



Executive Committee

Agenda

Administration Conference Room

Friday, May 13, 2016

1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of April 8, 2016 (pp. 1-6)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
 - a. (not applicable)
- 7. Unfinished Business**
 - a. 4000 Policy Series
 - b. By-laws (pp. 7-8)
- 8. New Business**
 - a. Amend Position Descriptions
 - i. Director of Finance (pp. 9-11)
 - ii. (pp. 12-14 left blank intentionally)
 - iii. New Position – Trust Properties, Building and Services Inspector (pp. 15-17)
- 9. Policies**
 - a. 5110-30 Executive Committee (pp. 18-19)

b: Rescind Policies (pp. 20-132):

4000 Series to Rescind

4001 Application of Personnel Policy

4100 Series to Rescind

4100 Equal Employment Opportunity

4101 General Personnel Policy Statement

4102 General Immigration Policy Statement

4104 Policy against Harassment

4110 Employee Status

4120 Employee Classifications

4150 Limitations on Employment

4151 Limitations on Employment – Interpretation (Procedure) is on page 33 in employee handbook.

4152 Moonlighting (Performance of Privately Contracted Work) is on page 23 in employee handbook

4157 Non-Fraternization

4160 Conflict of Interest – Employees

4162 Gift Disclosure is on page 23 in employee handbook

4181 Chemical Substance Abuse

4181.1 Chemical Substance Abuse Procedure (and Acknowledgement Form) (Regulation)

4182 Standards of Conduct

4183 Smoking Policy

4184 Solicitation

4185 Employee Personnel Records (Regulation) is on page 13 in employee handbook

4186 Electronic Communications

4200 Series to Rescind

4210 Hours of Work Schedules

4211 Hours of Work (Regulation)

4211.1 Breaks and Meal Periods

4212 Time Cards (Regulation)

4220 Notice of Absence (Regulation)

4280 Relations between Staff and Residents (Regulation)

4300 Series all in employee handbook starting on page 39

4310 Vacations

4311 Vacation (Procedure)

4320 Sick Leave

4322 California Sick Leave Program

4323 Payments with Disability or Workers' Compensation (Regulation)

4330 Bereavement Leave

4340 Leave of Absence
4341 Personal Leave of Absence (Regulation)
4342 Disability Leave of Absence (Regulation)
4343 Family Care Leave of Absence (Regulation)
4344 Employee Medical Leave of Absence (Regulation)
4360 Holidays
4362 Pro-rata Holidays and Vacations (Regulation)

4400 Series to Rescind

4410 Health and Accident Insurance
4431 Work Related Injuries
4440 Disability Insurance
4441 Long-Term Disability Insurance
4442 Paid Family Leave (PFL) Insurance

4500 Series to Rescind

4502 Pay Provisions
4503 Minimum Wage
4504 Call-Back Pay Non-Exempt Employees (Regulation)
4510 Salary Classifications
4511 Schedule of Monthly Rates
4511.1 Schedule of Hourly Rates
4522 Full-time Hourly Pay Schedule
4523 Part-time Hourly Pay Schedule
4530 Salary Classifications - Administrative & Supervisory
4531 Schedule of Rates - Administrative & Supervisory
4540 Anniversary Dates (Regulation)

4600 Series to Rescind

4620 Employee Promotion
4620.1 Employee Promotion – Procedure
4631 Service Awards

4700 Series to Rescind

4710 General Policy
4711 Resignations (Regulation)
4712 Reinstated Employees
4720 Problem Solving/Grievance Process
4731 Discipline (Rule)

10. Subcommittee Reports

- a. Emergency Preparedness Sub-Committee
- b. Policy & Procedure Sub-Committee
- c. Emergency Planning (Scope of Interest)/Red Book Re-write

11. Staff Reports

- a. Human Resources Director (pp. 133-140)
- b. Executive Director
- c. Finance Supervisor (pp. 141-143)

12. President's Comments

13. Shareholder/Member Comments

(Limited to 3 minutes per person)

14. Committee Member Comments

15. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session minutes
- b. Personnel
- c. Personnel Disciplinary Actions

16. Next Meeting/Adjournment

- a. Next Meeting – To Be Announced



EXECUTIVE COMMITTEE MINUTES
Friday, April 8, 2016

The meeting of the Executive Committee was held on Friday, April 8, 2016. The meeting was called to order at 1:02 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. P. Hood	Ms. L. Stone, Treasurer
	Mr. B. Lukoff	Ms. R. Winkler
	Ms. K. Rapp	

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Ms. C. Flynn, Human Resources Director
	Ms. B. Shuler, Finance Manager
	Mrs. D. Bennett, Recording Secretary
	Mrs. L. Perrotti, GRF Representative, Mutual One
	Mr. R. Stone, GRF Representative, Mutual One
	Mr. P. Pratt, GRF Representative, Mutual Two
	Mrs. M. Wood, GRF Representative, Mutual Six
	Mr. S. McGuigan, GRF Representative, Mutual Eight
	Mrs. M. Doderio, GRF Representative, Mutual Nine
	Mrs. M. Greer, GRF Representative, Mutual Eleven
	Mr. P. Moore, GRF Representative, Mutual Seventeen
	Three Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in

accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in May.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Human Resources Director, the Finance Manager, and the Recording Secretary.

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

APPROVAL OF COMMITTEE MINUTES

The minutes of March 11, 2016 were approved, as corrected.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/members spoke on agenda topics.

UNFINISHED BUSINESS

By laws

Upon discussion, the Committee determined that the involvement of corporate counsel would be warranted.

Mr. Hood MOVED, Ms. Rapp seconded and carried unanimously by the Committee members -

TO recommend to the GRF BOD involvement of corporate council in amending the by-laws.

Employee Medical Deductible Fund – Discussion Only

The Human Resources Director presented additional information to the Committee. Although our carrier, Kaiser, was unwilling to share actual claims experience for our group, we obtained general claims information from our broker, ECIA regarding the expected percentage of employees we could expect to require a hospitalization.

The overall estimate for Group Health plans is less than 5%. Based on that estimate, we would expect fewer than 8 hospitalizations for the year for the total of 148 "lives" covered (including covered dependents).

A Fund of \$10,000 would allow the Foundation to reimburse up to 20 hospitalizations for the year at \$500 per claim. Additional funds could be requested in the unlikely event that actual claims exceeded this number.

Mr. Lukoff MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members-

TO recommend the GRF BOD approve a Fund for \$10,000.00 to reimburse any covered employee or dependent who incurs a hospitalization during the plan year beginning April 1, 2016 and ending March 31, 2017. The reimbursement will be for \$500 per incident upon the employee providing a receipt for such expense.

Employee Holiday Fund

Mr. Lukoff MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members -

TO direct the Executive Director to present a conceptual plan for the Employee Holiday Fund to the Executive Committee at the May 2016 meeting.

Marking Board Directors' Mailboxes

The Recording Secretary reported that the project has been completed.

NEW BUSINESS

4000 Policy Series

The project is under review and development.

New California Minimum Wage

The Committee members, the Executive Director and the Human Resources Director discussed the financial impact of the new California minimum wage enactment, which will raise the minimum wage to \$15, per hour, by 2021.

POLICIES

Amend Policy 1022-30, Petitions

Mrs. Reed MOVED, seconded by Mr. Hood and carried unanimously by the Committee members-

TO recommend the GRF BOD amend Policy 1022-30, Petitions by adding, in section a. "shareholder/" before the word "member's" and "(printed and signature)" at the end of the phrase.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

The Chair of the Sub-committee will bring a year-end report to the May Executive Committee meeting.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

Finance Manager

The Finance Manager presenter her report, as attached.

Executive Director

The Executive Director had no further comments other than those offered during the meeting.

SHAREHOLDER COMMENTS

Three shareholder/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Three Committee members spoke on topics related to today's Committee meeting.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members-

TO go into Executive Session.

The Chair called for a five minute break at 2:23 p.m.

ADJOURNMENT

The meeting was adjourned at 2:52 p.m.

Carole Damoci
Chair, Executive Committee
04.08.16/dfb

DRAFT

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON APRIL 8, 2016**

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- To recommend to the GRF BOD involvement of corporate counsel in amending the by-laws.
- **TO** recommend the GRF BOD approve a Fund for \$10,000.00 to reimburse any covered employee or dependent who incurs a hospitalization during the plan year beginning April 1, 2016 and ending March 31, 2017. The reimbursement will be for \$500 per incident upon the employee providing a receipt for such expense.
- **TO** direct the Executive Director to present a conceptual plan for the Employee Holiday Fund to the Executive Committee at the May 2016 meeting.
- **TO** recommend the GRF BOD amend Policy 1022-30, Petitions by adding, in section a. "shareholder/" before the word "member's" and "(printed and signature)" at the end of the phrase.

Randy L. Ankeny

From: Jeff Beaumont <jbeaumont@bgtlawyers.com>
Sent: Wednesday, April 27, 2016 11:11 AM
To: Randy L. Ankeny
Cc: President GRF; Carole Damoci Forwarding Address; Linda Stone; Deanna Bennett; Carolyn Miller
Subject: RE: Randy Ankeny - Notice of Approved Board Action - GRF Bylaws

Randy

I hope this finds you well. I can provide the Executive Committee of the Board my findings and recommendations by the end of May, if not sooner. Let me know if this timeline works and take good care.

Very truly yours,
Jeffrey A. Beaumont, Esq.



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Los Angeles Central Coast Central California Inland Empire Orange County



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 Please consider the environment before printing this email

From: Randy L. Ankeny [mailto:randya@lwsb.com]
Sent: Wednesday, April 27, 2016 9:38 AM
To: Jeff Beaumont
Cc: President GRF; Carole Damoci Forwarding Address; Linda Stone; Deanna Bennett; Carolyn Miller
Subject: Randy Ankeny - Notice of Approved Board Action - GRF Bylaws

Jeff,

The Board at its April 26, 2016 meeting, duly moved and approved:

At the regular scheduled meeting of the Executive Committee on April 8, 2016, the Committee held a discussion noting that the GRF By-Laws:

- Were created in 1962 to the applicable codes of the time,
- Have not had legal review for compliance to current federal and state codes,
- Only refer to a single gender.

The Committee requests approval to:

- Direct corporate counsel to review the By-Laws and recommend amendments to the By-Laws to bring the By-Laws into full compliance with all current State and Federal codes,
- Amend the By-Laws in the area of elections to allow adequate time frames in the election process based upon provisions of the Civil code,
- Amend By-Laws to include all genders.

For budgetary basis, the legal review is estimated at \$5,000

I move to approve legal review and drafting of amendments to the GRF By-Laws , at a cost not to exceed \$5,000.

Please let me know what your estimated time line is on this project.

If you have any questions please do not hesitate to contact me.

Best Regards

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ randya@lwsb.com | 🌐 www.lwsb.com

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This email has been scanned by the Symantec Email Security.cloud service.

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: DIRECTOR OF FINANCE

Department: Finance

Reports To: Executive Director

OVERALL FUNCTION

Responsible for the entire financial activity of the Golden Rain Foundation, including both the treasury, ~~and~~ accounting and purchasing functions. Formulates and recommends policies on investments, banking, receipt and disbursements of funds, fiscal and accounting matters. Responsible for the development of standard accounting, analysis, and reporting procedures as well as the exercise of overall financial controls.

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

Essential Functions

- ~~Manages~~ Manages-Directs the Finance and Purchasing Departments.
- Evaluates the performances of the Accounting Supervisor, Mutual Accountant, Purchasing Manager and other financial staff. Reviews and approves performance evaluations of all financial and purchasing staff.
- Interviews applicants for employment within the Finance and Purchasing departments.
- Monitors financial transactions of the Golden Rain Foundation and the Mutuals. Implements procedures and controls to ensure proper recording, reporting and auditing of Foundation and Mutual transactions.
- Monitors the receivables accounting and billing for the News Department.
- Recommends policies, systems, and procedures relating to the Finance and Purchasing Departments.
- Ensures timely and accurate reporting of payroll taxes, income taxes, retirement plan, fixed assets, construction projects, property taxes and other required items that are deadline sensitive.
- Supervises billing of property taxes to each apartment unit.
- Supervises financial operation of employees' 401(k) plan; and ensures that timely deposits of employee's deferrals and Foundation match are made each pay period.
- Supervises the preparation of ~~Prepares~~ reports for residents concerning year-end taxes, reserves, budgets, audited financial statements, insurance coverage and other notices and disclosures.
- ~~Prepares~~ Coordinates and compiles the GRF and the Mutual annual budgets and presents them to the various committees and governing boards.
- Attends meetings of Mutual Treasurers' ~~Group~~ Council; attends meetings of GRF Finance Committee and GRF Board of Directors; provides financial information to both these groups.
- Member of the Retirement Plan Committee and alternate Plan Administrator.
- Consults and coordinates with C.P.A. firm representatives regarding audit and income tax

matters.

- [Prepares and p](#)resents the annual audited financial statements to the GRF Finance Committee and to the Mutual Boards.
- [Key involvement in software conversion projects affecting the financial statements that include planning, development and training.](#)
- Conducts training of GRF and Mutual Directors in financial statements analysis.
- Undertakes special projects as assigned by the Executive Director.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ten (10) + years of increasing experience in all phases of corporate finance and accounting; five (5) years experience supervising financial staff.
- Knowledge of all cycles of accounting through general ledger.
- Knowledge of generally accepted accounting principles.
- Knowledge of current federal, state and local regulations pertaining to taxes, insurance, retirement plans, and homeowner or cooperative associations.
- Ability to operate a computer and knowledge of Microsoft Office Suite, Word, Excel, Outlook.

Physical Abilities

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

Mental Abilities

- Ability to supervise at least five employees.
- Ability to deal effectively with co-workers, GRF Board and Mutual Directors, shareholders and family members, auditors, bankers, and vendors.
- Ability to coach and counsel employees.
- Ability to maintain confidentiality.
- Ability to use diplomacy and sound judgment.
- Ability to understand Golden Rain Foundation and Mutual policies and Bylaws.

Education

- Bachelor's degree in Business Administration with a concentration in accounting or finance or equivalent required.
- M.S. in Accounting or Finance preferred.

Licenses/Certificates

- C.P.A. preferred.
- Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, calculator, copier, telephone, fax.

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.

Amended: 02 Apr 97

Amended: 28 Apr 11

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MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, HUMAN RESOURCES MANAGER
SUBJECT: NEW POSITION – TRUST PROPERTIES, BUILDING AND SERVICES INSPECTOR
DATE: MAY 13, 2016
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The Foundation does not currently have a position responsible for managing trust properties or overseeing the work being done by outside contractors in maintaining those trust properties.

It is recommended that a new position, Trust Properties, Building and Services Inspector, be created to ensure the value of the trust properties are adequately insured.

