

A G E N D A
EXECUTIVE COMMITTEE
Administration Conference Room
Monday, February 3, 2014 – 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of January 6, 2014
6. Correspondence
7. **REPORTS**
 - a. HR Manager
 - b. Mutual Administration Manager
 - c. Executive Director
 - d. Foundation President
8. **NEW BUSINESS**
 - a. Approve GRF Election Material
 - b. Emergency Preparedness – Emergency Coordinator – Form Emergency Preparation Sub-Committee
 - c. Amend Policy 5536.1 – Guest Passes
 - d. Rescind Policy 5536.2 – Service Passes
 - e. Review Policy 4311 – Vacation Procedure
 - f. Amend Job Description 3190.3 – Social Services Liaison
9. Foundation Member Comments
10. Committee Member Comments
11. Executive Session
 - a. Legal and Personnel Update
12. Adjournment
13. Next Committee meeting: March 3, 2014 at 1:00 p.m. in the Admin Conf. Room
14. Next Roundtable meeting: Friday, February 21, 2014 at 1:00 p.m. in the Admin Conf. Room

2014 SCHEDULE FOR ELECTION OF GRF DIRECTORS REPRESENTING EVEN-NUMBERED MUTUALS

MUTUAL BOARD OR NOMINATING COMMITTEE RESPONSIBILITIES

1.	In accordance with the GRF By-Laws and Davis-Stirling, even-numbered Mutual Boards <i>may</i> appoint a Nominating Committee (five members who may be Mutual Directors or Shareholders) at least 90 days before the GRF Annual Meeting* to recommend one to three candidates for each position to be elected. Self-nominated candidates may submit their names to this group as well. <small>*Timing of GRF Special Meeting for Ballot Counting used in lieu of Annual Meeting</small>	Deadline: Monday, March 3
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for each GRF position to be elected and/or any names of self-nominated candidates.	Deadline: Friday, April 11 4:30 p.m.
3.	Mutual Board Secretary delivers a list of all known candidates (whether nominated by Committee or by self-nomination) to the GRF Corporate Secretary in the Board Office of the Administration Building at least 45 days before the GRF Special Meeting for Ballot Counting (no later than 4:30 p.m.).	Deadline: Friday, April 18 4:30 p.m.

CANDIDATE RESPONSIBILITIES

1.	Candidates may self-nominate themselves and submit their name in person (preferable) or in writing to the GRF Board Office between Monday, March 3 and Friday, April 18.	Deadline: Friday, April 18
2.	Candidates will be asked to complete a brief application of candidacy. If self-nomination was done in writing, an application will be mailed to the candidate or GRF staff will call the candidate with instructions.	Application Deadline: Friday, April 18
3.	Candidates will be asked to submit a statement of 300 words or less describing only their qualifications and background.	Submission Deadline: Friday, April 25

GOLDEN RAIN FOUNDATION AND CAMPAIGN DATES

1.	Ballots will be mailed to voters 30 days before the Special Meeting for Ballot Counting.	Mailing Date: Thursday, May 1
2.	Postcard "reminder" notice of GRF Annual Meeting will be mailed to all Foundation members 10 or more days before GRF Annual Meeting OR a notice will be published in the <i>Golden Rain News</i> . * <small>*Postcard was last mailed in 2011 per permission of Attorney Beaumont.</small>	Mailing/Printing Date: Thursday, May 22
3.	Election company receives mailed ballots (shareholders should give Post Office three to four days to ensure timely delivery). Note: Ballots can also be hand-delivered to Clubhouse Four on Tuesday, June 3 between 9:00 and 10:00 a.m.	Deadline: Monday, June 2 12:00 noon
4.	Ballots counted at the Special Meeting (beginning at 10 a.m. in Clubhouse Four).	Meeting: Tuesday, June 3
5.	Annual Meeting of GRF members – 2 nd Tuesday in June at 2:00 p.m. in Clubhouse Four.	Meeting: Tuesday, June 10

Mutual _____

APPLICATION FOR CANDIDACY AS A GRF DIRECTOR
2014-2016 Term of Office

This "Application for Candidacy" ("Application") should be completed by all candidates.

