determine whether a Staff member is entitled to benefits and certain types of leave.

Considerations: See Section 3.2.

3.4 *Regular and Temporary Employees*

Periodically, the Company hires individuals for a job or project that has a limited duration. Such employees are Temporary employees. Temporary employees are typically hired to adapt to needs

such as fluctuating seasonal business, emergencies, or special projects. Temporary employees are not eligible for Company benefits unless specified in the particular benefit eligibility provisions.

Temporary employees are at-will employees. This means that both the Temporary employee and the Company are free to terminate the employment relationship at any time, for any lawful reason, with or without advance notice. Employment may be terminated at will, even if the Temporary employee has not completed the temporary term or project for which he or she was hired.

Regular Staff are all employees who are not temporary.

Importance: Optional

Purpose: See Section 3.3.

Considerations: See Section 3.3. Include this classification only if the Company actually hires (or might hire) temporary employees. Also, if the Company recognizes other categories of Staff they should be listed in this section 3 describing categories of Staff.

SECTION 4: HIRING, NEW EMPLOYEES AND WORKER-OWNER CANDIDACY

4.1 *Proof of Work Eligibility*

All offers of employment are conditioned upon verification of an applicant's right to work in the United States. Within three business days of an individual's first day of work, he or she must complete federal Form I-9 and show the Company the required documentation proving identity and eligibility to work in the United States as required by federal law. In compliance with immigration laws, it is against the Company's policy to discriminate against individuals on the basis of national origin, citizenship or intent to become a U.S. citizen.

Employees who have previously worked for this Company need only provide Form I-9 information if it has been more than three years since an I-9 Form was completed, or if the I-9 Form previously provided to the Company is no longer valid.

Importance: Essential

Purpose: Under the federal Immigration Reform and Control Act, employees must present proof that they are legally authorized to work in the United States. Under federal law employers may not ask for more or different documentation than that required by the I-9 Form, and may not refuse to accept documents that appear genuine on their face or engage in other types of document abuse. In California in 2017, SB 1001 made this type of conduct unlawful under state law as well. And in 2018, AB 450 imposes other state requirements concerning employees and I-9 Forms.

Considerations: There are many other laws that impact an employer's hiring practices including how and when employers may collect and use information from background checks, or a candidate's salary history. For example, California's AB 2282 (2019) bans inquiries about a candidate's salary history and requires employers to provide pay scales to applicants. And, California law generally prohibits consideration of an applicant's judicially sealed or expunged convictions. Laws impacting hiring decisions need not be listed in an Employee Handbook, but should be known by persons engaged in hiring for the Company.

4.2 *Introductory Period*

New Staff will be scheduled for orientation during which they will receive important information about the Company's policies and procedures and can ask questions about the Company and their new role with the Company.

The first three (3) months of employment with the Company is the Introductory Period, which is intended to give new Staff the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate the new Staff member's capabilities, work habits, and overall performance.

Staff members are not eligible for certain Company benefits until after the completion of the Introductory Period as detailed in this Handbook under the sections describing the Company's benefits.

Although the Company hopes that all new Staff will be successful here, the Company reserves the right to expel any Staff member. Before a worker-owner may be expelled, the worker-owner will be afforded rights to notice and a hearing as described in Section 13.2 below and under Section 2.3 of the Bylaws. The Company may terminate an employee at any time, either during the Introductory Period or afterwards, with or without cause or advance notice. Employees are also free to quit at any time and for any reason, either during the Introductory Period or afterwards, with or without cause or notice. Successful completion of the Introductory Period does not guarantee any employee a job for any period of time. Nor does it change, in any way, the at-will nature of the employment relationship between the Company and its employees. (For an explanation of at-will employment, see Section 3.1 of this Handbook).

Importance: Recommended

Purpose: An Introductory Period policy allows an employer and employee a period to gauge whether the employee is a right fit for the job.

Considerations: This provision assumes that new hires are all hired on with the Cooperative as employees and that such employees do not become worker-owners until at least after the Introductory Period. If new hires are worker-owners from the moment they join the Cooperative, the Introductory Period provision should be eliminated altogether. Many Handbooks make optional benefits contingent upon a newly hired employee passing the Introductory Period because it can save a Company time and money by not enrolling new employees in Company benefit programs until after both Company and the new employee determine they are a good fit.

4.3 *Worker-Owner Candidacy Period*

After completing the Introductory Period, employees may be eligible to participate in the Company's Candidacy Program whereby employees of the Company can become worker-owners of the Company. The details of the Company's Candidacy Program are in the Company's bylaws and may be requested from Human Resources.

Importance: Recommended

Purpose: Mentioning the Worker-Owner Candidacy Program not only helps to distinguish between a worker-owner and an employee, but it might encourage employees to explore worker-owner candidacy.

SECTION 5: STAFF RECORDS

5.1 *Your Personnel File*

This Company maintains a personnel file for each Staff member. If Staff have any questions about their personnel file, they should contact Human Resources.

Importance: Essential

Purpose: California law provides that current and former employees have the right to inspect and receive a copy of the personnel files and records that relate to the employee's performance or to any grievance concerning the employee (Labor Code Section 1198.5).

5.2 *Confidentiality of Personnel Files*

Because the information in a Staff member's personnel file is by its nature personal, the Company keeps personnel files as confidential as possible. We allow other personnel access to a Staff member's personnel file only on a need-to-know basis. Staff who would like to access their own personnel file should contact Human Resources.

Importance: Recommended

Purpose: See Section 5.1.

5.3 *Notification of Information Changes*

Staff must notify Human Resources, whenever any of the following changes: the Staff member's name; mailing address; phone number; dependent(s); the number of dependents designated for income tax withholding; marital status; the name and phone number of the individual whom the Company should notify in case of an emergency; or restrictions on the Staff member's driver's license.

Importance: Recommended

Purpose: A updated personnel file provides current and accurate information about Company Staff for internal use. Personnel files may turn into evidence in a lawsuit. Complete and accurate information in the file may help protect the Company in case of a lawsuit.

SECTION 6: HOURS AND PAY

6.1 *Hours of Work*

Our Company's regular hours of business are from **[start time]** to **[end time]**, **[days of operation]**.

The Company determines work schedules for Staff, which change periodically.

Regular attendance and punctuality are essential to the Company's efficient operation. Staff are expected to be ready to begin work on time, to take any mandated meal and rest periods, and to work to the end of their scheduled shifts. Repeated instances of tardiness, leaving work early or excessive unapproved/non-legally mandated absences are grounds for corrective action, up to and including termination as described under Sections 12.5 and 12.6.

Importance: Recommended

Purpose: Describing the Company's operating hours and Staff work schedules allows discussion about absenteeism and punctuality.

6.2 *Calling in Sick, Late or Absent*

In the event that a Staff member cannot come to work for a scheduled shift for any reason, they must inform a Supervisor on duty of the absence or tardiness at least 24 hours before the start of a scheduled shift, if practical. In emergency situations, or where a Staff member is unable to provide such notice, a Supervisor on duty must be contacted as soon as possible.