The draft Position Description is attached to this memo. Based on the value of this position to the Foundation, the recommended salary range for this Non-Exempt position would be Pay Grade 21:

GRADE	MINIMUM	MIDPOINT	MAXIMUM
21	\$ 17.18	\$ 18.68	\$ 20.33

The estimated annual cost for wages for this full-time position, based on a 40 hour work week is between \$35,375.00 and \$42,290.00.

Action by the Executive Committee to recommend the Board adopt the new Position Description for Trust Properties, Building and Services Inspector, at Pay Grade level 21, and approve the cost for filling this position at an amount not to exceed \$40,000.00 for base wages.

POSITION DESCRIPTION

Position Title: Trust Properties, Building and Services Inspector

Department: Community Facilities/Recreation

Reports To: Recreation Manager/Recreation Supervisor

OVERALL FUNCTION

In conjunction with the Recreation Supervisor, provides comprehensive inspections of all Trust facilities including but not limited to: clubhouses, aquatic facility, fitness center, golf course and amphitheater. Responsibilities encompass oversight of the janitorial and custodial services, disbursement of janitorial supplies, general review and inspection of all Trust buildings and amenities, to ensure that all set-ups are properly executed and the facilities are properly maintained.

JOB RESPONSIBILITIES Include the following. Other duties be assigned.

Essential Functions

- Inspects all Trust buildings and amenities, to ensure contracted janitorial and custodial services are properly executed.
- Inspects all Clubhouse equipment and interiors for damage and/or excess wear and reports to the Recreation Supervisor.
- Meets with the Recreation Supervisor and Janitorial and Custodial Services contractor supervision, weekly to address and discuss discrepancies in the execution of the contract.
- Assists the Recreation Supervisor with planning and set-up of all events to ensure that all staffing and equipment needs are met.
- Ensures that all necessary supplies and equipment is available for Janitorial and Custodial Services staff.
- Relieves or fills in for the exercise and swimming pool attendants as needed.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Five (5) years' experience in janitorial services as supervision.
- Ability to understand the requirements for all special and catered events.
- Ability to set-up and adjust sound and video equipment.

- Ability to gather information, evaluate facts, prepare and present verbal and written reports.
- Self-starter with good organizational skills and ability to prioritize.
- Ability to multi-task and excellent time management skills.
- Ability to work flexible work schedule, including nights and weekends.

Physical Abilities

- Frequent standing and walking.
- Occasional climbing, stooping, kneeling, crouching and crawling.
- Ability to push and pull up to 100 pounds.
- Ability to carry up to 50 pounds.
- Close vision, distance vision and depth perception necessary.

Mental Abilities

- Ability to read, write and speak English.
- Ability to deal effectively with co-workers, Board Directors, shareholders/members and contractors.
- Ability to use diplomacy and sound judgement.

Education

- High school diploma or equivalent, or 3-5 years of related experience.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor environment, however some outdoor work with exposure to weather conditions.

TOOLS AND EQUIPMENT USED

- Computer, telephone, fax, calculator, flash light, and sound equipment.

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 personal so classified.

Approved: xxxxxxxx

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Executive Committee

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Executive Committee (EC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside.

1. PURPOSE:

Oversee the Administration and Human Resources Departments.

2. DUTIES:

- a. Receive monthly Personnel reports;
- b. Review and approve assignment of department heads;
- c. Review and approve job descriptions;
- d. Review and recommend operating schedules, job standards and wage rates to the BOD;
- e. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- f. Furnish reports to the BOD concerning the Committee's recommendations;
- g. Publish an agenda four (4) days in advance of Committee meeting;
- h. Initial approval and recommendation to the Finance Committee for cost centers 20, 22, 29, 30 and 55, including Capital requests and upcoming Reserve replacements;
- i. Review monthly budget comparison for cost centers 20, 22, 29, 30 and 55;
- j. Review policies for cost centers 20, 22, 29, 30 and 55 yearly and send recommended changes to the BOD for approval;
- k. Conduct a Salary Survey at least every two (2) years.
- l. Review and approve the election materials and the election process.
- m. During its meeting in February, the EC will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- n. Holds Executive Sessions concerning personnel or personnel disciplinary actions; and
- o. Furnish a report at the GRF Annual meeting.

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Executive Committee****3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity except in personnel matters relating to manager positions.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Policy

Adopted: 24 Jul 67
Amended: 18 Jul 72
Amended: 20 May 75
Amended: 15 Jul 80
Amended: 14 Jul 81
Amended: 20 Aug 85
Amended: 19 Mar 96
Amended: 15 Jul 97
Amended: 26 May 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

PERSONNEL**Application of Personnel Policy**

The Golden Rain Foundation Personnel Policies, as stated in Section 4000, apply to all employees of the Golden Rain Foundation.

The Human Resources Department of the Golden Rain Foundation is responsible for maintaining the official personnel files on all employees and job descriptions for each position.

The Controller of the Golden Rain Foundation is responsible for verifying the accuracy of the payroll records by verifying Payroll and Human Resources entry audit reports.

Through the time and labor system, all managers and supervisors are required to verify all data necessary to ensure the accurate payment of their employees. This includes all records of sick leave, vacation, other leave, overtime, as well as the regular time records of all individual employees.

Policy

Adopted: 15 Apr 69
Amended: 21 Apr 70
Amended: 09 Aug 88
Amended: 28 Oct 14

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Oct 14)

PERSONNEL**GENERAL POLICY****Equal Employment Opportunity**

The Golden Rain Foundation is firmly committed to providing equal employment opportunity for all applicants and employees. The Foundation will recruit, employ, train, pay, retain, transfer, promote, and terminate employees without discrimination of an unlawful nature. All employment decisions shall be made in a manner which furthers the principle of equal employment opportunity and compliance with all applicable laws prohibiting discrimination in employment.

All decisions involving any aspect of the employment relationship will be made without regard to an individual's race, color, religion, sex, pregnancy, age, national origin, marital status, physical or mental handicap, medical condition, disability, sexual orientation, ancestry, or any other status or characteristic protected under any applicable Federal or State law. Discrimination and/or harassment based on any of these factors is totally inconsistent with the Foundation's philosophy of doing business and will not be tolerated at any time. Failure to comply with the letter and spirit of these laws may lead to disciplinary action up to and including termination.

Administrative, supervisory and all other employees are expected to give their complete support to the implementation of this policy. The Administrator has overall responsibility for this program.

Policy

Adopted: 19 May 87

Amended: 12 Jan 93

Amended: 13 Jul 93

Amended: 11 Aug 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 98)

PERSONNEL**GENERAL POLICY****Equal Employment Opportunity**

The Golden Rain Foundation is firmly committed to providing equal employment opportunity for all applicants and employees. The Foundation will recruit, employ, train, pay, retain, transfer, promote, and terminate employees without discrimination of an unlawful nature. All employment decisions shall be made in a manner which furthers the principle of equal employment opportunity and compliance with all applicable laws prohibiting discrimination in employment.

All decisions involving any aspect of the employment relationship will be made without regard to an individual's race, color, religion, sex, pregnancy, age, national origin, marital status, physical or mental handicap, medical condition, disability, sexual orientation, ancestry, or any other status or characteristic protected under any applicable Federal or State law. Discrimination and/or harassment based on any of these factors is totally inconsistent with the Foundation's philosophy of doing business and will not be tolerated at any time. Failure to comply with the letter and spirit of these laws may lead to disciplinary action up to and including termination.

Administrative, supervisory and all other employees are expected to give their complete support to the implementation of this policy. The Administrator has overall responsibility for this program.

Policy

Adopted: 19 May 87

Amended: 12 Jan 93

Amended: 13 Jul 93

Amended: 11 Aug 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 98)

PERSONNEL

GENERAL POLICY

General Personnel Policy Statement

The Golden Rain Foundation, through its personnel policies, wishes to establish conditions that will attract and retain qualified personnel who are motivated to do their best work.

The personnel policies, as set forth for the Golden Rain Foundation, constitute the terms and conditions of employment and the rights and obligations of both the employer and employee.

In order to keep its personnel policies and corresponding administrative regulations in a high state of effectiveness, the Golden Rain Foundation directs the Executive Director to establish the procedures needed.

Policy
Adopted: 13 Jun 90

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jun 90)

PERSONNEL**GENERAL POLICY****General Immigration Policy Statement**

The Golden Rain Foundation is committed to full compliance with Federal immigration laws which require that all individuals pass an employment verification procedure **before** being permitted to work. This procedure has been established by law and requires that **every** individual provide satisfactory evidence of identity and legal authority to work in the United States no later than three business days after beginning work. Accordingly, all new hires must go through this procedure.

Policy

Adopted: 11 Aug 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 98)

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PERSONNEL

GENERAL POLICY

Policy Against Harassment

The Golden Rain Foundation is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Foundation maintains a strict policy prohibiting harassment. Any form of harassment which violates Federal, State or local law including, but not limited to, harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, physical or mental handicap, medical condition or disability is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes slurs and any other offensive remarks, jokes, other verbal, graphic or physical conduct. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching and other verbal, graphic or physical conduct of a sexual nature. The following is a list of examples of the type of conduct that can constitute sexual harassment:

- Unwanted sexual advances.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct - leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct - touching, assault, impeding or blocking movements.

Any employee who believes they have been harassed by a co-worker, supervisor, or agent of the Golden Rain Foundation should promptly report the facts of the incident(s) and the name(s) of the individual(s) involved to their immediate supervisor. In a case where the complaint may involve the immediate supervisor, the employee should contact the Personnel Supervisor.

Any other employee, supervisor or manager who becomes aware of any such

(Aug 98)

PERSONNEL**GENERAL POLICY****Policy Against Harassment**

objectionable conduct by any employee, supervisor, manager, vendor or resident should immediately advise their manager or, if they prefer, the Personnel Department, to assure that such conduct does not continue. Any manager, supervisor or employee who engages in conduct prohibited by this policy is subject to disciplinary action and/or termination.

After a prompt, thorough and confidential investigation of all alleged complaints, appropriate disciplinary action will be taken to remedy the situation. The complainant will be fully informed of the results of the investigation and there will be no retaliation against any individual for filing a justifiable complaint with the Foundation.

Policy

Adopted: 13 Jun 90
Amended: 12 Jan 93
Amended: 11 Aug 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 98)

Page 2 of 2

PERSONNEL

GENERAL POLICY

Employee Status

1. Full-time Employees

All new employees are considered in a review period for the first 90 calendar days, becoming eligible for regular status on the 91st calendar day of employment, subject to evaluation and approval by the supervisor and/or department head of the employee.

Full-time employees are eligible for employee benefits in accordance with the waiting period for each established benefit. If a holiday occurs during the review period, however, they will be eligible for holiday pay.

The employment anniversary date for all full-time employees is the date on which they became employed.

2. Part-time Employees

Part-time employees are not eligible for group insurance or other employee benefits.

Part-time employees who work an average of 20 hours or more per week are eligible for step increases based on their length of service as approved in the adopted schedules.

A part-time employee transferring to full-time status in the same job may carry longevity credit into the full-time assignment only for purposes of step levels on the salary schedule, and will be required to wait the prescribed time for entry into the various benefit plans.

3. Temporary Employees

Temporary employees are not eligible for group insurance or other employee benefits.

(Jun 90)

PERSONNEL**GENERAL POLICY****Employee Status**

When an employee's status is changed from temporary to part- or full-time, the employee will be treated as a new hire and no longevity credit will be considered.

Since all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the Golden Rain Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will, except that the executive director and department managers can be removed only for cause.

Policy

Adopted: 13 Jun 90
Amended: 11 Feb 92
Amended: 08 Aug 95
Amended: 10 Feb 98 (effective April 1, 1998)

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jun 90)

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PERSONNEL

GENERAL POLICY

Employee Classifications

1. Full-time Employee

An employee who regularly works 30 hours per week or more. A regular, full-time employee is eligible for employee benefits in accordance with the waiting period for each benefit.

2. Part-time Employee

An employee who regularly works a scheduled work period whose average hours of employment are less than 30 hours per week. A part-time employee is not eligible for employee benefits.

A part-time employee who transfers to full-time status may carry longevity credit into the full-time assignment; however they will be required to wait the prescribed time for the various benefit plans.

3. Temporary Employee

An employee whose period of employment is expected to be of unknown duration or whose work schedule varies according to the needs of the Foundation. Temporary employees are not eligible for employee benefits.

When an employee's status is changed from temporary to part- or full-time, the employee will be treated as a new hire and no longevity credit will be considered. Credit for length of service will accrue from the date of transfer to part- or full-time status.

Policy

Adopted: 13 Jun 90

Amended: 11 Feb 92

Amended: 08 Aug 95

Amended: 11 Aug 98

(Aug 98)

GOLDEN RAIN FOUNDATION
Seal Beach, California

HUMAN RESOURCES

GENERAL POLICY

Limitations on Employment

The practice of employing more than one person and/or relative from the same household will be discouraged if determined by the Golden Rain Foundation to be a conflict of interest.

When it is difficult to obtain the services of qualified individuals from recruitment efforts, then upon the recommendation of the department head and approval of the Administrator, individuals and/or relatives from the same household may be employed as long as there is no conflict of interest.

Relatives are defined as spouse, child, sister, brother, mother, father, mother-in-law and father-in-law.

To avoid any conflict of interest, no member of the Golden Rain Foundation Board of Directors or their spouse may be employed by the Golden Rain Foundation. Further, no member of a Mutual Board of Directors may be employed on a full-time basis by the Golden Rain Foundation.

Effective January 1, 1973, this policy shall apply to all employees or independent contractors employed or assigned to Seal Beach Leisure World either on the payroll of the Foundation or under contract to the Foundation.

If present employees marry or become related, they may continue to work if they do not work in a direct supervisory relationship with one another. If any problems arise concerning safety, supervision, security, morale, or potential conflicts of interest, employed individuals and/or relatives from the same household shall be given the opportunity to decide which will accept a transfer, if one is available, or resign their position.

This policy is not limited to relatives and/or individuals from the same household and will be applicable other covered situations involving actual or potential conflicts of interest.

Policy

Adopted: 30 Aug 67
 Amended: 16 Dec 69
 Amended: 21 Nov 72
 Amended: 08 Dec 92
 Amended: 10 Feb 98 (effective April 1, 1998)
 Amended: 11 Aug 98
 Amended: 17 Apr 06
 Amended: 20 May 08

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 08)

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HUMAN RESOURCES

GENERAL POLICY

Limitations on Employment – Interpretation - Procedure

Golden Rain Foundation Policy 4150 restricting employment of more than one person from the same household is interpreted to mean:

1. When one employee is full-time, another person from the same household may not be employed in a full-time capacity except that when two employees whose work has been proven satisfactory and valuable to the Foundation become residents of the same household, the Administrator may approve their continuing to work, provided one is not the other's supervisor or department manager. When problems arise concerning safety, supervision, security or morale, the employees will be given the opportunity to decide which will resign.
2. When one employee is full-time, another person from the same household may be employed in a part-time or temporary status provided that one of them is not the other's supervisor or department manager.
3. When one employee is part-time, another person from the same household may be employed in a part-time or temporary capacity.