I, (*print name*) _____ of Seal Beach Mutual No. _____, Apt. # _____, do hereby place my name into nomination for election to the Golden Rain Foundation Board of Directors representing my Mutual for the 2014-16 term of office.

I am a member in good standing in my Mutual; that is, I am not more than 30 days in arrears of the monthly carrying charge assessment.

Print Name: _____

Signature of Applicant: _____

Telephone Number: _____

Email Address: _____

Check one: A resume/biography is: Attached
 Not attached, but I will turn it in on (date) _____
 I am not providing a resume/biography

Resume/Biography: Candidates shall submit a typed resume/biography ("resume") (background and qualifications up to 300 words) to the GRF Board Office. Candidate's name, Mutual and Apt. # must be listed prominently at the top of the resume/biography.

Returning the Application and Resume: The deadline to return the Application is 4:30 p.m. on Friday, April 18, 2014. The deadline to return the Resume is 4:30 p.m. on Friday, April 25, 2014. They may be hand-delivered to the Board Office on the 2nd floor of the Administration Building (13531 St. Andrews Drive) or mailed to the GRF Board Office, P. O. Box 2069, Seal Beach, CA 90740.

Questions: If you have any questions about being a candidate, please call 431-6586, extension 303 for the Board Office or extension 310 for Administration.

GRF OFFICE USE ONLY:

Date received: _____ Time received: _____ Was resume attached? Yes No (circle one)
If resume was not attached, will resume be provided? _____ If yes, when? _____ Staff: _____

Notes: _____

OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. EIGHT

Instructions for Voting:

Every two years, the Golden Rain Foundation conducts an election to elect one director from your Mutual to represent Mutual No. Eight on the Golden Rain Foundation Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidate listed below has been recommended by your Mutual, your Mutual's Nominating Committee, or has applied through a self-nomination process.

Instructions for Mailing Your Ballot:

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left hand corner of Envelope "B," print your name and address (including Mutual and Apt. #); AND sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or **before 12 noon on Monday, June 2, 2014**, in order for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on Tuesday, June 3, 2014. The polls will close at 10:00 a.m. and the counting process will begin.

Instructions for Observing the Ballot Counting:

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on Tuesday, June 3, 2014, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All Foundation members are welcome to observe the counting process.*

Instructions for Attending the Annual Meeting:

The Golden Rain Foundation Annual Meeting will be held on Tuesday, June 10, 2014, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly-elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. EIGHT

Voting: You are electing **one** director to sit on the Golden Rain Foundation Board of Directors representing Mutual No. Eight. Please cast **one vote for one candidate** to be elected by printing an "X" or a "✓" in the box located to the left of the name. Please follow the above instructions to mail your ballot.

Although the candidate is running unopposed, please participate in the voting process by casting your vote and mailing your ballot.

<input type="checkbox"/>	Pat Lay Wilson (Incumbent)
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Please direct any inquiries to Accurate Voting Services Inc.

Toll-free (855) 588-5522 accuratevoting@um.att.com

Accurate Voting Services, Inc., 23322 Peralta Drive, Suite 4, Laguna Hills, CA 92653
P.O. Box 6117, Laguna Niguel, CA 92607-6117

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How to be a Candidate on the Golden Rain Foundation Board of Directors for Even-Numbered Mutuals Only

The campaign cycle for the GRF Board of Directors will begin soon! During 2014, the Board seats representing the even-numbered Mutuals are up for election. During odd-numbered years, the Board seats representing odd-numbered Mutuals are up for election.

Any member in good standing is eligible to be a candidate for the Golden Rain Foundation Board of Directors representing their even-numbered Mutual. A member in good standing is defined as a Mutual shareholder/owner who is no more than 30 days in arrears of their carrying charge.

Candidates may self-nominate or be nominated by their Mutual's Nominating Committee or Board of Directors.

Candidates who are self-nominated must complete an "Application for Candidacy" before 4:30 p.m. on **Friday, April 18** ("Application for Candidacy" forms are available in the Board Office in the Administration Building beginning **Monday, March 3**).