Importance: Optional

Purpose: A policy on how to call in sick, late or absent can help make business operations more efficient and help Supervisors prepare for Staff absences.

6.3 *Flexible Scheduling*

The Company understands that many Staff members balance the demands of their job with the needs of their families and other outside commitments. Therefore, we offer our Staff the opportunity to request a flexible schedule.

Staff who would like to request a work schedule change -- for example, to come in and leave a couple of hours earlier or to work more hours on some days and fewer on others -- should talk to a Supervisor responsible for making scheduling decisions.

The Company will consider flexible scheduling requests on a case-by-case basis. When deciding whether to grant a Staff member's request, we may consider, among other things, the nature of the Staff member's job, the Staff member's work history, the Company's staffing needs, and whether the request involves a legally mandated reasonable accommodation.

Importance: Optional

Purpose: Some companies may be able to accommodate flexible scheduling for their Staff. Check City ordinances in the cities where your employees work for any mandated policies regarding flexible schedules.

6.4 *Meal and Rest Breaks*

All nonexempt employees working at least five (5) consecutive hours per shift shall take a meal period of at least thirty (30) minutes. However, on workdays shorter than six (6) hours, the meal period may be waived by written mutual consent of the employee and a Supervisor. Meal periods are not considered as time worked, and are unpaid.

All nonexempt employees shall take a 10-minute rest period for each four (4) hours worked or major portion thereof. Nonexempt employees are to be free from any work responsibility or interruption during their rest periods; however, in cases of emergency, employees will be expected to reschedule their rest period to some other time during the applicable four (4) hour period. Rest periods are considered, as time worked and are paid.

Nonexempt employees who feel unable, for any reason, to take their required rest or meal period must inform the Supervisor on duty before the scheduled rest or meal period. The Supervisor shall arrange the schedule so that all non-exempt employees take their mandatory rest periods and meal periods.

Importance: Essential

Purpose: Meal and rest period requirements for non-exempt employees are established by state laws. A written Meal and Rest Period policy will decrease the risk of wage and hour claims and clarify how much time must be taken for mandatory meal and rest periods for nonexempt employees.

6.5 *Lactation Accommodation*

The Company provides sufficient break periods for nonexempt employees who are breast-feeding to express milk at work. When possible, this should be done during the employee's paid rest period

and unpaid meal period. Any additional time that is needed by nonexempt employees to express milk at work will be unpaid. Upon request, the Staff member(s) responsible for making scheduling decisions will consider a flexible schedule to accommodate lactation needs. The Company will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by Staff to express breast milk.

Importance: Essential

Purpose: The federal Patient Protection and Affordable Care Act of 2010 requires employers to allow nursing mothers to express breast milk at work. The employer must provide a reasonable break time as well as a private space to do so. California law requires the private space to be in close proximity to the employee's work area. And AB 1976, effective Jan. 1, 2019, brings California law into conformity with federal law by requiring a location other than a "bathroom."

Considerations: Both federal and California laws have exemptions for employers who face "undue hardship" when attempting to comply with lactation accommodation laws.

6.6 *Overtime*

On occasion, the Company may ask employees to work beyond their regular scheduled hours and expects employees to work a reasonable amount of overtime. When practical, the Company will give employees advance notice when overtime work is or will be necessary. However, advance notice may not be given to employees before the Company requests overtime work.

Exempt employees will not earn overtime pay for working beyond their regularly scheduled hours. Nonexempt employees are entitled to payment for overtime, according to the rules set forth below.

Nonexempt employees will be paid 1½ times their regular hourly rate of pay for time worked in excess of eight (8) hours in a workday and in excess of forty (40) hours in a workweek, and for other overtime work as required by state and federal laws.

The Company's workweek begins at 12:00 a.m. on Monday and ends at midnight on Sunday. Our workday begins at 12:00 a.m. and ends at midnight each day.

Importance: Essential

Purpose: The minimum regular hourly rate of pay is determined by the minimum wage at the federal, state and city levels. Many cities in California have a minimum hourly wage that is above both the California and the federal minimum wage. If your employees are working in a city with a minimum wage ordinance, they must be paid at least that city's minimum wage rate. These rates are different for each city and change frequently. Also, certain industries have specific overtime requirements. For example, on 01/01/19 agricultural employees, who were exempt from certain wage requirements, will begin having overtime requirements phased in by law (AB 1066). So, check for industry specific regular and overtime pay rates.

Once you establish the minimum hourly rate for regular (non-overtime) hours, federal and state labor laws require employers to pay nonexempt employees overtime at the rate of 1.5 times the regular rate for every hour worked in excess of eight hours in a workday and in excess of forty hours in a workweek. Double-time rate applies in California for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of 8 on the seventh consecutive day of work in a work week. Employers are free to define the start of a workweek. It need not start on a Monday. A workday normally starts at midnight or 12:01 a.m. but should be specifically stated in the Handbook.

6.7 ***Payday***

All Staff are paid every [REDACTED]. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, Staff will be paid on the last day of work before the regularly scheduled payday. Staff may have pay directly deposited into their bank accounts if they provide the Company with advance written authorization by filling out and submitting the appropriate form to Human Resources. Staff will receive an itemized statement of wages each payday regardless of whether they elect direct deposit. Timesheets must be accurate and completed in a timely fashion.

In the event of unforeseen budgeting issues, the Company will endeavor to notify Staff as soon as practical if those issues may affect a Staff member's hours, pay rate or pay schedule. Staff will be given advance notice of any decrease in wages or salaries.

Importance: Essential

Purpose: Every Staff member is interested in the employer's payday, and paycheck stubs are mandatory, so it is advisable to include a statement in the Handbook that addresses these topics.

6.8 ***Payroll Deductions***

Itemized statements that accompany paychecks reflect a Staff member's total earnings for the pay period, as well as any mandatory or voluntary deductions from the paycheck for the relevant pay period. Mandatory deductions are deductions that the Company is legally required to take. Such deductions include federal income tax, Social Security tax (FICA), and any applicable state taxes. Voluntary deductions are deductions that the Staff member has authorized, including capital contributions for worker-owners.

If Staff have any questions about their deductions, or if they wish to change their federal withholding form (Form W-4), they should contact Human Resources.

Importance: Essential

Purpose: Most Staff members will inevitably have questions concerning the nature and purpose of deductions. Listing the mandatory deductions in the Handbook may enable Staff to answer their own questions in some instances.

6.9 *Wage Garnishments*

A wage garnishment is an order from a court or a government agency directing the Company to withhold a certain amount of money from a Staff member's paycheck and send it to another person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If the Company is instructed by a court or agency to garnish a Staff member's wages, the Staff member will be notified of the garnishment prior to the payroll in which garnishment will take effect. The Company is legally required to comply with these orders. If a Staff member wishes to dispute or has concerns about the amount of a garnishment, they must contact the court or agency that issued the order.

Importance: Essential

Purpose: Any employer can be required to garnish an employee's wages by a court order, the IRS, or another government agency.