Procedure

Adopted: 16 Dec 69
Revised: 18 May 87
Revised: 16 Nov 92
Revised: 12 Nov 09

**Executive Director
Golden Rain Foundation**

(Nov 92)

Page 1 of 1

HUMAN RESOURCES

GENERAL POLICY

Moonlighting (Outside Employment)

1. The Foundation expects all non-resident employees to devote their full time and attention to the Foundation's interests during regular business hours. Outside employment or other gainful business activities by non-resident employees could result in an actual or potential conflict of interest or might lessen the impartiality, judgment, effectiveness, or productivity that is expected in the performance of the duties as a non-resident employee.
2. Non-resident employees are expected to disclose to their department manager, and obtain approval prior to commencement, the nature of any outside employment or gainful activity that could divert the employee's time, interest, or talents from the Foundation.
3. Non-resident employees are not permitted to accept or perform any type of work within the GRF Seal Beach during off-duty hours, either personally or through an independent contractor.
4. Non-compensated activities on behalf of charitable, civic, religious or educational organizations are excluded from this disclosure requirement.
5. Resident employees are exempt from this requirement; however, the following limitations will apply:
 - a. The use of Foundation equipment and material of all kind by resident employee in performing privately contracted work within the GRF Seal Beach is not permitted.
 - b. Soliciting, estimating, performing, or correcting any "outside employment" work is not permitted during Foundation paid working hours.
 - c. If the work involves construction, remodeling, installation of any appliances, etc., the resident employee performing the work must obtain any required permits from the City of Seal Beach and/or the Golden Rain Foundation.
 - d. If inspection of such work is normally required, the resident employee must request, and the work must pass, said inspection.

(Aug 98)

HUMAN RESOURCES

GENERAL POLICY

Moonlighting (Outside Employment)

6. Violations of these limitations will result in disciplinary action up to and including termination of employment.

Policy

Adopted: 15 Oct 74

Amended: 12 Dec 89

Amended: 11 Aug 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 98)

PERSONNEL

GENERAL POLICY

Non-Fraternization

In order to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and morale problems that can result from personal or social relationships between employees.

Employees who become romantically involved with one another or who marry one another may create a potential conflict of interest. If this relationship presents concerns regarding supervision, safety, security or morale, the Foundation may require that one of the employees accept a transfer, if a job is available for which that individual is qualified, or the couple will be given the option of deciding which one will resign his or her position.

In addition, the Foundation maintains a strict policy towards unlawful harassment of any kind, including sexual harassment (see Policy 4104).

(Jan 93)

PERSONNEL

GENERAL POLICY

Non-Fraternization

Policy:

Adopted: 12 Jan 93

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Jan 93)

HUMAN RESOURCES

GENERAL POLICY

Conflict of Interest - Employees

It is the policy of the Golden Rain Foundation to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Foundation, its suppliers, or its contractors.

A conflict of interest may be defined as a situation which arises when an employee takes action or establishes economic interests for personal gain that compromises the employee's ability to represent the Foundation's best interests.

It is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest. Therefore, the prohibitions shown below are not exhaustive and only include some of the more clear-cut examples. Employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Each situation brought to the attention of management separately based on the facts and the degree of possible conflict.

1. Employees are not to engage in, directly or indirectly, any conduct which is disloyal, disruptive, or damaging to the Foundation.
2. Employees are not to accept full-time, part-time, or temporary employment with any organization which does business with the Foundation. This prohibition on employment includes serving as an advisor to any such organization, unless that activity is conducted as a representative of the Foundation.
3. Employees must disclose any financial interest they or their immediate family have in any firm which does business with the Foundation. The Foundation may require divestiture of such interest if it deems the interest to be in conflict with its best interests.
4. Employees and their immediate family are not to accept gifts from any person or firm doing, or seeking to do, business with the Foundation. The meaning of gifts for purposes of this policy includes cash, merchandise, gift certificates, weekend or vacation trips, and tickets to events or performances.

(Oct 2013)

HUMAN RESOURCES

GENERAL POLICY

Conflict of Interest - Employees

5. Departments may accept food and non-alcoholic beverage gifts with a fair market value up to \$100. Departments must notify the Executive Director in writing of any gifts received within one business day. The Executive Director shall provide a monthly report to the GRF Board of Directors of any department gifts received.
6. Employees are not to disclose confidential information to anyone, either within or outside the Foundation, who does not have a legitimate business need to know it.

Policy

Adopted: 04 Feb 69

Amended: 12 Nov 91

Amended: 22 Oct 13

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Oct 2013)

HUMAN RESOURCES**GENERAL POLICY****Gift Disclosure – Employees and Foundation Members**

Foundation employees may accept gifts from Foundation members with a fair market value up to \$25. Acceptable gifts for the purpose of this policy include cash, gift certificates, food and non-alcoholic beverages, and small trinkets or merchandise.

Employees may only accept gifts from Foundation members when the gift is presented as a symbol of friendship, appreciation or gratitude, or during the holiday season.

Departments may receive gifts (plants and food and non-alcoholic beverages only) from Foundation members with a fair market value up to \$100.

Employees and departments must report gifts to the Executive Director within one business day. The Executive Director shall provide a monthly report to the GRF Board of Directors of any gifts received.

Employees or departments may not accept gifts from Foundation members if accepting the gift causes or gives the appearance of a conflict of interest. A conflict of interest may be defined as a situation which arises when an employee takes action or establishes economic interests for personal gain that compromises the employee's ability to represent the Foundation's best interests.

Policy

Adopted: 26 Nov 2013

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Nov 2013)

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PERSONNEL

GENERAL POLICY

Chemical Substance Abuse

Prohibitions against Drugs and Alcohol. The Golden Rain Foundation recognizes the importance of maintaining a safe, efficient, and healthful work environment for all employees. Being under the influence of any drug and/or alcoholic substance on the job poses serious risks to employee health and safety. Therefore, it is the intent of the Foundation to establish a policy to secure a safe, efficient, and healthful work environment for all employees and others; to provide the highest level of service; and to minimize the risk of accidents and injuries.

The Foundation absolutely prohibits all employees from manufacturing, distributing, dispensing, possessing, offering to sell or buy, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on company property (including parking areas and grounds). In addition, it strictly prohibits employees from being under the influence of alcohol and/or any drug while on company business, including driving company vehicles. Included within this prohibition are lawful controlled substances which have been illegally or improperly obtained.

Legally prescribed medications only are excluded from this rule and permitted to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others. Employees who must use legally prescribed drugs during work time should report this fact to the Personnel Department or their immediate supervisor and provide acceptable medical documentation. A determination will then be made as to whether the employee can be expected to perform the essential functions of their job. Any employee found in violation is subject to disciplinary action, up to and possibly including termination of employment.

The purpose of the Chemical Substance Abuse Policy is to assure that employees are free of any alcohol and chemical influence while performing their job duties. Subsequently, when there is an incident involving violation of safety procedures or a work-related accident, the Golden Rain Foundation reserves the right to require employees to consent and submit to drug/alcohol test(s) (post accident testing) as a condition of employment.

An employee who voluntarily requests rehabilitation because of drug/alcohol abuse may be granted a leave of absence, without pay, in accordance with the Foundation's

(Nov 98)

PERSONNEL**GENERAL POLICY****Chemical Substance Abuse**

applicable disability leave of absence policy(s), in order to undertake treatment. The employee will not be permitted to return to work until certification is presented to the Personnel Department that the employee is capable of performing the essential functions of their job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, possibly including termination of employment. Following successful completion of a rehabilitation program, the employee may be required to take periodic drug/alcohol test(s) without prior notice up to one year after completing the program. A positive result during this time may result in termination of employment.

It should be remembered that employment is at the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can separate the employment relationship at will, at any time, with or without cause or advance notice.

Policy

Adopted: 12 Nov 91

Amended: 12 Jan 93

Amended: 17 Nov 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Nov 98)

HUMAN RESOURCES

CONDITIONS OF EMPLOYMENT

Chemical Substance Abuse Procedure

The Golden Rain Foundation has developed and adopted a policy to secure a safe, efficient, and healthful work environment for all individuals. Policy 4181, Chemical Substance Abuse, is to assure that all employees are free from any alcohol and chemical influence while at work, on duty, or when reporting to work. To accomplish this objective, the procedure is as follows:

1. As a condition of employment, the Golden Rain Foundation reserves the right to require an employee to consent to drug/alcohol test(s) (post-accident testing) if an incident involving violation of safety procedures or a work-related accident occurs.
2. Employees taking drugs prescribed by a physician, or over-the-counter drugs, are required to advise their immediate supervisor, in writing, before the start of their shift as to the possible effects the medication has on the performance of their assigned duties and related physical/mental capacity.
3. Employees who test positive during a drug/alcohol test(s) will be tested at various times during the twelve months following the initial positive test report, if not terminated. A positive test, admission of current or illegal drug usage, or refusal to consent to a test may result in additional disciplinary action up to and including termination of employment.

(Nov 98)

HUMAN RESOURCES

CONDITIONS OF EMPLOYMENT

Chemical Substance Abuse Procedure

4. Employees who test positive after an incident involving violation of safety procedures or a work-related accident will be required to incur subsequent testing for reinstatement. Presentation of such test reports must be from a licensed, qualified toxicology lab.
5. Employees involved in an incident involving violation of safety procedures or a work-related accident who refuse to consent to alcohol/drug test(s), if not terminated, will be placed on a 30-day unpaid leave of absence in lieu of termination of employment pending a review and investigation of all pertinent evidence. Any subsequent refusal to consent to testing where such reinstated employee is involved in an incident involving violation of safety procedures or a work-related accident will result in termination of employment.
6. All testing required by the Foundation will be at the Foundation's expense.
7. The Foundation currently provides coverage for Alcohol and Drug Dependency Treatment through its medical insurance plan. The Human Resources Department can be contacted for further details of the employee may contact the insurance underwriter directly.

(Nov 98)

HUMAN RESOURCES

CONDITIONS OF EMPLOYMENT

Chemical Substance Abuse Procedure

(Nov 98)

HUMAN RESOURCES

CONDITIONS OF EMPLOYMENT

Chemical Substance Abuse Procedure

Regulation

Approved: 17 Nov 98

Executive Director

Golden Rain Foundation

(Nov 98)

PERSONNEL

GENERAL POLICY

Standards of Conduct

Golden Rain Foundation requires its employees to conduct themselves in a manner which promotes orderly operation of the Foundation's business and protects the rights and safety of all employees. It should be remembered that employment is at the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will.

The Foundation also maintains a progressive discipline procedure to ensure a method of correcting employee behavior. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, one or more written warnings and possible suspension, before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever the Foundation deems that circumstances warrant that one or more steps in the process be skipped. Accordingly, circumstances may sometimes warrant immediate termination.

Examples of conduct which are not permitted and which may lead to disciplinary action, possibly including suspension and/or discharge, are shown below. Although it is impossible to provide a complete list of all types of impermissible conduct and performance, the following are some examples:

1. Insubordination, refusing to follow a supervisor's directions, or other disrespectful conduct to a supervisor.
2. Actual or threatened physical violence towards another employee or a resident.
3. Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
4. Bringing on Foundation property dangerous or unauthorized materials, such as explosives, firearms and other similar items.

(Feb 92)

PERSONNEL**GENERAL POLICY****Standards of Conduct**

5. Possession or use of alcoholic beverages or illegal drugs on company property or appearing for duty under the influence of alcohol or controlled substances.
6. Unsatisfactory job performance.
7. Theft or unauthorized removal of property belonging to the Foundation, fellow employees, residents or anyone on company property.
8. Release of confidential information regarding the Foundation or Leisure World residents.
9. Destroying or willfully damaging company, employee, or resident's property, records or other materials.
10. Smoking in non-smoking areas.
11. Absence of three or more days without authorization (job abandonment, voluntary resignation).
12. Failure to abide by standards for lunch and break periods, and working unauthorized overtime.
13. Punching or recording time on another employee's time card, or requesting another individual to punch or record one's time card.
14. Violating Leisure World's traffic and/or parking regulations.

The Foundation reserves the right to add further examples of impermissible conduct and performance in the event that management considers it necessary.

(Feb 92)

PERSONNEL

GENERAL POLICY

Standards of Conduct

Policy

Adopted: 12 Nov 91

Amended: 11 Feb 92

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 92)

HUMAN RESOURCES**GENERAL POLICY****Smoking Policy**

The Foundation is committed to a philosophy of providing a safe and healthful workplace for employees. In keeping with this philosophy, it is important that work areas reflect the Foundation's concern for good health.

Medical evidence clearly shows that smoking is harmful to the health of smokers. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease, and research further indicates that long-term exposure to secondhand smoke may seriously threaten the health of nonsmokers.

Henceforth, smoking is prohibited inside Foundation and Mutual buildings. Smoking is permitted only outdoors. During working hours, employees who wish to smoke must limit their smoking to breaks (two per day, 15 minutes each) and the meal period (30 minutes).

Policy

Adopted: 12 May 92 (Effect. 15 Jun 92)

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 92)

PERSONNEL

GENERAL POLICY

Solicitation

In order to avoid disruption of Foundation operations, the following rules shall apply to solicitation and distribution of literature on Foundation property:

1. People who are not employed by the Foundation are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity among Golden Rain Foundation employees.
2. Employees are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with these restrictions:
 - a. Solicitations and distributions of literature are prohibited during the working time of both the employee making the solicitation or distributions, and the employee to whom the soliciting or distributing is being directed. The term "working time" does not include break periods, meal periods, or any other time when the employee is not required to be working.
 - b. Distributions of literature are prohibited in work areas at all times.
3. Bulletin boards are maintained in work locations to communicate Foundation information to employees and to post notices required by law. These bulletin boards are for the posting of foundation information and notices only, and only persons authorized by the Administrative Services Manager may place notices or take down material from the bulletin boards.

Policy

Adopted: 13 Oct 92

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Oct 92)

HUMAN RESOURCES

GENERAL POLICY

Employee Personnel Records

Personnel records are maintained for all Foundation employees.

An employee may review the documents in their personnel file by scheduling an appointment with the Human Resources Manager.

Documents which may not be reviewed by employees are:

1. Letters of reference.
2. Material pertaining to a pending criminal investigation.

Employee Payroll Records

An employee, or former employee, upon reasonable request, has a right to inspect or obtain a copy of their payroll records.

Regulation

Approved: 01 Oct 92
Amended: 01 May 03
Amended: 02 Jul 08
Amended: 23 Oct 09

**Executive Director
GOLDEN RAIN FOUNDATION**

(Oct 09)

HUMAN RESOURCES

GENERAL POLICY

Electronic Communications

All electronic and telephonic communication systems and all communication and information transmitted by, received from, or stored in these systems are the property of the Golden Rain Foundation. As such, they are to be used only for job-related purposes. The use of any software and business equipment (including but not limited to facsimiles, computers and copiers) for private or personal purposes is strictly forbidden.