Candidates who are nominated by their Mutual's Nominating Committee or Board of Directors will have their names submitted to the Board Office by the Mutual's Secretary. Upon receipt of any submitted names, the GRF Board Office will contact each candidate and arrange for them to receive an "Application for Candidacy" and candidate instructions.

In accordance with Policy 5025, Election Procedures, each candidate may submit a resume of 300 words or less to the Board Office. Resumes shall cite background and qualifications only and are due before 4:30 p.m. on **Friday, April 25**.

Candidates who complete a timely Application for Candidacy (or are nominated by a Mutual's nominating committee or Board) will be listed on the Secret Mail-in Ballot. Ballot packets containing the Secret Mail-in Ballot, postage-paid envelopes, balloting instructions, and deadlines will be mailed to each household in the even-numbered Mutuals on **Thursday, May 1**. The GRF By-Laws have no provisions for write-in candidates on the ballots or for nominations from the floor.

For further information on being a candidate for the GRF Board, please call 431-6586, extension 303 for the Board Office or 310 for Administration.

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GOLDEN RAIN OPERATIONS

Election Procedures

The following will be in effect for the election of representatives to the Golden Rain Foundation Board of Directors:

1. Elections

a. Annual Election

The election of representatives for odd-numbered Mutuals will occur during odd-numbered years and the election of representatives for even-numbered Mutuals will occur during even-numbered years. Each representative shall serve a two-year term.

- 1) One representative will be elected from each Mutual except for Mutuals One and Two where there will be two.

b. Special Elections

Upon the occurrence of a vacancy on the Board of Directors representing an odd- or even-numbered Mutual, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. Voting

a. Qualification for Voting

Members may vote only by using the mail-in secret ballot. Members may cast one vote, except on the ballots of Mutuals One and Two, members may cast two votes, but they may not be cast cumulatively.

b. Cumulative Voting

There is no provision in the GRF By-Laws for cumulative voting.

3. Candidates

a. Candidate Eligibility and Qualifications

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GOLDEN RAIN OPERATIONS

Election Procedures

All members of the Golden Rain Foundation “in good standing” are eligible to run for election to the Board of Directors representing the Mutual in which they reside. “In good standing” is defined as a member who is not in arrears of his or her carrying charge to the Mutual.

b. Candidate Resume/Biography

Prior to the deadline established by the association, each candidate shall submit a resume/biography containing up to 300 words. The resume/biography shall be mailed with the ballot.

- 1) The resume/biography shall contain only the candidate’s background and qualifications.

c. Notification of Nominations for Election of Directors

The Golden Rain Foundation shall place a notice in the *Golden Rain News* not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the *Golden Rain News* every week thereafter until the election counting meeting is held.

d. Self-Nomination by Members

Members who wish to nominate themselves as a candidate for election to the Board of Directors must do so in writing to the Foundation Board Office not more than ninety (90) days or less than sixty (60) days prior to the election counting meeting.

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.

e. A Mutual Board of Directors may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual Board of Directors or nominating committee will be given candidate instructions by the GRF Board Office.

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GOLDEN RAIN OPERATIONS

Election Procedures

f. Nominations from the Floor

There is no provision in the By-Laws for nominations from the floor.

g. Campaign Cycle

The campaign cycle shall begin mid-April and end mid-May.

h. Equal Access to Association Media

- 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the Association's website during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website.
 - B) Submissions shall be limited to 200 words.
 - C) One submission shall be accepted from each candidate or member for posting on the LWSB website.
- 2) Candidates and other members advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Golden Rain News* at regular advertising rates during the campaign cycle. No other access to the *Golden Rain News* will be granted.
- 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.
- 4) In the event that the statements or actions of an incumbent director, who is also a candidate for re-election to the Board, are reported in the Association media solely in the context of that directors' performance of

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GOLDEN RAIN OPERATIONS

Election Procedures

duties, those reports or statements shall not constitute provision by the Association of access to its media for campaign purposes.