Considerations: The federal Consumer Credit Protection Act prohibits employers from discharging employees as a result of a garnishment.

6.10 *Expense Reimbursement*

The Company reimburses work-related expenses incurred by Staff. Reimbursements will not be made unless the expense was approved in advance by the Staff member's Supervisor and the Staff member submits a receipt along with the expense reimbursement request to their Supervisor within 90 days of incurring the expense.

Importance: Optional

Purpose: An Expense Reimbursement policy establishes what a worker can be reimbursed for and how and when to seek reimbursement for work-related expenses.

SECTION 7: STAFF BENEFITS

7.1 *Benefits Disclaimer*

The Company has established a number of benefit programs for its eligible Staff. This Handbook provides brief summaries of the key features of the benefits programs, but does not restate all of the features of these programs. Additional terms, conditions, and limitations regarding program eligibility and benefit entitlement may exist. For that reason, Staff should consult the official plan documents for complete information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in this Handbook and the terms of the plan documents, the provisions of the official plan documents shall govern.

In addition, the Company reserves the right to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice to Staff. The Company will endeavor to provide Staff

with reasonable notice of all material changes. Neither the benefit programs nor their descriptions are intended to create any guarantees regarding your continued employment.

Importance: Essential

Purpose: A Benefits Disclaimer allows an employer to maintain flexibility in the benefits it offers to employees.

7.2 *Medical, Dental and Vision Benefits*

The Company currently offers Regular, Full-Time Staff who have completed their Introductory Period enrollment in the Company's medical and dental insurance coverage plans. Detailed plan descriptions are available from Human Resources.

Staff have up to days from the completion of their Introductory Period to make medical and dental plan enrollment elections. Once made, elections are fixed for the remainder of the plan year unless certain qualifying life events occur. There may be provisions in the specific plan documents that allow eligible Staff to make mid-year changes in coverage. Staff who seek to make a mid-year change should contact the Supervisor responsible for Human Resources to determine eligibility.

Before the end of each plan year, during open enrollment, eligible Staff may change medical and dental elections for the following plan year.

Importance: Optional

Purpose: Although employers aren't legally required to offer medical, dental or vision benefits, many employers do because many employees need insurance coverage and because it may be easier to attract and retain good employees. Also, Employers with 50 or more full-time equivalent employees that don't offer insurance, or offer coverage that does not meet certain minimum standards, may be subject to IRS payment obligations. For more info: [HealthCare.gov Information for Small Businesses](https://www.healthcare.gov/information-for-small-businesses/)

7.3 *Retirement Savings Program Benefit*

The Company offers an employer-sponsored retirement plan. Eligible employees can elect to have deductions automatically applied to their retirement accounts and can choose their own contribution rate up to the federal annual maximum for their age. Detailed program descriptions are available from Human Resources.

Importance: Essential when it becomes mandated by law (SB 1234) the California Secure Choice Retirement Savings Program, requiring every California employer with 5 or more CA-based employees to begin offering a retirement savings program or be registered with www.calsavers.com by June 30 2022. Employers with more than 100 employees must have one or be registered by June 30, 2020. Employer with more than 50 employees have until June 30, 2021.

Purpose: A Retirement Savings Program allows employees to begin saving for retirement via automatic payroll deductions.

7.3 *State and Federal Program Benefits*

The following benefits are state programs, administered by the California Employment Development Department (EDD) and the federal Social Security Administration:

7.3.1 State Disability Insurance (SDI): SDI is a partial wage replacement benefit provided to workers who are unable to work for at least eight (8) consecutive days due to a disability. The Employment Development Department (EDD) pays benefits directly to the employee. Specific rules and regulations governing disability insurance are available from the EDD at www.edd.ca.gov.

7.3.2 Paid Family Leave (PFL): PFL is a partial wage replacement benefit provided to eligible workers who have absences longer than seven (7) days related to care of a family member, or bonding with a new child, that result in lost wages. The EDD pays benefits directly to the employee. Specific rules and regulations governing paid family leave are available from the EDD at www.edd.ca.gov.

7.3.3 Unemployment Insurance (UI): UI is a partial wage replacement benefit provided to Staff who have lost employment or partial employment for reasons other than misconduct. Staff who voluntarily resign from employment are generally not eligible for UI benefits. Specific rules and regulations governing unemployment insurance are available from the EDD at www.edd.ca.gov.

7.3.4 Social Security/Medicare: All Staff are covered under the federal Social Security and Medicare plans, which provide retirement income and medical coverage to eligible Staff. The amount deducted from your wages for Social Security and Medicare taxes is matched by the Company. The total contributions for you and the Company are credited towards your benefits, which may be available at your retirement. In addition, disability and survivors' benefits are available to eligible beneficiaries. The Social Security Administration provides further information at www.ssa.gov.

Importance: Essential

Purpose: California requires employers to withhold a portion of an employee's paycheck to pay for the required benefits listed in this section, so it is good for Staff to know about these benefits.

7.4 ***Workers' Compensation Insurance***

Staff who suffer from an illness or injury that is work-related are eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries.

Staff who witness or suffer a work-related injury, must inform a Supervisor immediately, regardless of how minor the injury or illness might be.

Staff who are unable to work because of an illness or injury that is not related to work, may be eligible for state disability insurance instead of workers' compensation benefits.

Contact Human Resources for more information.

Importance: Essential

Purpose: Most employers must carry workers' compensation insurance to provide benefits to employees who suffer a work-related injury. Getting the initial report of injury immediately is crucial to managing workers' compensation insurance claims. All Staff who are not Board members are covered by workers' compensation insurance, regardless of employee status for other purposes. Worker-owners on the Board may waive workers' compensation insurance coverage, so long as they have at least a 10% interest in the cooperative. SB 489 effective July 1, 2018 clarifies when owners, officers of businesses, members of boards of directors, general partners in a partnership, and managing members of LLCs may be excluded from workers' compensation laws.

SECTION 8: LEAVES OF ABSENCE

8.1 *Requesting Leaves of Absence*

The Company will grant all legally mandated leaves and may also grant a leave of absence in other circumstances. Staff should notify a Supervisor in writing as soon as the Staff member becomes aware of the need for a leave of absence, or as soon as practicable under the circumstances. The Company will consider leave requests in accordance with the applicable law and the Company's leave policies. If a leave request is granted the Staff member must comply with the terms and conditions of the leave; which may include keeping in touch with a Supervisor during the leave, and giving prompt notice if there is any change in status or anticipated return date.

Paid leave (such as paid sick leave and paid vacation) will not accrue while a Staff member is on an unpaid leave of absence. If continuation of a Staff member's medical benefits during a leave is not required by law, eligible Staff may continue coverage by paying the full amount of the premiums under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Importance: Essential

Purpose: Certain leaves of absence are mandated by law and as a result, employees should have a clear understanding on how to request the different kinds of leaves of absence.