All messages composed, sent or received on the electronic mail system (E-mail) or over the Internet are the property of the Foundation. They are not the private property of any employee. Neither E-mail nor the Internet may be used for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Further, neither E-mail nor the Internet may be used to create any offensive or disruptive messages. This includes messages containing sexual implications, racial slurs, or any other comment that offensively addresses someone's sex, age, sexual orientation, religious or political beliefs, national origin, physical or mental disability, medical condition, or marital status.

The confidentiality of any message sent or received by E-mail or over the Internet should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Foundation; otherwise, they are invalid and cannot be used.

Only software programs purchased by the Golden Rain Foundation may be installed on computers owned by the Foundation. No software may be copied for use in any other location. The use of illegally duplicated software violates Federal copyright laws and can result in criminal damages and/or penalties to the Foundation and disciplinary action against any employee who violates this policy.

No hardware or related equipment may be removed from its installed location.

The Foundation reserves the right to access and search all directories, indexes, diskettes,
(Mar 97)

HUMAN RESOURCES**GENERAL POLICY****Electronic Communications**

files, databases, E-Mail messages, Internet messages, voice mail messages and any other electronic transmissions contained in or used in conjunction with the Foundation's computer, electronic and telephone systems and equipment without prior notice. This right applies both during and after an employee's employment with the Foundation.

Any employee who violates this policy may be subject to disciplinary action, possibly including suspension and/or termination of employment.

Policy

Adopted: 18 Mar 97

(Mar 97)

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

PERSONNEL**CONDITIONS OF EMPLOYMENT****Hours of Work Schedules**

Golden Rain Foundation's standard workweek begins at 12:01 a.m., Monday and ends at 12 midnight the following Sunday. Work schedules for employees are established within this framework.

A normal work schedule for full-time employees consists of 40 hours each workweek. Part-time employees are hired to work a scheduled work period averaging fewer than 30 hours a week.

Temporary employees' work schedules vary according to the needs of the Foundation when employment is expected to be of unknown duration.

The Foundation may increase or decrease an employee's hours and require overtime work when service requirements of the community necessitate a different work schedule.

Employees are expected to be at their assigned work areas, ready to begin work at the beginning of their scheduled shifts. Accordingly, employees are to arrange their personal schedules to accommodate established scheduled work hours.

Time taken for personal or family care leave of absence is considered scheduled work time. Employees do not accrue vacation, accumulate sick leave, or receive holiday pay while on personal or family care leave of absence.

Policy

Adopted: 30 Aug 67
Amended: 08 Aug 95
Amended: 21 Sept 99

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 99)

PERSONNEL

EMPLOYMENT

Hours of Work

The Foundation's standard work week begins at 12:01 a.m., Monday, and ends at 12 midnight the following Sunday. It consists of forty (40) hours. Normal working hours start at 8:00 a.m. and end at 4:30 p.m. Normal work days are Monday through Friday.

The normal work day for regular full-time employees will consist of eight (8) consecutive hours of work with an unpaid 30-minute meal period.

Rest periods are considered time worked and are paid accordingly.

Meal periods and rest periods will be scheduled and controlled by each department head.

Note: All lifeguards and security guards are required to be on duty continuously during their designated working hours. Failure to adhere to this rule will be considered grounds for dismissal.

Each department head will keep an accurate and up-to-date listing of employees whose schedules vary from the standard work week. In all departments, the responsibility rests with each department head or supervisor to ensure that accurate and complete records of the hours worked by all employees are recorded and forwarded to the Payroll Section for computation of pay.

When a department is required to work more than one shift per day, the hours of work for each shift will be determined by the department head and with administrator approval. Employees will be informed of their scheduled shift hours of work and any changes to the schedule as far in advance as possible. However, lack of notice will not be a valid reason for refusing work.

Employees may be required to work overtime whenever it is deemed necessary by their department head. Overtime will be assigned by the supervisor or department head and must be authorized in advance by the Administrator. For purposes of overtime compensation, non-exempt employees will be paid only the hours worked in excess of eight (8) hours in one work day or forty (40) hours in one work week at the applicable overtime rate.

(Jan 00)

PERSONNEL

EMPLOYMENT

Hours of Work

Employees who are absent for three (3) consecutive days without contacting their supervisor or department head will be considered to have voluntarily resigned their employment without notice effective the end of the third day missed.

Regulation

Approved: 23 Apr 69
Revised: 17 May 84
Revised: 18 Dec 85
Revised: 25 Feb 93
Revised: 16 Jan 98
Revised: 14 Apr 99
Revised: 01 Jan 00

**Executive Director
Golden Rain Foundation**

(Jan 00)

HUMAN RESOURCES

EMPLOYMENT

Breaks and Meal Periods

The Foundation provides off-duty meal periods of thirty (30) minutes for each non-exempt employee. The first such meal period must begin by the start of the sixth (6th) hour after the beginning of the employee's shift, and the second such meal period must begin by the start of the eleventh (11th) hour of work. For example, an employee who begins work at 8:00 a.m. must begin their first thirty (30) minute off-duty meal period by 1:00 p.m., and their second thirty (30) minute off-duty meal period by 6:30 p.m. However, the first meal period may be waived by mutual consent if the employee is working not more than six (6) hours that day, and the second meal period may be waived by mutual consent if the employee will be working no more than twelve (12) hours that day and did not waive their first meal period.

Non-exempt employees are required to sign-out at the beginning and sign-in at the end of each meal period. Such off-duty meal periods are not compensated. Therefore, employees may not perform any Foundation-related work during such meal periods or take their meal periods at their desks.

Breaks and meal periods are intended to provide employees with an opportunity for rest and relaxation. Lunch rooms are located in various work areas. Employees are entirely relieved of work responsibilities during meal periods and are not, therefore, to be at their
(Mar 06)

HUMAN RESOURCES

EMPLOYMENT

Breaks and Meal Periods

desks during the meal break periods. However, if the job assignment is one which requires an employee to be on duty continuously during designated meal period, the employee, as well as the Foundation, must mutually agree, in writing, that the employee is to work an on-duty meal period that day and the employee is paid for such on-duty meal period.

Each employee's supervisor will schedule rest periods and meal periods to ensure that the employee's position and duties will be covered during periods of rest. Employees who work an eight (8) hour shift are provided two (2) fifteen (15) minute rest breaks, one (1) during each four (4) hour period. Breaks may not be combined or added to the meal period, or be used to make up for late arrivals or early departures. Breaks are provided on the employer's paid time. If there is a need to leave the work area during a break, the employee must obtain prior authorization from their supervisor before leaving.

If any Foundation supervisor or manager prevents you from taking any such meal periods or breaks, please advise Human Resources promptly so that the matter can be investigated and you will be properly paid.

(Mar 06)

HUMAN RESOURCES

EMPLOYMENT

Breaks and Meal Periods

(Mar 06)

HUMAN RESOURCES

EMPLOYMENT

Breaks and Meal Periods

Regulation

Revised: Mar 06

Executive Director

Golden Rain Foundation

(Mar 06)

PERSONNEL**EMPLOYMENT****Time Cards**

All employees are required to complete a time card each work week. Time cards cover two work weeks starting at 12:01 a.m. Monday and ending 12 midnight Sunday.

Non-exempt employees are to record their starting time, time out for meal period, time in from meal period, quitting time, and total hours worked for each work day. Starting time should be no more than seven minutes before the employee's scheduled starting time, and ending time should be no more than seven minutes after the end of the employee's scheduled shift, unless overtime work has been approved in advance by the supervisor. Vacation, sick time, holidays, and other absences must also be recorded.

Exempt employees are to record any full day not worked under "Not Worked," along with the reason. Nothing should be in the "Worked" Column.

The time card must be signed by the employee at the end of the work week. Ridesharing requires an additional signature to verify participation. Time cards are to be verified and signed by the supervisor involved.

Each employee must record his/her own time. Filling out another employee's time card by hand, punching of another employee's time card on the time clock, or falsely claiming rideshare participation is prohibited and may lead to disciplinary action, possibly including suspension and/or discharge.

Regulation

Approved: 09 Feb 91
Revised: 01 Oct 92
Revised: 10 Feb 94
Revised: 02 Jul 08

**Executive Director
Golden Rain Foundation**

(Jul 08)

PERSONNEL**CONDITIONS OF EMPLOYMENT****Notice of Absence**

Department heads are required to notify the administrator when not on duty or off the project during regular office hours.

Department heads are responsible for controlling tardiness and unauthorized absences. Regular attendance and punctuality are expected of all employees. Employees should be ready to begin work promptly at the start of their shift and continue to work until their scheduled quitting time. Unsatisfactory attendance, reporting late or quitting early may result in disciplinary action, possibly including suspension and/or termination of employment.

Employees unable to report to work on time at the start of their shift must notify their supervisor. A message left on Voice Mail is not acceptable. When reporting an absence, employees are to advise their supervisor when they are expected to return to work. If unknown, employees will be expected to call in each day.

Employees absent for three (3) or more days due to illness or injury may be required to submit a release signed by their licensed physician in order to return to work. Employees absent for three (3) consecutive days without contacting their supervisor or department head will be considered to have voluntarily resigned their employment without notice as of the end of the third day missed.

Regulation

Approved: 23 Apr 69

Revised: 14 Apr 99

**Executive Director
Golden Rain Foundation**

(Apr 99)

PERSONNEL**CONDITIONS OF EMPLOYMENT****Relations Between Staff and Residents**

It is the responsibility and obligation of all employees to perform their duties in such a manner as to impartially serve the needs of residents of this community.

Employees who are in constant face-to-face or telephone contact with residents who are requesting services are expected to be courteous, to exercise patience, and to willingly strive to be of service. In cases where residents seem abusive, such instances should be reported to the employee's immediate supervisor. In such instances, the employee is requested not to enter into prolonged argument with the residents.

Regulation
Approved: 18 Sept 67

Executive Director
Golden Rain Foundation

(Sept 67)

HUMAN RESOURCES**EMPLOYEE BENEFITS****Vacations**

In the interest of employee morale and health, the Foundation provides vacation benefits to eligible employees for rest and relaxation away from work with pay.

1. It is the policy of the Foundation to provide every full-time employee with a paid annual vacation based on length of service in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Hours Earned</u>
1 - 4 Years	80 Hours
5 - 9 Years	120 Hours
10+ Years	160 Hours

2. Employees hired on or after January 1, 2013 will earn vacation based on length of service in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Hours Earned</u>
1 - 7 Years	80 Hours
8 - 14 Years	120 Hours
15+ Years	160 Hours

3. Department Managers are entitled up to five days of administrative leave subject to the approval of the Executive Director. Effective January 1, 2013, all newly hired Managers or employees promoted into Manager positions will not be eligible for this benefit.
4. Vacation accrual starts when employment begins as a full-time employee. This is based upon the most recent date of hire, rehire or change to full-time status.
5. Full-time employees who work more than 30, but less than 40, hours per work week are entitled to vacation on a pro rata basis.
6. Rehired full-time employees are eligible for vacation time on the basis of the rehire date.

(Oct 12)

HUMAN RESOURCES

EMPLOYEE BENEFITS

Vacations

Policy

Adopted: 30 Aug 67
Amended: 19 Aug 69
Amended: 14 Sep 82
Amended: 10 Sep 85
Amended: 14 Jul 87
Amended: 12 Jan 93
Amended: 08 Mar 94
Amended: 08 Aug 95
Amended: 16 Oct 12

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Oct 12)

HUMAN RESOURCES

EMPLOYEE BENEFITS

Vacation Procedure

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.
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. Supervisors/Department heads should be as flexible as possible in approving vacation for all eligible employees; however, it is always at the discretion of the Foundation to approve, change, or deny vacation based on business needs. If a situation arises in which a temporary increased workload requires limiting vacation, Supervisors/Department Heads should inform employees of these dates as soon as possible. In the case where vacation requests are submitted by more than one individual within the same position or same department and for the same time period in which minimum staff coverage must be maintained, the determination of which employee will be approved will be based on a combination of seniority, prior vacation approvals, and when the vacation time was requested.
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.

(March 2014)

HUMAN RESOURCES**EMPLOYEE BENEFITS****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. 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. Supervisors will review and approve vacation requests in a timely manner. When possible, all vacation requests should be made no less than 4 weeks before the start of vacation to allow proper staffing during the employee's absence.
14. The Golden Rain Foundation reserve the right to require an employee take time off each year to help maintain the productivity and health of its employees and minimize the liability to the Foundation.

Policy

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(March 2014)

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HUMAN RESOURCES

EMPLOYEE BENEFITS

Sick Leave

Sick leave benefits are provided by the Golden Rain Foundation according to the following terms and conditions and will be in effect January 1, 2013:

1. It is the established policy of the Foundation to provide each full-time employee with sick leave at a rate of 10 days per year. New employees will accumulate sick leave time, but will not be paid for sick leave during their 90-day orientation period. Employees are entitled to accumulate up to, but not to exceed, 24 days (192 hours) of sick leave. Any current employee who has accrued 24 - 36 days of Sick Leave as of December 31, 2012, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of 24 days. All employees hired on or after January 1, 2013, will be permitted to accrue up to a maximum of 24 days of sick leave.
2. Sick leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements.
3. Non-exempt employees may use sick leave in increments of one hour or greater.
4. Exempt employees may use sick leave in increments of eight hours or greater.
5. For sicknesses of three or more days' duration, a written statement from the attending health care provider may be required at the discretion of the Executive Director or Human Resources Manager.
6. Sick leave is accrued on a bi-weekly basis. Sick leave hours do not accrue during family, medical or personal leaves of absence.
7. Accrued but unused sick leave will not be paid to the employee upon termination of employment.
8. Sick Leave is not another Vacation Benefit and abuse of Sick Leave may result in disciplinary action up to and including termination. Sick Leave must be used only for reasons stated in #2.