- 5) In the event that the Association's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by the Association to its media for campaign purposes.
- 6) In accordance with Civil Code 1363.04, no Association funds shall be used for campaign purposes, except to the extent necessary for the Association to comply with the duties imposed upon it by law.
- 7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a per-label cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

4. Election Meetings

The Golden Rain Foundation Board of Directors will convene a special meeting one week prior to the Annual Meeting for the purpose of counting ballots. All members are welcome to attend the special meeting.

In the case of a special election, the Golden Rain Foundation Board of Directors will convene a special meeting approximately thirty days after the ballots are mailed for the purpose of counting ballots. All members are welcome to attend the special meeting.

5. Election Process

- a. The Executive Committee shall review and approve the election materials and the election process.
- b. The Golden Rain Foundation shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the

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GOLDEN RAIN OPERATIONS

Election Procedures

conduct of the election in accordance with this policy and all applicable codes, By-Laws, and state laws.

- c. During its meeting in February, the Executive Committee of the Golden Rain Foundation Board will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- d. During its meeting in February, the Board of Directors will appoint the election services company as its Inspector of election.
- e. If the Golden Rain Foundation does not contract with a vendor to perform all election services, then the Golden Rain Foundation will conduct the election in accordance with this policy and all applicable codes, By-Laws, and state laws. The Golden Rain Foundation Board of Directors will appoint in-house Inspector(s) of Election.

6. Election Materials

a. Reminder Post Card

The Golden Rain Foundation will prepare, address and mail an "Annual Meeting" reminder post card to all members ten days before the Annual Meeting.

b. Ballot Packet

The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate resumes/biographies, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed at least thirty (30) days prior to the ballot counting meeting.

c. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before noon on the date established on the ballot.

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GOLDEN RAIN OPERATIONS

Election Procedures

The mail-in secret ballot is irrevocable once it is validated by the Inspector(s) of the Election.

The Inspectors of Election will open and process the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

- 1) If a mail-in secret ballot is compromised or improperly sealed or addressed, it will be invalidated by the Inspector(s) of the Election.

7. Inspector(s) of the Election

a. Inspector(s) of the Elections shall perform the following:

- 1) Determine the number of shareholders entitled to vote and the voting power of each.
- 2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
- 3) Prepare and mail to all members in the odd- or even-numbered Mutuels, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate resumes/biographies, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
- 4) Receive mail-in secret ballots.
- 5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.
- 6) Count and tabulate all votes.
- 7) Determine the results of the election.

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GOLDEN RAIN OPERATIONS**Election Procedures**

- 8) Certify, in writing, that the election was held in accordance with this policy and Section 1363.03 of the Davis-Stirling Common Interest Development Act (the Act).

8. **Observers of the Election**

Any candidate or member of the Association may witness the counting and tabulation of the votes.

9. **Ballot Retention**

The sealed ballots at all times shall be in the custody of the inspector or inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 7527 of the Corporations Code (nine months) for challenging the election has expired, at which time custody shall be transferred to the Association.

After the transfer of the ballots to the Association, the ballots shall be stored by the Association in a secure place for no less than one year after the date of the election.

Policy

Adopted: 15 Jun 76
 Amended: 20 Aug 96
 Amended: 19 Aug 97
 Amended: 15 Sept 09
 Amended: 15 Feb 11

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 11)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT

Guest Passes Community Entrance Passes

The Executive Director is authorized to make annual guest passes, quarterly service passes and biannual caregiver passes available.

Annual Guest Passes

The Executive Director or Mutual Administration Manager is directed authorized to make four (4) annual guest passes available per unit. These The annual guest passes are valid for one year and will be mailed with the yearly payment coupon package in December to addresses within Leisure World. Stockholders/condominium owners with outside addresses may obtain their four annual guest passes throughout the year from the Stock Transfer Office located on the first floor of the Administration Building (Building A).

The Executive Director or Mutual Administration Manager is authorized to issue up to four (4) additional annual guest passes per unit, which may be obtained from the Stock Transfer Office if the following conditions are met:

1. The stockholder/condominium owner must appear *in person* and show valid identification.
2. A \$3 fee will be charged for each additional pass, or when a replacement guest pass is requested.
3. The Mutual and apt. number shall be written on the ~~back~~ front of the additional annual guest passes and a record of these annual guest passes will be maintained in the Stock Transfer Office.