Considerations: Instead of specifying various types of leave, some employers in organizations with a high level of trust between Staff adopt a free time off policy. An example of such a policy adopted by the Sustainable Economies Law Center can be found on their website at this link: <https://docs.google.com/document/d/1mzSEvS5govK9-L4pGTjRnCTMaggdEuJ7VUpEtS6ioWA/edit>

8.2 *Holidays*

Full-time Staff who have completed their Introductory Period are eligible for paid holidays. Part-time Staff who have completed their Introductory Period are eligible for paid holidays for the hours they would normally be scheduled to work, when the holiday falls on their regularly scheduled work day.

The Company's paid holidays each year are: *[list]*.

If a holiday falls on a weekend, the Company will inform Staff as to when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday.

Importance: Optional

Purpose: Most employers offer their employees paid time off on certain holidays.

Considerations: If the Company is open for business on a Paid Holiday, the Handbook should address whether nonexempt employees scheduled to work on that Holiday will be paid at a premium pay and, if so, what that premium pay rate will apply for 8 hours and for over 8 hours worked. Exempt employees who are scheduled to work on a Paid Holiday may be afforded another paid day off during a period of time before or after the Paid Holiday they were scheduled to work. There is no legal obligation to offer any Paid Holidays or (premium pay on a Holiday unless there is overtime worked.) Companies are also free to decide whether to offer paid holidays during the Introductory Period.

8.3 ***Paid Vacation***

All Regular Full-Time Staff who have completed their Introductory Period accrue paid vacation according to the schedule in the chart below. Regular Part-Time Staff accrue paid vacation pro-rata based on the percentage of their regular weekly schedule to 40 hours. Temporary Employees are not eligible for vacation benefits.

Staff may not accumulate more than [] hours of vacation leave. Staff who reach the [XX]-hour accumulation cap will not accrue any further vacation leave until they take a vacation and fall below the vacation leave accumulation cap.

Vacation is accrued on a daily basis. Staff may use their accrued vacation upon approval of a Vacation Request made with at least [] weeks advance notice to the Company. Although efforts will be made to accommodate Staff requests to take vacation at a specified time, Supervisors must consider the needs of the Company when approving vacation requests.

Upon termination, Staff will be paid for all accrued but unused vacation hours, subject to the accumulation cap provisions.

A negative vacation accrual balance is not allowed. If all accrued vacation has been used by a Staff member, any additional approved leave will be unpaid, unless paid leave is provided under a different paid leave benefit (such as paid sick leave).

Number of Years Worked	Vacation accrued at a rate of:	Total number of days per year
0-2 years	1.52 hours per week	10
2+ to 5 years	2.308 hours per week	15
5+ years	3.080 hours per week	20

Importance: Optional

Purpose: Although employers aren't legally required to offer paid vacation, most employers do offer this benefit to their employees. Offering paid vacation benefits may make it easier to attract and retain good employees and allows for necessary rest and rejuvenation.

Considerations: The chart is just an example. The Company must decide accrual rates if it offers paid vacation. Many employers do not offer paid vacation during the Introductory Period because if the new employee separates from employment during the Introductory Period the employer must pay out the accrued vacation hours upon separation. Some employers only offer paid vacation to Full Time Staff. Most employers cap accrued vacation to limit the amount of paid vacation liability the Company carries, since accrued vacation many states, including California must be paid out upon termination of the employment relationship. Paid Time Off policies sometimes encompass both vacation and sick leave. Alternatively, the Company can consider implementing a free paid time off policy, such as [the one adapted by the Sustainable Economies Law Center](#). There are legal considerations that arise from PTO policies, and consulting with legal counsel is advised.

8.4 ***Paid Sick Leave***

The Company offers paid sick leave benefits to its Staff in compliance with the Healthy Family Healthy Workplaces Act of 2014, which became effective as of July 1, 2015.

Company Staff (Full-Time, Part-Time, and Temporary employees who work in California for at least 30 days in a year) accrue paid sick leave on an hourly basis at the rate of one hour of sick leave for every 30 hours worked. Exempt Staff will accrue paid sick leave based on a 40-hour workweek, or based on their regularly scheduled work hours, if they regularly work fewer than 40 hours a week.

Staff may not accumulate more than 48 hours of sick leave. Staff who reach the 48-hour accumulation cap will not accrue any further sick leave benefits until they take sick leave and fall below the sick leave accumulation cap. Any accrued and unused sick leave will be carried over to the next year. Sick leave that is accrued but unused will not be paid out to the Staff member upon termination of employment.

Staff must complete and submit a written request to their Supervisor in advance of the requested sick leave, where practical, or immediately upon return from sick leave. The Company reserves the right to send a sick Staff member home to accelerate or complete health recovery and minimize the contagious effects to co-workers and customers.

Sick leave may be used for preventative care and for the illness or injury, diagnosis, care or treatment of a Staff member's existing health condition. Sick leave may also be used to care for the following persons when they are ill, injured, receiving medical care, diagnosis or treatment: a Staff member's child, parent, legal guardian or ward, grandparent, sibling, spouse or domestic partner. If the Staff member has no spouse or registered domestic partner, the Staff member may designate one person as to whom the Staff member may use paid sick leave to care for. A Staff member may also use paid sick leave if she/he is a victim of domestic violence, sexual assault or stalking, and for any other permitted purpose provided by law.

If an illness or disability of the Staff member or the Staff member's family member lasts more than seven (7) calendar days, or if a Staff member is hospitalized before the eighth day of absence, the Staff member can apply for State Disability Insurance or Paid Family Leave through the Employment Development Department.

Importance: Essential

Purpose: Sick leave is mandated by various cities in the Bay Area as well as the State of California.

Considerations: Be aware of local city ordinances that have stricter or simply different guidelines than what is set out by the California Paid Sick Leave law. For example, Oakland and San Francisco have such ordinances. Employers in those cities that have 10 or more employees must have a 72-hour (or more) accumulation cap as opposed to the state's allowed 48-hour cap. Employers may also choose not to impose any accumulation cap on sick leave, since (unlike accumulated vacation hours) California employers are not obligated to pay out accumulated sick leave upon termination of employment. Accrued sick leave balances are provided to workers on paycheck stubs. Employers may, but are not required to, require advance requests of sick leave when practicable. Even employers with free time off policies must comply with the employee notice provisions and accumulation requirements applicable to paid sick leave.

8.5 ***Workers' Compensation Leave***

Staff who have an accepted claim for workers' compensation benefits shall be provided an unpaid leave of absence until such time as they are medically released to return to work. If a Staff member is released for modified duty, the Company will attempt to provide alternate work that meets the stated work restrictions. If alternate work is available, the Staff member is expected to return to work.

Upon submission of a medical certification that a Staff member is able to return to work, the Staff member under most circumstances will be reinstated to her/his same position held at the time the leave began, or to an equivalent position, if available.

Importance: Essential

Purpose: See Section 7.4.