(May 13)

HUMAN RESOURCES

EMPLOYEE BENEFITS

Sick Leave

Policy

- Adopted: 20 May 69
- Amended: 21 Mar 78
- Amended: 12 Jan 93
- Amended: 08 Mar 94
- Amended: 08 Aug 95
- Amended: 21 Dec 99
- Amended: 17 Mar 09
- Amended: 21 Dec 10
- Amended: 16 Oct 12
- Amended: 19 Mar 13
- Amended: 21 May 13

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 13)

HUMAN RESOURCES

EMPLOYEE BENEFITS

California Sick Leave

California Sick Leave (“Cal Sick Leave”) benefits are provided to all employees who work in California based on the Healthy Workplaces, Healthy Family Act of 2014 according to the following terms and conditions effective on July 1, 2015:

1. Cal Sick Leave is provided to all employees at a rate of 24 hours per year based on the following schedule:
 - a All existing employees will receive 24 hours of Cal Sick Leave on July 1, 2015 and each July 1st thereafter.
 - b All new employees will receive 24 hours of Cal Sick Leave at time of hire and each annual anniversary thereafter.
2. Employees may use Cal Sick Leave hours starting on their 90th day of employment.
3. Cal Sick Leave does not roll over from year to year. Cal Sick Leave is capped at 24 hours per year. Cal Sick Leave does not accrue. Cal Sick Leave resets on an annual basis based on the schedule listed above in #1.
4. Employees may use Cal Sick Leave time for the diagnosis, care or treatment of an existing health condition, or preventive care, for themselves or a “family member.” The term “family member” is defined as child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling. An employee who is a victim of domestic violence, sexual assault or stalking may also use Cal Sick Leave time.
5. Non-exempt employees may use Cal Sick Leave in increments of one hour or greater.
6. Exempt employees may use Cal Sick Leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.
7. Sick leave is paid at the employee’s regular rate of pay over the preceding 90 days of employment, which includes additional pay types such as differentials, bonuses, and commission payments.

8. Employee must provide reasonable advance notice, if feasible, when utilizing Cal Sick Leave; if not feasible, then as soon as practicable.
9. Unused Cal Sick Leave will not be paid to the employee upon termination of employment.
10. Employees will not be demoted, disciplined, retaliated against, suspended or terminated for requesting or using available Cal Sick Leave.
11. For employees eligible for both Cal Sick Leave and GRF Sick Leave (Policy 4320-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

Policy

Adopted: 28 Apr 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

PERSONNEL**EMPLOYEE BENEFITS****Payments With Disability, Workers' Compensation or Paid Family Leave**

1. Laws require that when an employee is disabled and receiving weekly benefits from a) State Disability for non work-related disabilities, b) Workers' Compensation for work-related disabilities, or c) State Paid Family Leave for the care of a family member when seriously ill, and also receives payments from an employer, the combined weekly payments shall not exceed the amount an employee regularly earns during a week of employment.
2. In such an instance, to accomplish this fairly and to provide the most benefit to the employee, the number of sick leave days on the books will be converted to hours and multiplied by the current hourly rate to arrive at a dollar figure available for payment during the period of disability or qualified family leave. Amounts paid to the employee will be deducted from this total until it is exhausted or the employee returns to full time work, whichever occurs first, at which time such payments will cease.
3. If sick leave is exhausted, upon request by the employee and written approval of the department head, earned but unused vacation benefits as of the most recent anniversary date may be paid in the same manner as outlined above for sick leave. If the employee returns to full time work before the vacation fund computation is exhausted, the balance will be converted back to vacation benefits as outlined above.
4. It should be clearly noted that vacation benefits are not intended to be paid in the manner described above, except in cases of bona fide disability or qualified family leave which is expected to be of such duration as to cause a financial hardship for the disabled employee or a qualified family leave employee if such payment were not made.

Regulation:

Approved: 12 May 70

Amended: 31 Dec 92

Amended: 10 May 93

Amended: 01 Feb 04

Executive Director**Golden Rain Foundation**

(Feb 04)

PERSONNEL**EMPLOYEE BENEFITS****Bereavement Leave**

In the event of death of an immediate family member, the Foundation will grant a full-time employee up to three days leave, with pay, in order to arrange and attend the funeral. Management may require proof of death prior to issuing bereavement pay.

An immediate family member is defined as husband, spouse, domestic partner, child, sister, brother, father, mother, father-in-law, mother-in-law, grandfather, grandmother, grandchild, stepfather, stepmother stepchild or legal guardian.

Policy

Adopted: 30 Aug 67
Amended: 12 Jan 93
Amended: 10 May 94
Amended: 21 Sept 99
Amended: 28 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 99)

HUMAN RESOURCES**EMPLOYEE BENEFITS****Leaves of Absence**

All leaves of absence which are mandated by Federal or State law shall be provided to employees in accordance with the requirements set forth in each law. Leaves of absence are uncompensated for the mandated leaves unless the law specifically sets forth payment requirements.

Employees should refer to the GRF employee handbook for information on mandated leaves or contact the Human Resources Department for additional information. Additional types of leaves of absence shall be granted to employees according to the provisions set forth by the Foundation. They are:

1. Bereavement Leave (Policy 4330-20)
2. Personal Leave (Policy 4341-20)

Policy

Adopted: 19 Nov 68
Amended: 10 Mar 87
Amended: 13 Jun 90
Amended: 11 Feb 92
Amended: 13 Sep 94
Amended: 08 Aug 95
Amended: 28 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

PERSONNEL

EMPLOYEE BENEFITS

Personal Leave of Absence

1. In the event of a personal emergency, or other unusual circumstance such as an opportunity to secure additional education that will benefit the Foundation; or the need to take time off to care for a seriously ill child, spouse, parent, or domestic partner; or for the birth, adoption, or foster care placement of a new child, an employee may apply for a Personal Leave of Absence, without pay, not to exceed 60 calendar days. Such leave requests must be submitted in writing to the immediate supervisor at least two weeks in advance, unless the need is of such immediacy as to make advance notice impossible.
2. Employees who have been employed for at least 12 months and have worked at least 1,250 hours during the previous 12 months may be entitled to family medical leave in accordance with the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).

If qualified, please refer to the additional benefit provisions outlined in Regulation 4344, Employee Medical Leave of Absence.

3. Favorable action on a personal request will be at the discretion of the department head, with the approval of the Administrator, after considering such variables as the work load needs to ensure adequate staffing, temporary personnel replacement availability, and the employee's length of service.
4. On the first of the month following the beginning of a Personal Leave of Absence, an eligible employee must ensure that the various Golden Rain Foundation insurance programs premium payments are paid or the employee will incur loss of coverage.
5. Employees who have stopped working or reduced their work hours to care for a family member who is seriously ill or to bond with a new child may be eligible to receive Paid Family Leave (PFL) benefits through the State of California. This provision provides eligible workers who need time off up to six weeks leave within a twelve-month period to care for a seriously ill family member or to bond with a new child. The appropriate forms are available through the Personnel Office.
6. Employees do not accrue vacation, accumulate sick leave, or receive holiday pay while on a personal leave.

(Feb 04)

PERSONNEL

EMPLOYEE BENEFITS

Personal Leave of Absence

7. Any employee who fails to return to work at the expiration of such a leave, or who accepts other employment during such a leave, will be considered to have voluntarily resigned.

Regulation

Approved: 19 July 73

Amended: 10 Mar 87

Amended: 13 Jun 90

Amended: 31 Dec 92

Amended: 08 Aug 95

Amended: 01 Feb 04

**Executive Director
Golden Rain Foundation**

(Feb 04)

PERSONNEL**EMPLOYEE BENEFITS****Disability Leave of Absence**

1. Employees who have been employed for at least 12 months and have worked at least 1,250 hours during the previous 12 months may be entitled to family medical leave in accordance with the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA). If qualified, please refer to the additional benefit provisions under Regulation 4344, Employee Medical Leave of Absence.
2. Employees who become temporarily disabled because of an injury or illness, including a pregnancy-related disability, may apply for a disability leave of absence. Disability leaves will be granted for the duration of the disability up to a maximum of 12 weeks during any 12-month employment period. Pregnancy-related disability leaves will be granted up to a maximum of four months.
3. Employees must provide a written statement, signed by a licensed physician, showing the starting date and expected length of disability. If the expected length of the leave is changed at a later date, employees must provide a revised physician's statement. A signed physician's statement showing the date the employee may return to work must be provided before the employee will be allowed to resume work.
4. Employees may be eligible for State Disability Insurance (SDI) benefits starting on the eighth day of a disability. For a work-related disability, employees are eligible for Workers' Compensation insurance benefits starting on the fourth day; however, the waiting period is waived if the employee is hospitalized or is unable to work for more than fourteen (14) days. If the employee applies and is eligible, the Payroll Department will estimate the SDI or Workers' Compensation amount and pay sick leave benefits in the amount of the difference between the employee's regular compensation and the estimated SDI or Workers' Compensation benefit amount.
5. Employees must provide copies of any State Disability (SDI) or Workers' Compensation checks and/or benefit statements to the Personnel Department.
6. The Foundation will continue to pay premiums for employee insurance programs while an employee is on a disability leave, if applicable.

(Nov 01)

PERSONNEL**EMPLOYEE BENEFITS****Disability Leave of Absence**

7. Employees who are on a disability leave for more than one-half of the work days in a month will not accrue sick leave or vacation benefits for that month.
8. Personal leave may not be used to supplement a disability leave.
9. When an employee is on a disability leave of absence other than for a pregnancy-related disability, management may place another employee in that position, if it becomes necessary for business reasons. In such a situation, when the disabled employee is released to return to work, every attempt will be made to return the employee to the same or like position for which they are qualified. If none is available, the employee will be terminated at that time.
10. Employees who are unable to return to work when a disability leave expires will be released from employment. If, however, an employee is released to return to work at a later date, they will be considered for re-employment in a position for which they are qualified.
11. If a position is available, and an employee fails to return to work when they are released to return, or accepts other employment during such a leave, the employee will be considered to have voluntarily resigned.

Regulation

Approved: 31 Dec 92

Revised: 09 Jan 98

Revised: 07 Nov 01

**Executive Director
Golden Rain Foundation**

(Nov 01)

PERSONNEL

EMPLOYEE BENEFITS

Family Care Leave of Absence

Employees may take an unpaid family care leave in accordance with the following guidelines which comply with applicable federal and state laws.

1. Eligibility for Family Care Leave

Employees are eligible for family care leave if the following criteria is met:

- a. Employee is employed by the Golden Rain Foundation for at least one year;
and
- b. Employee has worked at least 1,250 hours during the preceding 12 months;
and
- c. Employee has requested leave for one of the following reasons:
 - 1) To attend to their child's birth, adoption, placement into their home or serious health condition. A leave taken for their child's birth, adoption or placement must be concluded within 12 months of the date of birth, adoption, or placement. In addition, employees may only take a leave with respect to adoption, placement, or serious health condition of their child. "Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under the age of 18 or an adult dependent child.
 - 2) To attend to their parent's or spouse's serious health condition while they require a family member's care during a period of care by a health care provider, whether on an inpatient or outpatient basis. "Parents" include biological, foster or adoptive parents, step-parents and legal guardians. In-laws are excluded.

Employees who have medical problems themselves may request a leave as outlined in Regulation 4344, Employee Medical Leave of Absence.

Employees who have stopped working or reduced their work hours to care for a

(Feb 04)

PERSONNEL

EMPLOYEE BENEFITS

Family Care Leave of Absence

family member who is seriously ill, or to bond with a new child, may be eligible to receive up to six weeks, within a twelve-month period, of Paid Family Leave (PFL) benefits through the Personnel Office (see Regulation 4341, Personal Leave of Absence).

2. Procedure for Requesting Family Care Leave

- a. Employees must notify the Foundation of their request, in writing, 30 days in advance of the leave, if possible.
- b. Employees must provide the Foundation with medical verification of the need for family care leave. If the leave is for reasons other than birth, adoption or placement of a child, evidence must be issued by a certified health care provider and include the following information:
 - 1) The date on which the serious health condition commenced;
 - 2) The probable duration of the serious health condition;
 - 3) The time required for an employee to attend to the family member;
 - 4) A statement that the serious health condition warrants a family member's care or supervision during the period of treatment.
- c. Leave taken under this regulation does not need to be taken in one continuous time period. By the same procedure, and when medically necessary due to a family member's serious health condition, employees may request leave intermittently or a reduced work schedule. Such intermittent leave, however, must be scheduled in cooperation with the Foundation to minimize disruption to the workplace. In addition, to accommodate such a work schedule, the Foundation may transfer the employee to another position of equal pay and benefits. In the case of an employee's child's birth, adoption or placement into their home, the minimum duration of the leave shall be two weeks, with the exception that a

(Feb 04)

PERSONNEL**EMPLOYEE BENEFITS****Family Care Leave of Absence**

request for such leave less than two weeks in length will be granted on two occasions.

- d. The Golden Rain Foundation may require recertification, if any additional leave is required. Any misrepresentation made to obtain or continue leave is grounds for immediate termination.

3. Term of the Leave of Absence

- a. The Golden Rain Foundation will grant eligible employees family care leave without pay for the period of the qualifying circumstances up to a maximum of 12 work weeks in any 12-month period. However, such 12-week period for family care leave shall be reduced by any time used during the 12-month period for the employee's own medical leave.
- b. In the instance where two Foundation employees reside in the same household, the combined leaves for the birth, adoption or placement of a child may not exceed 12 work weeks in any 12-month period.
- c. The Foundation will pay its normal share of the employee's medical insurance premium during any 12-month period (less any weeks already compensated for an employee's own medical leave during that period, including covered pregnancy disability) to maintain health insurance benefits at the level and under the same conditions as if they were not on leave during that period. The Foundation is, however, entitled to reimbursement of health insurance premiums paid during the leave should an employee not return to work for reasons other than a continuing health problem or a reason beyond their control.
- d. Employees do not earn additional holiday pay, sick pay, vacation pay, seniority or other benefits while on leave. They may, however, continue to make contributions to any retirement and pension plans to the extent permitted by those plans. Employees may apply any accrued paid vacation or personal leave towards any leave taken under this regulation.

(Feb 04)

PERSONNEL**EMPLOYEE BENEFITS****Family Care Leave of Absence**

- e. Laws require that when an employee is disabled and receiving weekly benefits from either State Disability for non work-related disabilities; Workers' Compensation for work-related disabilities; or State Paid Family Leave for the care of a family member when seriously ill, and also receives payments from the employer, the combined weekly payments shall not exceed the amount the employee regularly earns during a week of employment.

4. Returning From Leave

- a. Employees must notify the Golden Rain Foundation at least one week prior to their scheduled return date to verify the same.
- b. If employees return to work before the expiration of their approved family leave, they will be returned to their former position or one with equivalent duties, pay, and terms and conditions unless a reduction in the work force or other reorganization has taken place during the leave which eliminated the former position, in which case they will be treated as if they had been working rather than on leave.
- c. Employees' reinstatement to their former position may be denied if an employee is among the top 10% of the employees in terms of gross salary employed by the employer at the same location.
- d. Employees who do not report for work at the end of their approved family leave will be separated from employment.

Regulation

Approved: 01 Oct 92

Amended: 09 Jan 98

Amended: 01 Feb 04

**Executive Director
Golden Rain Foundation**

(Feb 04)

PERSONNEL

EMPLOYEE BENEFITS

Employee Medical Leave of Absence

Employees may take an unpaid medical leave in accordance with the following guidelines, which are intended to and will be interpreted to accomplish compliance with applicable federal and California laws.

1. Procedure

As soon as an employee becomes aware that they are, or will be, temporarily disabled from working for any medical reason for more than three consecutive days, they must promptly advise the Golden Rain Foundation, in writing, of their inability to work and the anticipated commencement date and duration of the disability, which must be verified by a doctor, if certification is requested. In addition, intermittent leave or reduced schedule leave may be requested where medically necessary due to a serious health condition. This will be granted as required by the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).