The Executive Director is further authorized to issue additional annual guest passes, as needed, for immediate family members of stockholders/condominium owners. The request must be in writing and shall be reviewed on a case-by-case basis.

Quarterly Service Passes

The Executive Director or Mutual Administration Manager is authorized to
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GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT

Guest Passes Community Entrance Passes

make quarterly service passes available. The quarterly service passes shall be produced, each in a different color, and shall expire in March, June, September and December of the year in which they are issued.

The Physical Property and Recreation departments shall issue quarterly service passes to contractors and vendors only after they have provided the required licensing and insurance, as well as a request in writing containing the names of the persons receiving the passes.

The Stock Transfer department shall issue quarterly service passes to legal representatives of shareholders, staff of the Leisure World Health Care Center and Orange County Supportive Services departments, only after they have provided the legal documentation of their authority to act on behalf of a shareholder and a photo ID.

The Stock Transfer department shall issue quarterly service passes to realtors and escrow companies only after they have provided a proper photo ID, as well as a request in writing containing the name of the person receiving the pass.

A record of these passes will be maintained in the offices from which they were issued.

Caregiver Passes

The Executive Director or Mutual Administration Manager is authorized to make biannual caregiver passes available to those caregivers who have applied for the caregiver pass in compliance with Mutual Policy 7557, Caregivers.

The biannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some caregiver passes are issued on a yearly basis, in compliance with a specific mutual's policy.

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GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

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Guest Passes Community Entrance Passes

The caregiver's name and the mutual and apartment number shall be written on the front of the pass. The Stock Transfer Department shall issue all caregiver passes and prepare a monthly report of passes issued.

Use of Passes

Stockholders/condominium owners can notify the Main Gate to admit a guest without a an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes in the same wallet size as the plastic key cards, with a different colors for each succeeding year so that current passes can be easily identified. Caregiver passes shall be printed in a 3 by 4 inch size, formatted to fit the accompanying badge holder.

After January 31 of each year, staff members are authorized to collect prior year guest passes when presented by guests at the gate.

Photocopying or duplicating annual guest passes, quarterly service passes or caregiver passes by residents or guests is prohibited. Staff members are authorized to collect any counterfeit guest passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents found in violation may lose their privilege to obtain additional guest passes at the discretion of the Executive Director or Mutual Administration Manager.

Policy

Adopted: 18 Oct 77

Effective: 01 Jan 78

Amended: 15 Nov 77

Amended: 21 Jul 81

Amended: 20 Nov 84

Amended: 15 Dec 87

Amended: 20 Apr 93

(Feb 10)

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT

Guest Passes Community Entrance Passes

Amended: 16 May 00

Amended: 20 Feb 01

Amended: 16 Feb 10

Amended:

(Feb 10)

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GOLDEN RAIN FOUNDATION**BOARD INTERNAL OPERATIONS****RESCIND****Service Passes - Regulation**

Under the provisions of Policy 1943, Motor Vehicle Registration - Other, an alternate to issuing decals for service vehicles is a Service Pass. In addition to vehicles, Service Passes are also issued to persons involved with community college activities and individuals working for residents in their homes. The procedure for issuing Service Passes is as follows:

1. All departments will prepare a list of names and addresses of companies and persons requesting Service Passes, along with the reason for the request, and forward the list to the Physical Property Department to the attention of the clerk typist. The Administrative Services Department may issue Service Passes directly to church representatives. The Stock Transfer Office may issue Service Passes directly to representatives of a share of stock, other than a shareholder. These departments will serially number the passes and forward the information to the clerk typist in the Physical Property Department.
2. After receiving the approved Physical Property Pass Authorization forms, the clerk typist will serially number the passes and issue them to the appropriate department for distribution.
3. The Physical Property Department is responsible for maintaining a register showing date of issue, person requesting, person issuing, serial number and reason for issuance of all Service Passes.
4. The Physical Property Department will report quarterly to the Executive Director the number of Service Passes issued to each department by name and serial number.
5. The Executive Director's Office will report quarterly to the President of the Foundation the number of Service Passes issued.
6. Any question about requests for Service Passes will be referred to the Executive Director.