8.6 ***Pregnancy Disability Leave (PDL)***

Women who are disabled from working due to pregnancy, childbirth or a related medical condition are eligible for leave for up to 693 hours, or approximately four (4) months, for 40-hour/week Staff. This amount is pro-rated for Staff who work less than 40 hours/week. Staff may request to use accrued vacation or sick leave in order to be paid for a portion of their PDL. Staff may also be eligible to apply for state-provided wage replacement benefits during their PDL. Contact Human Resources for more information.

PDL can be used for prenatal care, severe morning sickness, miscarriage, doctor-ordered bed rest, childbirth, recovery from childbirth, or any other pregnancy-related condition.

Staff who are affected by a pregnancy-related condition are also eligible to transfer to a position with less strenuous or hazardous duties while working during their pregnancy when supported by medical certification.

When the Company requires pregnancy disability medical certification the certification should include: the date(s) required for either leave, transfer or modified duties as specified; the likely duration of the leave, transfer or specified modified duties; and a statement that, due to pregnancy, the Staff member either requires leave; or requires a transfer to less strenuous job duties or requires her job duties be modified as specified by the medical practitioner.

Staff who have a pregnancy-related disability should request leave or other accommodation from the Company in writing directed to the Staff member's Supervisor or Human Resources. Staff will not be discriminated or retaliated against because of pregnancy, perceived pregnancy, or pregnancy-related disabilities.

Importance: Depends on employee count

Purpose: Employers with five or more employees must offer their employees Pregnancy Disability Leave.

8.7 *Voting Leave and Jury Duty*

Our Company encourages Staff to exercise their right to vote. If a Staff member's work schedule and the location of their polling place will make it difficult for them to get to the polls before they close, they are entitled to take up to hour(s) off work, at the beginning or end of a shift, to cast their ballot. Nonexempt Staff time will be [select one: paid/unpaid] for these hours.

Staff who will need to take time off work to vote must inform their Supervisor at least day(s) in advance. Staff are expected to work with their Supervisor to ensure that their absence doesn't negatively impact Company operations.

If a Staff member is called for jury duty, they are entitled to take time off, as necessary, to fulfill their jury obligations. Staff should notify Human Resources as soon as the need for jury duty leave is known to request leave. Nonexempt Staff will be [select one: paid/unpaid] for their scheduled shifts missed because of approved leave for jury duty. Exempt Staff should contact Human Resources to discuss the length of jury duty and whether it will affect their salary. No Staff member will face discipline or retaliation for jury service.

Staff must immediately inform their Supervisor upon receipt of a jury duty summons. Staff who are chosen to sit on a jury, must inform their Supervisor how long the trial is expected to last and must check in with their Supervisor periodically during jury service, so the Company knows when to expect them back at work.

Importance: Essential

Purpose: Voting and jury duty leave is required by law for all employers. Most employers do not pay for voting and jury duty leaves of absence since (especially jury duty) may be prolonged and unpredictable. Special attention must be paid to wage and hour laws for exempt employees before modifying their regular salary because of prolonged jury duty (or any prolonged absence not covered by paid vacation or sick leave benefits).

8.8 *Other Legally Mandated Leaves*

The Company will provide Staff with any leave of absence required by law, including for appearance as a witness in a legal proceeding; and for domestic violence and crime victims to appear in court or to obtain services; for organ donor or bone marrow transplants; for a parent or guardian at school when requested as provided in the Education Code, for performance of emergency duty by a volunteer firefighter or police reservist for military service or for any other reason authorized by law. Staff must provide reasonable advance notice of the need for a legally required leave of absence, whenever possible. Unless specified otherwise, the leave will be unpaid—however, in certain circumstances Staff may utilize their accrued paid leave to cover these absences.

Importance: Essential

Purpose: Laws change over time, so having a disclaimer such as this inform employees that their employer will honor legally mandated leaves while allowing employers the flexibility in their employee Handbook.

Considerations: Employers should stay abreast of leave laws in the cities and states where their Staff work, and update their Handbooks accordingly. For example, San Francisco passed a Paid Parental Leave for Bonding with New Child Ordinance that took effect in 2017. And California passed SB 63, the New Parent Leave Act that took effect in 2019 mandating small businesses with 20+ employees to provide up to 12 weeks unpaid leave to bond with a child.

8.9 *Family and Medical Leave*

Because of our small size, our Company is not required to comply with the federal Family Medical Leave Act and the California Family Rights Act. However, we recognize that Staff may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, or to handle a Staff member's own medical issues.

If you anticipate the need to take time off to deal with family issues and/or medical issues, please contact Human Resources. The Company can't guarantee that it will grant every request, but the Company seriously considers Staff requests on a case-by-case basis. Among other things, the Company may consider its staffing needs, the Staff member's position, the reason why the leave is needed, the expected duration of the leave, and any accrued but unused paid sick leave or paid vacation leave that might be available to the Staff member for the requested leave.

Importance: Depends on the number of employees in the Company.

Purpose: Employers with 50 or more employees must allow their employees to take Family and Medical Leave under the FMLA and the CFRA. An Employer with 50+ employees should include specific provisions relating to employee rights under both statutes in their Handbook.

8.10 *Bereavement Leave*

If a Staff member suffers the death of an immediate family member, they are entitled to take up to [redacted] consecutive hours off work. Nonexempt Staff will be [select one: paid/unpaid] for their scheduled shifts missed because of approved bereavement leave.

Immediate family members include [redacted].

The Company will consider, on a case-by-case basis, requests for bereavement leave for the death of someone who does not qualify as an immediate family member under this policy.

Importance: Optional

Purpose: A bereavement leave policy gives employees time and to grieve and mourn the loss of a loved one.

Considerations: A bereavement leave policy should be clear as to what type of relationship qualifies for bereavement leave. For example, a policy need not require the person be an immediate family member. If the leave is paid leave, it may be important to carefully define who is included in the term “immediate family member.”

SECTION 9: CODE OF CONDUCT

9.1 *Work-Related Conduct for All Staff*

The Company reserves the right to take appropriate disciplinary action up to and including termination of its employees and worker-owners (in accordance with Section 13 policies on worker-owner termination) for workplace-related conduct, regardless of whether the workplace conduct is specifically listed in this Section 9 Code of Conduct. Although the Company may elect to take progressive disciplinary steps prior to or instead of termination, any such progressive discipline of employees shall not alter the at-will nature of the relationship the Company maintains with its employees.

By accepting employment and/or worker-ownership with the Company, Staff agree to adhere to certain rules of behavior and conduct listed or prohibited by this Section 9 Code of Conduct. The following behaviors and activities are among the actions that may result in disciplinary action up to and including termination of employment.