Upon proper verification, the Foundation will grant the leave without pay for the period of the bona fide disability or required treatment up to a maximum of 12 weeks (except in the case of pregnancy disability which will be a maximum of 4 months).

The Golden Rain Foundation may require verification of an employee's ability to work (including, for example, examination by a health care provider designated by the Foundation). Any misrepresentation of leave request or disability will be grounds for immediate termination.

2. Benefits

Employees must use sick leave benefits, if available. Sick leave payments will be the difference between the regular compensation and the estimated State Disability Insurance (SDI) payment amount. If sick leave benefits are exhausted, an employee may apply for vacation pay, if available, to also coordinate with SDI. If an employee is eligible for employee benefits, they will accrue sick leave and vacation for any month in which an employee works more than one-half of the workdays.

(Jan 98)

PERSONNEL

EMPLOYEE BENEFITS

Employee Medical Leave of Absence

The Foundation will continue to pay its share of the medical insurance premium for the period of the bona fide disability up to a maximum of 12 work weeks for any employee who has been employed by the Foundation for at least 12 months and has worked at least 1,250 hours during the previous 12-month period (less any weeks already compensated for under a medical or family leave taken in the preceding 12 months). This will occur as long as the employee continues to pay their share of such premium during such time, after which point the employee may maintain their insurance by making the full contribution necessary to maintain coverage. However, if an employee is able to return to work after the leave, and chooses not to, such premiums may be recovered by the Foundation.

3. Pregnancy-Related Disability

Employees on a pregnancy-related disability leave of less than four months, and who return to work at the end of their medical disability, will be returned to their former position, or a comparable one, in accordance with state law. Further, at the end of the pregnancy-related disability leave, employees may take any additional leave, if requested, if they are entitled under state and federal regulations.

4. Returning From Leave

An employee who has been employed for at least 12 months and has worked at least 1,250 hours during the previous 12 months prior to the leave, and is not excepted as a key employee as provided in the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), and who returns to work within their 12-week FMLA/CFRA leave, will be returned to their former position, or one with equivalent duties, pay, terms and conditions. All other employees who report for work by the end of their approved medical leave will be returned to their former position, if such an opening exists, or the next comparable opening for which the employee is fully qualified.

In either event, however, if a reduction in force or other reorganization has taken place while the employee was on leave, the employee will be treated as if they had been working rather than on leave.

(Jan 98)

PERSONNEL**EMPLOYEE BENEFITS****Employee Medical Leave of Absence**5. Extended Leave

Employees who do not return to work at the end of their bona fide leave or the maximum leave period will be separated from employment, with the following exception:

- a. Employees who cannot report for work due to work-related injuries, and who request an extension of such leave prior to its expiration, will not automatically be terminated at the end of their leave period. An extension of leave may be granted if, based on the medical evidence presented to support the requested extension, the circumstance is warranted.

Employees on such approved extended leave who are then able to report for work will be offered the next suitable position which becomes available and for which they are qualified.

An employee who does not accept a position offered by the Foundation will be considered to have voluntarily separated employment effective the day such refusal is made.

Regulation

Approved: 09 Jan 98

Executive Director**Golden Rain Foundation**

(Jan 98)

Page 3 of 3

HUMAN RESOURCES**EMPLOYEE BENEFITS****Holidays**

1. All eligible employees shall be entitled to the following Foundation-observed holidays:

New Year's Day	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Christmas Day
Memorial Day	Veterans Day	One Floating Holiday

2. The Floating Holiday is to be taken during the calendar year after completion of the Orientation Period. Scheduling is at the discretion of the Supervisor with approval of the Department Manager. The Floating Holiday does not accrue, may not be carried over to subsequent years, and must be used by the last pay period of the year. For example, an employee may choose to use the Floating Holiday to observe a religious holiday, one's birthday, or for any other purpose. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted.
3. When a holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.
4. When it is necessary for an employee to work on a Foundation-observed holiday, the Supervisor may provide the employee another day off at the convenience of the department.
5. Any employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1 ½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.
6. Foundation-observed holidays count as time worked when calculating weekly overtime. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work on Saturday. The hours worked on Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

(Sept 2013)

HUMAN RESOURCES**EMPLOYEE BENEFITS****Holidays**

7. If a Foundation-observed holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
8. In order to be eligible for holiday benefits, an employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless on scheduled vacation or medically excused absence.
9. Medically excused absences may require certification from a physician and must be approved, in writing, by the Department Head and the Human Resources Director before the employee qualifies for the holiday pay
10. Time taken for Personal or Family Care Leave of Absence is not considered scheduled work time. Employees do not accrue vacation or sick hours, nor receive holiday pay while on Personal or Family Care Leave.

Policy

Adopted: 18 Nov 69
 Amended: 17 Mar 70
 Amended: 19 Dec 72
 Amended: 15 Jun 76
 Amended: 13 Oct 87
 Amended: 09 Apr 91
 Amended: 10 Dec 91
 Amended: 13 Oct 92
 Amended: 09 Feb 93
 Amended: 08 Aug 95
 Amended: 21 Sept 99
 Amended: 24 Sept 13
 Amended: 28 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 2013)

Page 2 of 2

PERSONNEL**EMPLOYEE BENEFITS****Prorata Holidays and Vacations****Holiday Computation**

Employees who are qualified to receive a prorata holiday shall be entitled to payment for the day computed at one-fifth (1/5) of the average number of hours worked during a week.

Vacation Computation

Employees who are qualified to receive a prorata vacation shall be entitled to be absent on vacation for the number of days specified in the schedule. They shall be compensated during the vacation absence at the rate of one-fifth (1/5) of the average number of hours worked during a week times the number of days of vacation absence.

Regulation

Approved: 27 Mar 70

Executive Director**Golden Rain Foundation**

(Mar 70)

Page 1 of 1

HUMAN RESOURCES

INSURANCE PROGRAMS

Group Health Insurance

Group health insurance, which includes medical, dental, basic life insurance and accidental death & dismemberment insurance, long-term disability insurance, and vision, is provided by the Golden Rain Foundation – Seal Beach for its employees according to established terms and conditions, such as full-time status, hiring date and type of coverage.

Full-time employees are eligible for group health insurance coverage on the first day of the new month following 30 days of employment. The benefit program provides for hospital, medical, surgical, prescription drugs, vision, and dental benefits which cover the employee, spouse and all eligible dependents.

Full-time employees will be required to pay the following percentage of the premium for group health insurance based on the coverage levels as shown below:

<u>Coverage Levels</u>	<u>Employee's Responsibility</u>
Employee Only	20% of the premium
Employee plus One Dependent	30% of the premium
Employee plus Family	40% of the premium

A qualified individual (full-time employee who resigns, is terminated, or experiences a reduction in hours resulting in a loss of health insurance coverage) may be entitled to continued health insurance at their own expense for up to 36 months under the terms and conditions of the Consolidated Omnibus Reconciliation Act (COBRA) of 1985. The 36-month period is also available to the qualified individual's eligible dependents. A qualified individual is allowed up to 60 days from the date of the qualifying event (time of resignation, termination or reduction in hours) to elect this coverage.

At the end of the applicable continuation coverage period, a qualified individual must be allowed to enroll in an individual conversion health plan provided under the plan if otherwise generally available under the plan. It is the intent of the Foundation to meet the policy compliance requirements of the Foundation's health plans, Cal-COBRA, the Insurance Codes and the applicable Health and Safety Codes.

Policy

Adopted: 03 Sep 68
 Amended: 11 Jun 86 (Effect. 5-1-87)
 Amended: 08 Aug 95
 Amended: 17 Feb 04
 Amended: 04 Mar 09
 Amended: 15 Mar 11
 Amended: 25 Feb 14

GOLDEN RAIN FOUNDATION
 Seal Beach, California

(Feb 2014)

PERSONNEL

INSURANCE PROGRAMS

Work-Related Injuries - Workers' Compensation Insurance

The following procedures are the guidelines to prevent any potential problems for an employee requesting treatment at Long Beach Memorial Occupational Health Services (LBMOHS) for work-related accidents or injuries/illnesses covered by Workers' Compensation:

1. When an employee sustains a work-related accident or injury/illness, the incident should be reported to the employee's supervisor immediately.
2. During normal business hours, the supervisor should contact the Personnel Office to make arrangements for the injured employee to be taken to LBMOHS, which provides 24-hour medical services. The medical clinic is to be called prior to taking the employee for treatment.
3. During normal business hours, and routine work-related injuries/illnesses, the Personnel Supervisor, or someone designated by the Personnel Supervisor, will accompany the employee to the LBMOHS facility. Directions to the medical facility are on the back of the "Authorization for Medical Services" (AMS) form.
4. A properly completed and signed AMS is to be submitted to the nurse or the insurance clerk of LBMOHS during the employee's initial examination. A routine drug test will also be given to the employee during the normal course of treatment.
5. In the event of a life-threatening situation, the supervisor, or someone designated by the supervisor should call **9-1-1** immediately and the employee/patient should then be transported by ambulance to the appropriate medical facility.
6. When the employee is released by the treating physician to return to their normal occupation, the physician will complete a Return to Work Instructions form. A copy will be given to the employee to return to the employer.
7. The supervisor must then complete an Investigation Form - Supervisor's Report form. This form must be submitted to the Personnel Office on the day of the

(Feb 04)

PERSONNEL**INSURANCE PROGRAMS****Work-Related Injuries - Workers' Compensation Insurance**

accident or injury.

8. The supervisor must provide the employee with an Employee's Claim for Workers' Compensation Benefit form. The employee may complete the employee portion of the form and retain the copy marked "Employee's Temporary Receipt" and return the remainder of the form to the supervisor. The supervisor is to forward the form to the Personnel Office as soon as possible for completion.
9. In the event the employee's accident or injury/illness occurs on night, weekend or holiday duty, the Security Department should be notified. Security personnel will follow the appropriate procedures as set forth above, and the employee's supervisor will complete the required report forms by 10:00 a.m. on the following work day.

Procedure

Approved: 19 Mar 74
 Amended: 21 Jun 84
 Amended: 21 Apr 87
 Amended: 23 Aug 88
 Amended: 03 Feb 99
 Amended: 18 Jan 01
 Amended: 01 Feb 04

**Executive Director
 Golden Rain Foundation**

(Feb 04)

PERSONNEL**INSURANCE PROGRAMS****Disability Insurance**

Employees who suffer a non-work-related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are paid by the state and are financed from mandatory payroll tax deductions from all employees' wages.

Eligible employees will be paid a percentage of their regular earnings for a maximum period provided by law in any one year. These benefits will begin after the seventh day of a non-work-related illness or accident.

Full-time employees are provided with sick leave benefits. The Golden Rain Foundation Payroll Department will estimate the amount of SDI benefits. Sick leave benefits will be the difference between regular compensation and the estimated SDI amount until the employees' accumulated sick leave pay is used up.

Employees must file a claim to receive payments. SDI claim forms are available in the Personnel Department.

Policy

Adopted: 30 Aug 67

Amended: 20 Mar 01

(Mar 01)

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

PERSONNEL

INSURANCE PROGRAMS

Disability Insurance

PERSONNEL**INSURANCE PROGRAMS****Long-Term Disability Insurance**

Long-term disability insurance is provided by the Golden Rain Foundation according to the following terms and conditions:

1. All full-time employees are eligible for long-term disability insurance the first day of the new month following 30 days of employment.
2. The Foundation will pay the premiums for long-term disability insurance for full-time employees.
3. The long-term disability insurance plan will be reviewed annually and the terms of the plan will be approved by the GRF Board of Directors.
4. Based on the terms of the plan, the employee's benefits may be offset by payments received from other sources such as Social Security benefits, Workers' Compensation benefits, or early retirement benefits.
5. Termination of Insurance

Insurance will terminate on the earliest of the date of cessation of premium payment.

- a. The date of cancellation of the group policy,
- b. The date of termination of employment with the employer, or
- c. The date the employee ceases to qualify for insurance under the group policy.

If the employee is absent from work due to sickness or bodily injury, leave of absence, temporary layoff, strike, or lockout, their insurance may be continued for a specified period of time in accordance with the terms of the long-term disability policy.

Policy

Adopted: 21 Oct 74
 Revised: 12 Jun 84
 Revised: 20 Mar 01
 Amended: 14 Mar 14

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 14)

PERSONNEL**INSURANCE PROGRAMS****Paid Family Leave (PFL) Insurance**

Employees who need to stop working or reduce their work hours to care for a parent, child, spouse, or domestic partner who is seriously ill or unable to care for themselves, or to bond with and care for a newborn, may be eligible to receive Paid Family Leave (PFL) benefits beginning July 1, 2004. This insurance program has expanded the State Disability Insurance (SDI) program.

All employees covered by SDI are eligible for the PFL program, which is funded through worker contributions. The PFL is a wage loss protection program, which means that individuals may be entitled to a portion of the PFL benefit if they are suffering a loss of wages and meet the other PFL eligibility criteria.

Eligible employees will receive up to six (6) weeks of benefits that may be paid over a 12-month period. The PFL does not require a minimum number of hours worked or days employed to qualify for benefits.

Full-time employees are provided with sick leave benefits. The Golden Rain Foundation's Payroll Department will estimate the amount of PFL benefits. Eligible employees' sick leave benefits will be the difference between regular compensation and the estimated PFL amount until the employee's accumulated sick leave pay is used up.

PFL does not provide job protection or return rights. However, an employee's job may be protected if eligible for the federal Family Medical Leave Act and the California Family Rights Act and/or eligible for any of the Foundation's leave policies.

Employees must file a claim to receive payments. PFL claim forms are available in the Personnel Office.

Policy
Adopted: 17 Feb 04

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 04)

Page 1 of 1

PERSONNEL

PAY PLAN

Pay Provisions

All personnel are paid on a biweekly basis. Pay periods are computed from 12:01 a.m. Monday through midnight Sunday, on a weekly basis. Pay days are every other Friday and covers the previous two week period ending the prior Sunday.

Overtime

1. Overtime worked must be authorized in advance by the supervisor and/or department head. Overtime will be authorized only when the work is of an urgent nature and/or cannot be performed during normal working hours.

All overtime must be recorded on the employee's current time card and approved by the employee's supervisor and/or department head. When paid, overtime will be rounded to the nearest fifteen minutes.

2. Non-exempt employees are paid at one and one-half times their regular rate of pay for all hours worked over 8 hours in one work day or 40 hours in one workweek. Hours worked over 12 in one work day, or over 8 on the seventh consecutive day worked in a workweek, are paid at double time. Hours worked means time actually spent on the job.
3. Hours paid for sick leave time or vacation time are not counted as hours worked in determining eligibility for overtime pay.