Regulation

Effective: 21 Mar 78
 Amended: 05 Jun 80
 Amended: 06 Apr 87
 Amended: 01 Dec 94
 Amended: 15 Aug 00

Executive Director
Golden Rain Foundation

(Aug 00)

HUMAN RESOURCES

EMPLOYEE BENEFITS

DRAFT

Vacation Procedure

1. ~~Vacation is earned on a bi-weekly basis. Full-time employees are eligible to take earned vacation after one year of continuous employment, but not prior to that time.~~
1. **Full-time employees earn vacation beginning on the first day of employment, but may not be paid any vacation days during the first 90 calendar days of employment.**
2. Nonexempt employees may take earned vacation in hourly increments with the supervisor's prior approval. ~~Any time less than eight hours is requested, it will be noted on the time card and initialed by the supervisor. A Request for Leave form is not required for less than eight hours of vacation time.~~
3. Exempt employees must take earned vacation in full day (eight hours) increments.
4. Scheduled vacations will be at times mutually convenient to the Foundation and the employee, and it is to be at the discretion of the department supervisor with final approval of the department head.
5. Unaccrued vacation time may not be used unless emergency circumstances are proven. The Executive Director's approval is required.
6. If a holiday occurs during vacation, it will not be considered as vacation time.
7. Vacations may be accrued up to one and one-half (1.5) times the amount an employee can accrue each year. At the convenience of the Foundation and by special request, vacations may be accrued a maximum of 45 days, subject to approval of the department head and Executive Director.
8. Vacation pay will be computed at the employee's regular base rate of pay in effect at the time vacation is taken.
9. Employees wishing to receive advance vacation pay must request it at least ten days before the last working day before the vacation check is needed.

(Oct 12)

HUMAN RESOURCES

EMPLOYEE BENEFITS

DRAFT

Vacation Procedure

10. Any employee who fails to return to work within three working days following vacation leave will be considered to have voluntarily resigned from the Foundation when an extension has not been approved.
11. Terminating full-time employees will be paid earned unused vacation time.
12. In addition to regular vacation, department managers, if hired on or before January 1, 2013, are entitled to up to five days of administrative leave subject to the approval of the Executive Director. Administrative Leave days may not be carried over to the next year.
- ~~13. A Request for Leave form must be submitted by the employee only for any request of eight hours or more. Prior to approval, the supervisor must check the forms for accuracy. If an error is noted, either a new form must be completed or the corrections noted on the existing form and initialed by both the employee and the supervisor. Note: One form must be completed for each Monday-Sunday period. Supervisors shall not accept improperly filled out forms and shall carefully review each form for accuracy prior to signing. Exceptions to this procedure should be cleared through the department head or, in his/her absence, a person designated by the department head or the Human Resources Manager.~~
- 13. Employees are required to enter non-worked hours in the Paychex Time and Labor system. Failure to enter the non-worked time within the timeframes allowed may result in reduced hours on the employee's paycheck.**
14. All employees must take at least one vacation of five (5) or more consecutive days each calendar year.

Policy

Approved: 21 Aug 69
 Revised: 25 Jul 72
 Revised: 28 Jun 74
 Revised: 14 Sep 81

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Oct 12)

HUMAN RESOURCES

EMPLOYEE BENEFITS

DRAFT

Vacation Procedure

- Revised: 20 Sep 85
- Revised: 15 Sep 86
- Revised: 16 Sep 87
- Revised: 23 Aug 88
- Revised: 31 Dec 92
- Revised: 10 Feb 94
- Revised: 16 Oct 12

(Oct 12)

POSITION DESCRIPTION

Position Title: SOCIAL SERVICES LIAISON

Deleted: AND LEGAL

Department: Mutual Administration

Reports To: Mutual Administration Manager

OVERALL FUNCTION

Assists the Mutual Administration Manager in case work involving the Mutual shareholders' concerns, issues and/or complaints. On an as needed basis makes visits to shareholders' residence to determine causes of the above-mentioned issues or complaints for resolution. Provides the appropriate responses and tools to assist shareholders who find themselves in crisis situations.