- 9.1.1 Willful violation of any Company rule.
- 9.1.2 Failure to observe security or safety rules.
- 9.1.3 Negligence or careless action that is work-related and endangers the life or safety of other people.
- 9.1.4 Intoxication or being under the influence of any illegal drug while at work.
- 9.1.5 Violation of any law on Company premises, including the use, possession or sale of any illegal drug. Staff members who possess or are at work under the influence of legal over-the-counter drugs or drugs prescribed by a doctor will not be subject to discipline unless they fail to inform a Supervisor when taking such legal medications that could impair their judgment or ability to engage in safe work practices. If the prescribed or over-the counter medicines are determined to impair work performance or safety on the job, the staff member may be placed on leave.
- 9.1.6 Acts of sexual or other unlawful harassment, including, but not limited to: insults, intimidation, assault, physical contact, violence, requests for sexual favors, or other verbal or physical contact that prevents staff from effectively performing their duties or creates a hostile work environment.
- 9.1.7 Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Company property or at Company events.
- 9.1.8 Violence or threats of violence toward anyone on Company premises or when representing the organization, including, horseplay, fighting, or provoking a fight.
- 9.1.9 Insubordination or refusing to obey work-related instructions.

- 9.1.10 Intentionally, or with gross negligence, destroying or damaging Company property, or the property of fellow staff members, suppliers, or visitors.
- 9.1.11 Theft of Company property or the property of fellow Staff including unauthorized possession or removal of any Company property without prior permission. Property includes documents and electronically stored information.
- 9.1.12 Dishonesty, including willful falsification or misrepresentation of information on any work-related documents.
- 9.1.13 Engaging in behavior designed to create discord and lack of harmony or interfering with the work of any other Staff on the job.
- 9.1.14 More than: a) [REDACTED] unexcused absences from work; or b) [REDACTED] unexcused late arrivals for a work shift over any [REDACTED] month period of employment.
- 9.1.15 Disclosing the Company's confidential information to persons or entities outside the Company.
- 9.1.16 Failure to maintain an appropriate appearance while representing the Company.
- 9.1.17 Unsatisfactory job performance.

Importance: Essential

Purpose: Standards of conduct sets expectations for Staff.

9.2 *Dress Code*

Staff are expected to be presentable, professional, clean and readily identifiable as Company Staff. While working a shift, Staff must wear [REDACTED], and closed-toe shoes. Staff should refrain from wearing headphones while working or engaging with customers.

Importance: Optional

Purpose: A dress code requirement can help build company culture and/or assist with safety concerns in the workplace.

9.3 *Hygienic Guidelines*

Staff must abide by the Company's food safety and hygienic guidelines when preparing or handling foods, and must comply with all local, state and federal food safety guidelines.

Importance: Optional

Purpose: A hygienic guidelines policy is necessary in food businesses that fall under local, state and federal food safety guidelines. Other businesses may want to institute dress, grooming, and personal hygiene guidelines to set Company standards in the workplace.

9.4 *Non-Disclosure and Confidentiality*

The protection of confidential organizational information is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following examples:

9.4.1 Computer, telephone, or internet passwords; customer lists, vendor lists; marketing, advertising or pricing strategy or other strategic plans.

9.4.2 The Company's financial information including profit and loss statements, inventory lists, balance statements or bank account statements.

Staff who improperly use or disclose the Company's confidential information will be subject to disciplinary action, up to and including termination of employment.

Importance: Optional

Purpose: A non-disclosure and confidentiality policy alerts employees to the consequences of disclosing sensitive Company information. The confidential information listed should be described to accurately reflect the Company's particular types of confidential information and should not include any information that is already publicly available.

9.5 *Conflicts of Interest*

The Company does not allow Staff to engage in other work relationships or activities that create either an actual conflict of interest or disrupt Company operations.

Although we cannot list every activity or relationship that would create an actual conflict of interest, or disrupt Company operations, examples of activities that violate this policy include the following:

9.5.1 Working for a direct competitor as an employee, consultant, or independent contractor, or in any other capacity.

9.5.2 Using the resources of the Company for your own or a competitor's personal gain.

Staff who believe they may have a conflict of interest with the Company should disclose such conflict to their Supervisor, Human Resources, or a Board Member. Staff who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Importance: Optional

Purpose: A conflicts of interest policy sets the expectation that Staff should be loyal to the Company, and not to its competitors.

9.6 *Safety Issues*

Every Staff member is responsible for safety in the workplace. To achieve our goal of providing a safe work place, everyone must be safety conscious. Staff must correct any safety hazards immediately if it is safe for them to do so, or report any unsafe or hazardous conditions directly to a Supervisor or Human Resources immediately. Every effort will be made to remedy safety issues as quickly as possible.

Staff should help each other, clients and visitors to observe the following common-sense rules:

9.6.1 Promptly report all unsafe or potentially hazardous conditions, such as the following, to the Supervisor or correct the safety hazard if it is safe to do so, including:

- a. Wet or slippery floors.
- b. Equipment left in halls or in walkways.
- c. Exposed wiring.
- d. Careless handling of equipment.
- e. Defective equipment.

9.6.2 Follow all building security procedures when they are the first to enter the building or the last to leave.

- 9.6.3 Eliminate fire hazards wherever they find the hazards.
- 9.6.4 Immediately report all accidents to the Supervisor.
- 9.6.5 Stay alert for safety hazards or potential safety hazards.
- 9.6.6 Never wear headphones while working.
- 9.6.7 Do not operate electrical equipment with wet hands.

Staff must report any work-related injury, regardless of how serious, to their Supervisor or Human Resources immediately. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims. Staff injured on the job are entitled to benefits under the workers' compensation laws in most cases. The Company carries workers' compensation insurance and will assist Staff to obtain the insurance benefits to which they are legally entitled.

Importance: Essential

Purpose: Federal and state laws require employers to keep their workplace free of hazards, investigate accidents quickly, and keep proper safety records.

9.7 *Driving on Company Business*

Any Staff member who is required to drive their own vehicle on Company business will be required to show proof of a current, valid California driver's license, and current insurance. Staff who have a driver's license or insurance cancelled or revoked must notify their Supervisor or Human Resources as soon as possible. With prior Company approval, Staff who use their personal vehicle on Company business can submit a request for mileage reimbursement at the current government rate.

Importance: Optional

Purpose: A policy on driving while on Company business sets the expectation that Staff must abide by state laws while on the job.

SECTION 10: PERFORMANCE EVALUATIONS

10.1 *Performance Evaluations*

Written performance evaluations will be given to all Staff as part of the Company's performance evaluation process. Staff will generally be evaluated on an annual basis. Evaluations will provide Staff with an opportunity to discuss progress toward any previous goals set; specific job duties; the Staff member's weaknesses and strengths; and plans for meeting any new goals established.

The evaluator(s) and the Staff member will be asked to sign the written evaluation. One copy will be given to the Staff member being evaluated, and one copy will be retained in the personnel file.

Importance: Recommended

Purpose: A policy on performance evaluations informs Staff about how often and by whom their performance will be appraised. Evaluations may be conducted by a supervisor or a group of peer evaluators, or a combination of both. Specify in this section who will be evaluating the employees and worker-owners. Routine written performance evaluations often serve as an important risk mitigation tool for the Company and should be completed according to schedule.