(Dec 99)

PERSONNEL

PAY PLAN

Pay Provisions

4. Holidays: If an employee works on a holiday and is eligible for holiday pay, the employee will receive 8 hours holiday pay plus all hours of scheduled work time up to 8 hours at the employee's regular rate of pay. Hours worked in excess of 8 hours will be paid the applicable overtime rate.

Policy

Adopted: 30 Aug 67

Revised: 17 Feb 70

Revised: 13 Sept 83

Revised: 12 Jan 93

Revised: 08 Aug 95

Revised: 20 Jan 98

Revised: 21 Dec 99

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Dec 99)

PERSONNEL

PAY PLAN

Minimum Wage

The minimum wage rate for any employee of the Foundation shall be not less than that established by the Federal Fair Labor Standards Act and California Industrial Welfare Commission.

(Feb 81)

Page 1 of 2

PERSONNEL

PAY PLAN

Minimum Wage

Policy

Adopted: 09 Jul 68

Amended: 17 Jul 74

Amended: 17 Feb 81

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Feb 81)

PERSONNEL

PAY PLAN

Call-Back Pay Non-Exempt Employees

To comply with California law, all non-exempt employees who are required to report for duty will be paid as follows:

1. If a non-exempt employee is required to report for work and does, but is not put to work or is furnished less than half the employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but in no event for less than two (2) hours nor more than four (4) hours at the employee's regular rate of pay.
2. If a non-exempt employee requests to be relieved of duty prior to the end of the shift, the employee will be paid only for those hours worked.
3. If a non-exempt employee is required to report for work a second time in any one work day and is furnished less than two (2) hours of work on the second reporting, the employee shall be paid for two (2) hours at the employee's regular rate of pay.
4. If a non-exempt employee has completed eight (8) hours in a work day, or forty (40) hours in a work week, and is required to report to work a second time in a

(Jan 00)

PERSONNEL

PAY PLAN

Call-Back Pay Non-Exempt Employees

work day, or is required to report to work on a nonscheduled work day, the employee will be paid a minimum of two (2) hours pay at time and one-half the employee's straight-time hourly rate.

5. If a non-exempt employee is required to attend a mandatory Foundation meeting and is not scheduled for work that day, the employee shall be paid for the time spent attending the meeting, but in no event for less than two (2) hours at the employee's regular rate of pay.

6. If a non-exempt employee is notified to report back to work after completing the employee's usual or scheduled work day, or on a nonscheduled work day, the employee will be reimbursed for mileage for the round trip between home and Leisure World.

7. If a non-exempt employee is notified to report to work after completing the employee's usual or scheduled work day, or on a nonscheduled work day, the employee must punch in on the time clock before starting work and punch out when work is completed. Employees whose departments do not use a time clock must record starting and quitting times on the time card in the usual manner.

(Jan 00)

PERSONNEL

PAY PLAN

Call-Back Pay Non-Exempt Employees

Regulation

Executive Director

(Jan 00)

PERSONNEL

PAY PLAN

Call-Back Pay Non-Exempt Employees

Approved: 06 Feb 86

Amended: 05 Apr 91

Amended: 31 Dec 92

Amended: 08 Aug 95

Amended: 22 Apr 98

Amended: 01 Jan 00

Golden Rain Foundation

(Jan 00)

HUMAN RESOURCES**PAY PLAN****Salary Classifications**

Shareholders or homeowners who wish to view the following policies must complete an "Access to Records" document, which can be obtained from the office of the Asst. Controller in the Accounting Dept. of the Administration Building (first floor).

Policy 4510 Salary Classifications

Policy 4511 Schedule of Monthly Rates

Policy 4511.1 Schedule of Hourly Rates

Policy 4522 Full-time Hourly Pay Schedule

Policy 4523 Part-time Hourly Pay Schedule

Policy 4530 Salary Classifications – Administrative & Supervisory

Policy 4531 Schedule of Monthly Rates – Administrative & Supervisory

HUMAN RESOURCES

PAY PLAN

Salary Classifications

Policy 4531.1 Schedule of Hourly Rates – Administrative & Supervisory

Thank you for your anticipated cooperation in this manner.

Administration

PERSONNEL

4511

PAY PLAN

Schedule of Monthly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
01	1,889	1,957	2,030	2,122	2,207
02	1,926	2,002	2,078	2,155	2,248
03	1,957	2,030	2,122	2,207	2,290
04	2,002	2,078	2,155	2,248	2,335
05	2,030	2,122	2,207	2,290	2,390
06	2,078	2,155	2,248	2,335	2,437
07	2,122	2,207	2,290	2,390	2,482
08	2,155	2,248	2,335	2,437	2,529
09	2,207	2,290	2,390	2,482	2,586
10	2,248	2,335	2,437	2,529	2,643
11	2,290	2,390	2,482	2,586	2,694
12	2,335	2,437	2,529	2,643	2,744
13	2,390	2,482	2,586	2,694	2,799
14	2,437	2,529	2,643	2,744	2,855
15	2,482	2,586	2,694	2,799	2,919
16	2,529	2,643	2,744	2,855	2,978
17	2,586	2,694	2,799	2,919	3,042
18	2,643	2,744	2,855	2,978	3,110
19	2,694	2,799	2,919	3,042	3,170
20	2,744	2,855	2,978	3,110	3,236
21	2,799	2,919	3,042	3,170	3,309
22	2,855	2,978	3,110	3,236	3,375
23	2,919	3,042	3,170	3,309	3,453
24	2,978	3,110	3,236	3,375	3,526
25	3,042	3,170	3,309	3,453	3,609
26	3,110	3,236	3,375	3,526	3,683
27	3,170	3,309	3,453	3,609	3,763
28	3,236	3,375	3,526	3,683	3,848
29	3,309	3,453	3,609	3,763	3,928
30	3,375	3,526	3,683	3,848	4,028
31	3,453	3,609	3,763	3,928	4,118
32	3,526	3,683	3,848	4,028	4,215
33	3,609	3,763	3,928	4,118	4,313
34	3,683	3,848	4,028	4,215	4,413
35	3,763	3,928	4,118	4,313	4,517

(Effective 31 Dec 07)

PERSONNEL

4511.1

PAY PLAN

Schedule of Hourly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
01	10.90	11.29	11.71	12.24	12.73
02	11.11	11.55	11.99	12.43	12.97
03	11.29	11.71	12.24	12.73	13.21
04	11.55	11.99	12.43	12.97	13.47
05	11.71	12.24	12.73	13.21	13.79
06	11.99	12.43	12.97	13.47	14.06
07	12.24	12.73	13.21	13.79	14.32
08	12.43	12.97	13.47	14.06	14.59
09	12.73	13.21	13.79	14.32	14.92
10	12.97	13.47	14.06	14.59	15.25
11	13.21	13.79	14.32	14.92	15.54
12	13.47	14.06	14.59	15.25	15.83
13	13.79	14.32	14.92	15.54	16.15
14	14.06	14.59	15.25	15.83	16.47
15	14.32	14.92	15.54	16.15	16.84
16	14.59	15.25	15.83	16.47	17.18
17	14.92	15.54	16.15	16.84	17.55
18	15.25	15.83	16.47	17.18	17.94
19	15.54	16.15	16.84	17.55	18.29
20	15.83	16.47	17.18	17.94	18.67
21	16.15	16.84	17.55	18.29	19.09
22	16.47	17.18	17.94	18.67	19.47
23	16.84	17.55	18.29	19.09	19.92
24	17.18	17.94	18.67	19.47	20.34
25	17.55	18.29	19.09	19.92	20.82
26	17.94	18.67	19.47	20.34	21.25
27	18.29	19.09	19.92	20.82	21.71
28	18.67	19.47	20.34	21.25	22.20
29	19.09	19.92	20.82	21.71	22.66
30	19.47	20.34	21.25	22.20	23.24
31	19.92	20.82	21.71	22.66	23.76
32	20.34	21.25	22.20	23.24	24.32
33	20.82	21.71	22.66	23.76	24.88
34	21.25	22.20	23.24	24.32	25.46
35	21.71	22.66	23.76	24.88	26.06

(Effective 31 Dec 07)

PERSONNEL

4511

PAY PLAN

Schedule of Monthly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
36	3,848	4,028	4,215	4,413	4,619
37	3,928	4,118	4,313	4,517	4,730
38	4,028	4,215	4,413	4,619	4,836
39	4,118	4,313	4,517	4,730	4,940
40	4,215	4,413	4,619	4,836	5,105
41	4,313	4,517	4,730	4,940	5,217
42	4,413	4,619	4,836	5,105	5,333
43	4,517	4,730	4,940	5,217	5,446
44	4,619	4,836	5,105	5,333	5,569
45	4,730	4,940	5,217	5,446	5,684
46	4,836	5,105	5,333	5,569	5,827
47	4,940	5,217	5,446	5,684	5,952
48	5,105	5,333	5,569	5,827	6,087
49	5,217	5,446	5,684	5,952	6,230
50	5,333	5,569	5,827	6,087	6,367
51	5,446	5,684	5,952	6,230	6,509
52	5,569	5,827	6,087	6,367	6,661
53	5,684	5,952	6,230	6,509	6,807
54	5,827	6,087	6,367	6,661	6,966
55	5,952	6,230	6,509	6,807	7,127
56	6,087	6,367	6,661	6,966	7,283
57	6,230	6,509	6,807	7,127	7,450
58	6,367	6,661	6,966	7,283	7,623
59	6,509	6,807	7,127	7,450	7,798
60	6,661	6,966	7,283	7,623	7,982
61	6,807	7,127	7,450	7,798	8,166
62	6,966	7,283	7,623	7,982	8,355
63	7,127	7,450	7,798	8,166	8,528
64	7,283	7,623	7,982	8,355	8,750
65	7,450	7,798	8,166	8,528	8,956
66	7,623	7,982	8,355	8,750	9,159
67	7,798	8,166	8,528	8,956	9,370
68	7,982	8,355	8,750	9,159	9,585
69	8,166	8,528	8,956	9,370	9,809
70	8,355	8,750	9,159	9,585	10,033

(Effective 31 Dec 07)

PERSONNEL

4511.1

PAY PLAN

Schedule of Hourly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
36	22.20	23.24	24.32	25.46	26.65
37	22.66	23.76	24.88	26.06	27.29
38	23.24	24.32	25.46	26.65	27.90
39	23.76	24.88	26.06	27.29	28.50
40	24.32	25.46	26.65	27.90	29.45
41	24.88	26.06	27.29	28.50	30.10
42	25.46	26.65	27.90	29.45	30.77
43	26.06	27.29	28.50	30.10	31.42
44	26.65	27.90	29.45	30.77	32.13
45	27.29	28.50	30.10	31.42	32.79
46	27.90	29.45	30.77	32.13	33.62
47	28.50	30.10	31.42	32.79	34.34
48	29.45	30.77	32.13	33.62	35.12
49	30.10	31.42	32.79	34.34	35.94
50	30.77	32.13	33.62	35.12	36.73
51	31.42	32.79	34.34	35.94	37.55
52	32.13	33.62	35.12	36.73	38.43
53	32.79	34.34	35.94	37.55	39.27
54	33.62	35.12	36.73	38.43	40.19
55	34.34	35.94	37.55	39.27	41.12
56	35.12	36.73	38.43	40.19	42.02
57	35.94	37.55	39.27	41.12	42.98
58	36.73	38.43	40.19	42.02	43.98
59	37.55	39.27	41.12	42.98	44.99
60	38.43	40.19	42.02	43.98	46.05
61	39.27	41.12	42.98	44.99	47.11
62	40.19	42.02	43.98	46.05	48.20
63	41.12	42.98	44.99	47.11	49.20
64	42.02	43.98	46.05	48.20	50.48
65	42.98	44.99	47.11	49.20	51.67
66	43.98	46.05	48.20	50.48	52.84
67	44.99	47.11	49.20	51.67	54.06
68	46.05	48.20	50.48	52.84	55.30
69	47.11	49.20	51.67	54.06	56.59
70	48.20	50.48	52.84	55.30	57.88

(Effective 31 Dec 07)

PERSONNEL

4511

PAY PLAN

Schedule of Monthly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
71	8,528	8,956	9,370	9,809	10,263
72	8,750	9,159	9,585	10,033	10,499
73	8,956	9,370	9,809	10,263	10,740
74	9,159	9,585	10,033	10,499	10,988
75	9,370	9,809	10,263	10,740	11,239
76	9,585	10,033	10,499	10,988	11,497
77	9,809	10,263	10,740	11,239	11,761
78	10,033	10,499	10,988	11,497	12,031
79	10,263	10,740	11,239	11,761	12,310
80	10,499	10,988	11,497	12,031	12,591
81	10,740	11,239	11,761	12,310	12,882
82	10,988	11,497	12,031	12,591	13,177
83	11,239	11,761	12,310	12,882	13,482
84	11,497	12,031	12,591	13,177	13,792
85	11,761	12,310	12,882	13,482	14,109
86	12,031	12,591	13,177	13,792	14,432
87	12,310	12,882	13,482	14,109	14,766
88	12,591	13,177	13,792	14,432	15,104
89	12,882	13,482	14,109	14,766	15,451
90	13,177	13,792	14,432	15,104	15,810
91	13,482	14,109	14,766	15,451	16,172
92	13,792	14,432	15,104	15,810	16,546
93	14,109	14,766	15,451	16,172	16,926
94	14,432	15,104	15,810	16,546	17,314
95	14,766	15,451	16,172	16,926	17,713
96	15,104	15,810	16,546	17,314	18,120
97	15,451	16,172	16,926	17,713	18,538
98	15,810	16,546	17,314	18,120	18,964
99	16,172	16,926	17,713	18,538	19,401
100	16,546	17,314	18,120	18,964	19,847
101	16,926	17,713	18,538	19,401	20,304
102	17,314	18,120	18,964	19,847	20,771
103	17,713	18,538	19,401	20,304	21,247
104	18,120	18,964	19,847	20,771	21,736
105	18,538	19,401	20,304	21,247	22,237

(Effective 31 Dec 07)