Deleted: regular

Deleted: Evaluates legal issues regarding shareholders well-being.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Personally interfaces with shareholders regarding rules compliance and enforcement when instructed by the Mutual Corporations through the Mutual Administration Manager.
- Communicates directly and personally with shareholders in Mutual Corporation matters as requested by the Mutual Administration Manager.
- Maintains a harmonious relationship with shareholders.
- Ability to mediate disputes at the Mutual level between shareholders, shareholders and the Mutual's, and shareholders and the GRF.
- Establishes viable tools of action to assist and direct shareholders who face financial, medical, mental and physical constraints in their lives.
- Works within the established guidelines of the Golden Rain Foundation, Mutual Policies, the Mutual's Occupancy Agreement, Articles of Incorporations and Corporate By-Laws.
- Utilizes the support of county and state-wide offices and agencies as needed.
- Investigates and compiles confidential shareholder information.
- Assesses shareholder actions that may jeopardize the safety or peaceful residency of their neighbors.
- Reviews the following contributing factors that may determine a shareholder's on-going ability to reside in the community, safely and with dignity; life, fire and safety, health, elder abuse, hoarding, substance abuse, on-going neighbor-to-neighbor altercations.
- Follows the Foundation's protocol for all evaluations ensuring that evaluations are complete and thorough.
- Documents all communications regarding life safety evaluations, including, but not limited to, requests for entry, notifications of findings, as well as any communication with shareholders, residents, employees, outside regulatory agencies or law enforcement.
- Apprises Mutual Administration Manager with follow-up reports regarding all shareholder interactions.
- Undertakes special projects as assigned by the Mutual Administration Manager.

Deleted: <#>Monitors legislation and court cases that could affect the Mutual Corporations.¶

Deleted: and/or arbitrate

Deleted: <#>Assists the Mutual Administration Manager by interceding on shareholder's behalf.¶

Deleted: Evaluates shareholder ability to continue living in their apartment, safely and with dignity.

Deleted: Evaluates

Deleted: Evaluates

Deleted: residency

Deleted: ¶ Evaluates immediate caregiver emergency assistance with help from the Social Services Department Clinician

Deleted:

Deleted: President

Deleted: and Board

Deleted: in Executive Session of the Monthly Board Meeting with prior approval of the Mutual Administration Manager.

Deleted: 3190.3

Non-Essential Functions

- Attends Mutual functions as required.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Five (5) years of experience in social work from the private or public sector.
- Experience in mediation, arbitration and/or conflict resolution.
- Understanding of Social Services, Orange County Adult Protective Services, Orange County Public Administrator.

Physical Abilities

- Close vision necessary.
- Ability to lift up to 25 pounds.
- Occasional stooping and kneeling.

Mental Abilities

- Ability to coach and counsel Mutual Boards of Directors in compliance with social services issues.
- Ability to deal harmoniously with co-workers, shareholders and/or members, family members, attorneys and vendors.
- Ability to discuss case issues, in Executive Session, of the Mutual Boards.
- Ability to use diplomacy, sound judgment and tact.
- Ability to comprehend and adhere to Golden Rain Foundation and Mutual policies and By-Laws.

Education

- Bachelor's degree in Social Sciences or Social Work or equivalent from an accredited college or university required.

Deleted: Master's degree in Social Work preferred.¶
Legal background or paralegal training preferred.¶

Licenses/Certificates

- Continuing and completion of education classes and/or seminars in social services, management, and communications.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Deleted: legal

PERSONAL PROTECTIVE EQUIPMENT

Deleted:
3190.2¶

- Will be required and provided by the Foundation includes: Latex gloves and facemask when entering potentially contaminated apartments or common areas.

WORK ENVIRONMENT

- Normal indoor conditions and in-home visits to shareholders and/or members apartments to resolve disputes and/or issues.

TOOLS AND EQUIPMENT USED

- Computer, knowledge of various business software, copier, fax, calculator, phone.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Approved: 05 Mar 12

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