SECTION 11: USE OF COMPANY PROPERTY, TELEPHONE AND INTERNET

11.1 *Company and Personal Property Are Subject to Search*

The Company reserves the right to search Company premises, including, but not limited to, Staff desks, lockers, workspaces filing cabinets and other storage spaces and also to search personal property brought onto Company premises, including, but not limited to, toolboxes, briefcases, purses, backpacks and bags at any time, without warning, to ensure compliance with Company policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. Therefore, no Staff should expect that their work areas or their personal property brought onto Company premises will be private.

Importance: Recommended

Purpose: Employers may need to search an employee's workplace and personal possessions to enforce workplace policies and to keep the workplace safe.

11.2 *Telephones and Cell Phones*

The Company's telephone system is for business use only. Staff are expected to keep personal phone calls and texts made either on company phones or Staff cell phones to a minimum during work hours. If Staff must make or receive a personal call, they should keep their conversation brief. Excessive personal calling or texting during work time is grounds for discipline. Personal use of the Company's telephones for toll calls is not permitted.

The Company reserves the right to monitor calls made from or received on Company telephones. Therefore, no Staff member should expect that conversations made on Company telephones will be private.

Importance: Optional

Purpose: Many employees have access to copy, fax, email, telephone, scanning, and other equipment. Due to the myriad of legal issues that exist in connection with the use of computers and other electronic communications devices, employers who have such devices available for Staff use should publish written policies regarding such use.

11.3 *Use of the Computers and Email System*

The Company's electronic communication system is intended for official Company business. Although Staff may use the computers and email system occasionally for personal use, such use should be restricted to non-work hours. Staff who send personal messages through the Company's communication system must exercise discretion as to the number and type of messages sent.

Personal use of the Company's computers and email system must not interfere with Staff job duties or performance. Staff who abuse this privilege may be subject to discipline.

Staff may not use their own personal email accounts to transact Company business. Staff may not store work-related documents and email messages in a personal email account. Staff may not send work to a personal email account, engage in work-related communications (with customers, clients, or coworkers, for example) using a personal email account, or "bounce" messages from their Company email to their personal email when they are out of the office.

All Company policies and rules of conduct apply to Staff use of the computer and email system. For example, Staff may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; or to send threatening messages; or to reveal Company trade secrets or confidential information. Staff may not use the Company email system to solicit others to patronize an outside business or to support an outside organization, a political candidate or cause, or a religious cause. Staff may not use a password, access a file or retrieve any stored communication without authorization. Staff may only use software on multiple computers according to the software licensing agreement. The Company prohibits the illegal duplication of software.

Email messages, including attachments, and all other communications sent from, or received by, or stored on Company communication systems are the property of the Company. The Company reserves the right to access, monitor, read, and/or copy any such communications at any time, for any reason. Staff should not expect privacy for any communications sent or received using Company communication systems, including messages that Staff might consider to be personal or label with a designation such as "Personal" or "Private."

Importance: Optional

Purpose: See Section 11.2.

11.4 *Personal Use of the Internet*

Our network and Internet access are for official Company business only. Staff may access the Internet for personal use only outside of work hours and only in accordance with the other terms of this policy. Staff who engage in excessive Internet use, even during non-work hours, or who violate any other provision of this policy, may be subject to discipline.

The Company reserves the right to monitor Staff use of the Internet at any time. Staff should not expect that use of the Internet -- including but not limited to the site visits, the amount of time spent online, and the communications transmitted -- will be private.

Staff may not, at any time, access the Internet using Company equipment or links for any of the following purposes:

11.4.1 To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.

11.4.2 To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit.

11.4.3 To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.

11.4.4 To stream, run, or download any non-Company-licensed software program without the express consent of the Company's IT department.

11.4.5 To stream, run, or download music, video, games, mini-desktop applications (widgets), or any form of multimedia, from the Internet.

11.4.6 To read, open, or download any file from the Internet without first screening that file for viruses using the Company's virus detection software.

11.4.7 To transmit personal opinions by, for example, posting a comment to a blog or social networking page or contributing to an online forum, regardless of whether the Staff member is identified in that transmittal as Company Staff.

Any Staff member who believes that their job duties may require an action forbidden by this policy must consult with their Supervisor for guidance.

Importance: Optional

Purpose: See Section 11.2.

SECTION 12: PROGRESSIVE DISCIPLINE

12.1 *Progressive Discipline Disclaimer*

By accepting employment or worker-ownership with the Company, all Staff agree to follow the rules of behavior and conduct, as well as maintain standards of job performance. The Company reserves the right to terminate any Staff member, including worker-owners who violate rules of behavior and conduct, or who do not meet minimum job requirements. (Worker-owners will not be terminated without notice and a hearing as described in Section 3.2 and 13.2.) However, when in the sole discretion of the Company it is appropriate, one or some of the following disciplinary actions may be taken:

Importance: Recommended to have some established process for addressing personnel issues that can lead to conflict in the workplace.

Purpose: It is desirable to provide Staff access to a system for “progressive” discipline (or intervention of some sort) and also a “grievance” or “dispute resolution process” to raise and resolve personnel matters internally. This may correct unwanted behavior at an early stage, provide fair warning to Staff who are not meeting expectations, correct possible mistakes/miscommunications, and promote a sense of fairness.

Considerations: If the Cooperative has different ways of addressing conduct issues, rule or trust violations and job performance issues with its worker-owners, those different processes should be spelled out here. For example, there could be a different process that applies to worker-owners that take the place of progressive discipline spelled out here. Cooperatives may choose to forego progressive discipline policies altogether for both employees and worker-owners in favor of a different process for managing issue and tensions. Whatever method the Cooperative uses to address conduct and performance issues in the workplace should be clearly described in the Handbook. Documented progressive discipline steps are often used to defend against employment claims, so documenting whatever process is adopted for correcting job performance and conduct issues is an important risk control management tool.

12.2 *Verbal Warning*

After consulting with at least one other Supervisor, a Supervisor may issue a verbal warning to a Staff member at any time.

Importance: Recommended

Purpose: See 12.1.

12.3 *Written Warning*

After consulting with at least one other Supervisor, a Supervisor may issue a written warning to a Staff member at any time. A copy of the warning shall be made part of the Staff member's personnel file.

Importance: Recommended

Purpose: See 12.1.

12.4 *Goals & Milestones Plan*

After consulting with Human Resources, a Supervisor may issue to a Staff member a written goals and milestones plan with specified goals the Staff member is expected to reach within a certain time period. If those goals are timely achieved, the written plan, including progress made and goals achieved shall be made part of the Staff member's personnel file. If the goals are not timely achieved, the written plan, including any progress made and any unmet goals, will be made part of the Staff member's personnel file and the Supervisor, after consulting with Human Resources, may take other disciplinary actions, including suspension or termination.

12.5 *Employee Suspension*

After consulting with Human Resources and at least one other Supervisor, a Supervisor may issue an employee a written suspension. Such suspension would be without pay for a period of up to 30 calendar days. An employee returning from suspension may be issued a written goals and milestones plan and must continue to meet the conditions outlined in that plan.

Importance: Recommended

Purpose: See 12.1.

12.6 *Worker-Owner Suspension*

Pursuant to Section 2.3 of the Bylaws, a worker-owner may only be suspended after he or she is given not less than fifteen (15) days notice and a hearing which must be held not less than five (5) days before the effective date of suspension.

In order to continue working for the Company after the period of suspension, the suspended worker-owner must meet conditions outlined in a Company goals & milestones plan created by the Board of Directors for the worker-owner.

Importance: Recommended

Purpose: Worker-owners in a cooperative are typically afforded more rights than employees when it comes to discipline and termination.

SECTION 13: ENDING EMPLOYMENT

13.1 *Voluntary Resignation*

Staff have the right to resign at any time. The Company would appreciate at least two weeks written notice of a resignation, if possible, to allow for workload redistribution. Absent extraordinary circumstances, any Staff member who has been absent for three consecutive scheduled work days, and has not contacted a Supervisor, will be assumed to have voluntarily terminated their employment as of close of business at the end of the third day missed.

Importance: Essential

Purpose: At-will employees and worker-owners may terminate their employment at any time for any reason. A Voluntary Resignation policy can outline the ideal procedures for resignation.

13.2 ***Termination: Employees and Worker-Owners***

Employees may be terminated by the Company at will, at any time, without notice or hearing, and conversely may terminate their employment relationship with the Company at will, at any time, without notice.

Pursuant to Section 2.3 of the Bylaws, a worker-owner can only be expelled or suspended and/or their membership rights terminated after the worker-owner receives not less than fifteen (15) days notice, and a hearing that is held not less than five (5) days before the effective date of suspension, expulsion and/or termination of their membership rights.

A worker-owner may, however, be placed on paid leave by a majority vote of all other worker-owners, pending any internal investigation, notice and hearing to decide suspension, expulsion and/or termination of a worker-owner's membership rights.

Importance: Essential

Purpose: Worker-owners are afforded more rights when faced with suspension, expulsion and/or termination of their membership rights. This section distinguishes the different requirements for termination of employment for employees and expulsion or suspension and termination of a worker-owner's membership rights.

Considerations: The policy could mandate expulsion simultaneous with termination of a worker-owner's membership rights. That language could read, "In the event that a worker-owner's membership rights are terminated that worker-owner shall be simultaneously expelled."

13.3 ***Final Paycheck***

Staff separating from the Company are given a final paycheck on the day of separation. However, if Staff resign without 72-hours' notice to the Company, the final paycheck will be available within 72 hours of the resignation. Final paychecks include payment for all hours worked, paid absences during the current pay period, and accrued but unused vacation hours.

Importance: Essential

Purpose: State law requires that an employee's final paycheck be paid on the day of separation, unless they do not give 72-hours' notice. In that case, it must be paid within 72 hours of quitting.

13.4 ***Worker-owner Member Accounts***

When a worker-owner separates from the Company for any reason, the amount in the Member Account will automatically be converted to debt owed to the former worker-owner, or, if necessary,

to the worker-owner's estate, or to another assignee designated by the worker-owners. See the Company's bylaws, section 7.9, for more details.

13.5 ***Benefits Continuation (COBRA)***

COBRA and similar state law give Staff and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under the Company health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of a Staff member; a reduction in a Staff member's hours or a leave of absence; a Staff member's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Staff members with questions about COBRA benefits should contact Human Resources.

Importance: Optional

Purpose: If an employer offers health insurance coverage to Staff under a group health plan, it may be required to offer continued coverage for a specific period of time after separation. Employees will have to pay the cost of this coverage.

13.6 ***Return of Company Property***

Upon termination of employment, any and all Company property must be returned immediately to the Company including, but not limited to Company confidential information and other documents, manuals and guides, phones, computers, equipment, keys, badges and tools. The Company reserves the right to take any lawful action to recover or protect Company property.

Importance: Essential

Purpose: This policy serves as a reminder for Staff to return company property after separation from the Company.

13.7 ***Exit Interview***

Exploring Staff's reasons for resigning, or the factors resulting in termination, enables the Company to better evaluate whether the work environment is conducive to Staff satisfaction or whether changes can or should be made.

In conducting an exit interview, the following topics may be addressed:

13.6.1 The Staff member's reasons for leaving and any suggestions from the departing Staff member as to how the Company could be improved;

13.6.2 Process for the Staff member to contact the Company in the future;

13.6.3 Verification of final pay and return of Company property;

13.6.4 Staff benefits and conversion privileges;

13.6.5 COBRA, if applicable.

Importance: Optional

Purpose: Exit Interviews provide an opportunity for an employer to learn valuable information about the Company.

13.7 ***References***

When the Company is contacted by prospective employers seeking information about former Company Staff, the Company's Human Resources Department will release the following written data only: the position(s) held, the dates employment began and ended, and the final salary or rate of pay.

Staff who would like the Company to give a more detailed reference to prospective new employers must provide the Company with a written release and consent form approved by Human Resources.

Importance: Optional

Purpose: Employers must occasionally address requests for information about current and former employers by third parties. It is an important risk mitigation practice to adopt explicit processes that delineate the manner in which reference requests will be handled. Oral references given by Supervisors to prospective employers or other third parties can lead to preventable claims and litigation.

RECEIPT AND ACKNOWLEDGEMENT OF HANDBOOK

By signing this form, I acknowledge that I have received and read a copy of the Company's Handbook. I understand that it contains important information about the Company's policies and that I am expected to read and understand. I acknowledge that I have had the opportunity to ask my Supervisor or Human Resources for clarification of any part of this Handbook that were unclear and I understand the contents of the Handbook. I understand that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the Company may change the policies in the Handbook at any time.

Staff Member's Signature

Date

Staff Member's Name (Print)

TO BE PLACED IN STAFF MEMBER'S PERSONNEL FILE

Importance: Essential

Purpose: Signed proof that a Staff member has read and is aware of the policies in the Company's Handbook.

RECEIPT AND ACKNOWLEDGEMENT OF DISCRIMINATION AND HARASSMENT POLICIES

I acknowledge that I have received and read a copy of the Company's Equal Employment Opportunity, Disability Accommodation and Sexual and Other Prohibited Harassment Policies and that I have had an opportunity to ask any questions that I have concerning the policies, including any questions concerning my rights and duties under the policies. I understand that it is my obligation to promptly report to the Company all complaints or concerns of potential employment discrimination, harassment, or retaliation, regardless of the potential offender's identity or position, as well as to request accommodations that I believe I need to assist me in performing my job duties.

I understand that the Company is committed to a work environment in which all individuals are treated with respect and dignity and that the Company prohibits unlawful discrimination, harassment and retaliation in the workplace. I understand that Company Staff who violate the Equal Employment Opportunity, Disability Accommodation and/or Sexual and Other Prohibited Harassment Policies will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Staff Member's Signature

Date

Staff Member's Name (Print)

TO BE PLACED IN STAFF MEMBER'S PERSONNEL FILE

Importance: Essential

Purpose: Signed proof that a Staff member has read and is aware of the Company's policies on discrimination and unlawful harassment.