PERSONNEL

4511.1

PAY PLAN

Schedule of Hourly Rates

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
71	49.20	51.67	54.06	56.59	59.21
72	50.48	52.84	55.30	57.88	60.57
73	51.67	54.06	56.59	59.21	61.96
74	52.84	55.30	57.88	60.57	63.39
75	54.06	56.59	59.21	61.96	64.84
76	55.30	57.88	60.57	63.39	66.33
77	56.59	59.21	61.96	64.84	67.85
78	57.88	60.57	63.39	66.33	69.41
79	59.21	61.96	64.84	67.85	71.02
80	60.57	63.39	66.33	69.41	72.64
81	61.96	64.84	67.85	71.02	74.32
82	63.39	66.33	69.41	72.64	76.02
83	64.84	67.85	71.02	74.32	77.78
84	66.33	69.41	72.64	76.02	79.57
85	67.85	71.02	74.32	77.78	81.40
86	69.41	72.64	76.02	79.57	83.26
87	71.02	74.32	77.78	81.40	85.19
88	72.64	76.02	79.57	83.26	87.14
89	74.32	77.78	81.40	85.19	89.14
90	76.02	79.57	83.26	87.14	91.21
91	77.78	81.40	85.19	89.14	93.30
92	79.57	83.26	87.14	91.21	95.46
93	81.40	85.19	89.14	93.30	97.65
94	83.26	87.14	91.21	95.46	99.89
95	85.19	89.14	93.30	97.65	102.19
96	87.14	91.21	95.46	99.89	104.54
97	89.14	93.30	97.65	102.19	106.95
98	91.21	95.46	99.89	104.54	109.41
99	93.30	97.65	102.19	106.95	111.93
100	95.46	99.89	104.54	109.41	114.50
101	97.65	102.19	106.95	111.93	117.14
102	99.89	104.54	109.41	114.50	119.83
103	102.19	106.95	111.93	117.14	122.58
104	104.54	109.41	114.50	119.83	125.40
105	106.95	111.93	117.14	122.58	128.29

(Effective 31 Dec 07)

PERSONNEL

4522

FULL-TIME Hourly Pay Schedule

PHYSICAL PROPERTY & SERVICE MAINTENANCE

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
General Maintenance (Carpenter, Electrician, Plumber)	*Grade 1	207	16.14	17.22	18.86
	*Grade 2	208	21.09	22.50	23.95
	*Grade 3	210	--	--	25.55
	*Grade 4	211	--	--	+ .50
Lead Person Differential					
Utility Maintenance (General Maintenance, Street Striper)	*Grade 1	212	16.14	17.01	18.00
	*Grade 2	213	19.14	19.99	21.09
Property Inspector		204	27.59	28.53	29.51

RECREATION

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Sound/Maintenance Technician	*Grade 1	207	16.14	17.22	18.86
	*Grade 2	208	21.09	22.50	23.95
	*Grade 3	210	--	--	25.55

SECURITY

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Assistant Chief		503	16.84	17.33	17.76
Office Assistant		704	13.16	13.80	14.44

TRANSPORTATION

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Mechanic	*Grade 1	207	16.14	17.22	18.86
	*Grade 2	208	21.09	22.50	23.95
	*Grade 3	210	--	--	25.55
Lead Person Differential	*Grade 4	211	--	--	+ .50
Utility Worker/Vehicle Washer		603	14.06	15.25	16.47

* When the hiring rate is established, the next step increase may be given at the end of the 90 day initial review period. Thereafter, each subsequent step increase may only be considered on the employee's anniversary date in that department. Anniversary increases are not to be viewed as automatic, but are approved as the result of a good performance review.

** Step A - hire in rate
 Step B - achieved after one (1) year in position
 Step C - may be granted on completion of third year in position

(Effective 31 Dec 07)

PERSONNEL

4522

FULL-TIME Hourly Pay Schedule

PHYSICAL PROPERTY & SERVICE MAINTENANCE

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
General Maintenance (Carpenter, Electrician, Plumber)	*Grade 1	207	15.65	16.69	18.28
	*Grade 2	208	20.45	21.81	23.22
	*Grade 3	210	--	--	24.77
	Lead Person Differential	*Grade 4	211	--	--
Utility Maintenance (General Maintenance, Street Stripper)	*Grade 1	212	15.65	16.49	17.45
	*Grade 2	213	18.56	19.38	20.45
Property Inspector		204	26.75	27.66	28.61

RECREATION

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Sound/Maintenance Technician	*Grade 1	207	15.65	16.69	18.28
	*Grade 2	208	20.45	21.81	23.22
	*Grade 3	210	--	--	24.77

SECURITY

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Assistant Chief		503	16.33	16.80	17.22
Office Assistant		704	12.76	13.38	14.00

TRANSPORTATION

		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Mechanic	*Grade 1	207	15.65	16.69	18.28
	*Grade 2	208	20.45	21.81	23.22
	*Grade 3	210	--	--	24.77
Lead Person Differential	*Grade 4	211	--	--	+ .50
Utility Worker/Vehicle Washer		603	13.63	14.78	15.97

* When the hiring rate is established, the next step increase may be given at the end of the 90 day initial review period. Thereafter, each subsequent step increase may only be considered on the employee's anniversary date in that department. Anniversary increases are not to be viewed as automatic, but are approved as the result of a good performance review.

** Step A - hire in rate
 Step B - achieved after one (1) year in position
 Step C - may be granted on completion of third year in position

(Effective 01 Jan 07)

PERSONNEL

4523

PART-TIME Hourly Pay Schedule

RECREATION

	<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
*Golf Starter	701	11.59	11.74	11.98
*Head Golf Starter	702	11.98	12.16	12.37
*Sound & Stage Technician - Helper	704	13.16	13.80	14.44
*Exercise Room Attendant (hired before 12/04/02)	706	14.23	14.83	15.43
*Exercise Room Coordinator	706	14.23	14.83	15.43
*Pool/Exercise Room Attendant	707	11.98	12.16	12.37

SECURITY

	<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
*Security Guard	501	11.98	12.16	12.37
Office Assistant/Security Guard	501	11.98	12.16	12.37
Security - Allowances:				
Laundry Coin Differential	502	+ .10	+ .10	+ .10
3rd Shift Differential	504	+ .15	+ .15	+ .15

TRANSPORTATION

	<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
*Bus Driver	601	11.98	12.16	12.37

ADMINISTRATION

- * Step 1 - hire in rate
- Step 2 - achieved after one (1) year in position
- Step 3 - may be granted on completion of third year in position

(Effective 31 Dec 07)

PERSONNEL

SALARY RATE SCHEDULE

<u>CLASSIFICATION</u>		<u>RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Property Inspector		204	27.59	28.53	29.51
General Maintenance Person - Mechanic - Sound Maintenance Technician	Grade 1	207	16.14	17.22	18.86
General Maintenance Person - Mechanic - Sound Maintenance Technician	Grade 2	208	21.09	22.50	23.95
General Maintenance Person - Mechanic - Sound Maintenance Technician	Grade 3	210	--	--	25.55
Lead Person - Maintenance - Mechanic Sound Maintenance Technician		211	--	--	26.05
Utility Maintenance Person	Grade 1	212	16.14	17.01	18.00
Utility Maintenance Person	Grade 2	213	19.14	19.99	21.09
Security Guard		501	11.98	12.16	12.37
Security/Coin Collectors		502	12.08	12.26	12.47
Assistant Security Chief		503	16.84	17.33	17.76
Security Guard - Nights		504	12.13	12.31	12.52
Bus Driver		601	11.98	12.16	12.37
Utility Worker/Vehicle Washer		603	14.06	15.25	16.47
Golf Starter		701	11.59	11.74	11.98
Head Golf Starter		702	11.98	12.16	12.37
Sound & Stage Technician - Office Assistant		704	13.16	13.80	14.44
Life Guard		705	14.23	14.83	15.43
Exercise Room Attendant (hired before 12/04/02)		706	14.23	14.83	15.43
Exercise Room Coordinator		706	14.23	14.83	15.43
Pool/Exercise Room Attendant		707	11.98	12.16	12.37

(Effective 31 Dec 07)

PERSONNEL

4530

PAY PLAN

Salary Classifications - Administrative & Supervisory

<u>POSITION</u>	<u>RANGE</u>
Administrator	A92
Advertising Sales Supervisor	A30
Assistant Controller	A47
Auto Shop & Bus Supervisor	A38
Community Coordinator/Assistant Administrator	A61
Community Facilities Manager	A59
Community Manager - Mutual Operations	A61
Community Ombudsman	A42
Controller	A65
Human Resources Manager	A61
Human Resources Supervisor	A48
Information Technology Services Manager	A59
Library Operations Supervisor	A42
Managing Editor	A42
Physical Property Supervisor	A47
Purchasing Agent	A42
Recreation Supervisor	A42
Security Supervisor	A28
Security & Transportation Manager	A65
Security & Transportation Supervisor	A48
Service Maintenance Supervisor	A47
Stock Transfer Agent	A42
System Operations Supervisor	A44

Revised: Mar 00

Revised: Dec 00

Revised: Mar 02

Revised: Apr 04

Revised: Mar 06

Revised: Mar 07

Revised: Mar 08

PERSONNEL

4530

PAY PLAN

Salary Classifications - Administrative & Supervisory

<u>POSITION</u>	<u>RANGE</u>
Administrator	A92
Advertising Sales Supervisor	A30
Assistant Controller	A47
Auto Shop & Bus Supervisor	A38
Community Coordinator/Assistant Administrator	A61
Community Facilities Manager	A59
Community Manager - Mutual Operations	A61
Community Ombudsman	A42
Controller	A65
Human Resources Manager	A61
Human Resources Supervisor	A48
Information Technology Services Manager	A59
Library Operations Supervisor	A42
Managing Editor	A42
Physical Property Supervisor	A47
Purchasing Agent	A42
Recreation Supervisor	A42
Security Supervisor	A28
Security & Transportation Manager	A65
Security & Transportation Supervisor	A48
Service Maintenance Supervisor	A47
Stock Transfer Agent	A42
System Operations Supervisor	A44

Revised: Mar 00
Revised: Dec 00
Revised: Mar 02
Revised: Apr 04
Revised: Mar 06
Revised: Mar 07
Revised: Mar 08

PERSONNEL

4531

PAY PLAN

Schedule of Monthly Rates - Administrative & Supervisory

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G**</u>
A28	3,236	3,375	3,526	3,683	3,848	4,028	4,215
A30	3,375	3,526	3,683	3,848	4,028	4,215	4,413
A32	3,526	3,683	3,848	4,028	4,215	4,413	4,619
A34	3,683	3,848	4,028	4,215	4,413	4,619	4,836
A36	3,848	4,028	4,215	4,413	4,619	4,836	5,105
A38	4,028	4,215	4,413	4,619	4,836	5,105	5,333
A42	4,413	4,619	4,836	5,105	5,333	5,569	5,827
A44	4,619	4,836	5,105	5,333	5,569	5,827	6,087
A47	4,940	5,217	5,446	5,684	5,952	6,230	6,509
A48	5,105	5,333	5,569	5,827	6,087	6,367	6,661
A49	5,217	5,446	5,684	5,952	6,230	6,509	6,807
A51	5,446	5,684	5,952	6,230	6,509	6,807	7,127
A54	5,827	6,087	6,367	6,661	6,966	7,283	7,623
A59	6,509	6,807	7,127	7,450	7,798	8,166	8,528
A60	6,661	6,966	7,283	7,623	7,982	8,355	8,750
A61	6,807	7,127	7,450	7,798	8,166	8,528	8,956
A62	6,966	7,283	7,623	7,982	8,355	8,750	9,159
A63	7,127	7,450	7,798	8,166	8,528	8,956	9,370
A64	7,283	7,623	7,982	8,355	8,750	9,159	9,585
A65	7,450	7,798	8,166	8,528	8,956	9,370	9,809
A80	10,499	10,988	11,497	12,031	12,591	13,177	13,792
A83	11,239	11,761	12,310	12,862	13,432	14,109	14,766
A92	13,792	14,432	15,104	15,810	16,546	17,314	18,120

**Step G available for use when individual has performed satisfactorily on Step F for a 24-month period and with written approval by the Administrator.

***Step G for Administrator must be approved by the Golden Rain Foundation Board of Directors.

(Effective 31 Dec 07)

PERSONNEL

4531.1

PAY PLAN

Schedule of Hourly Rates - Administrative & Supervisory

<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G**</u>
A28	18.67	19.47	20.34	21.25	22.20	23.24	24.32
A30	19.47	20.34	21.25	22.20	23.24	24.32	25.46
A32	20.34	21.25	22.20	23.24	24.32	25.46	26.65
A34	21.25	22.20	23.24	24.32	25.46	26.65	27.90
A35	22.20	23.24	24.32	25.46	26.65	27.90	29.45
A38	23.24	24.32	25.46	26.65	27.90	29.45	30.77
A42	25.46	26.65	27.90	29.45	30.77	32.13	33.62
A44	26.65	27.90	29.45	30.77	32.13	33.62	35.12
A47	28.50	30.10	31.42	32.79	34.34	35.94	37.55
A48	29.45	30.77	32.13	33.62	35.12	36.73	38.43
A49	30.10	31.42	32.79	34.34	35.94	37.55	39.27
A51	31.42	32.79	34.34	35.94	37.55	39.27	41.12
A54	33.62	35.12	36.73	38.43	40.19	42.02	43.98
A59	37.55	39.27	41.12	42.98	44.99	47.11	49.20
A60	38.43	40.19	42.02	43.98	46.05	48.20	50.48
A61	39.27	41.12	42.98	44.99	47.11	49.20	51.67
A62	40.19	42.02	43.98	46.05	48.20	50.48	52.84
A63	41.12	42.98	44.99	47.11	49.20	51.67	54.06
A64	42.02	43.98	46.05	48.20	50.48	52.84	55.30
A65	42.98	44.99	47.11	49.20	51.67	54.06	56.59
A80	60.57	63.39	66.33	69.41	72.64	76.02	79.57
A83	64.84	67.85	71.02	74.32	77.78	81.40	85.19
A92	79.57	83.26	87.14	91.21	95.46	99.89	*** 104.54

**Step G available for use when individual has performed satisfactorily on Step F for a 24-month period and with written approval by the Administrator.

***Step G for Administrator must be approved by the Golden Rain Foundation Board of Directors.

(Effective 31 Dec 07)

PERSONNEL

PAY PLAN

Anniversary Dates

In applying the policy on Salary Administration, it is necessary to recognize the possibility of an employee having two "anniversary dates." The "employment anniversary date represents the date the employee began employment with the Foundation. The "job anniversary" date represents the date the employee was moved from promotion or transfer into another position carrying a salary range that is different from the position to which he or she was formerly assigned, or the date the employee's status changed from temporary to part- or full-time.

In such an instance, the employment anniversary date is retained on record for use in computing length of service, vacation, sick leave, etc., while the new job anniversary date is used to determine the effective date of performance evaluations and step increases referred to in Policy 4501, Salary Administration.

(Oct 92)

Page 1 of 2

PERSONNEL

PAY PLAN

Anniversary Dates

Regulation

Approved: 11 Feb 70

Revised: 01 Oct 92

Executive Director

Golden Rain Foundation

(Oct 92)

PERSONNEL

DEVELOPMENT PROGRAM

Employee Promotion

It is the policy of the Golden Rain Foundation, wherever possible, to promote from within. However, it must be understood that as personnel requirements change, the qualifications of the already employed and/or resident applications will not, in all cases, be acceptable in the position which is being filled. In such cases, it is the prerogative of the department head to employ the person best qualified for the position.

In cases where two or more employees are acceptable for a job position, the final determination should be made on the basis of seniority.

(Aug 67)

PERSONNEL

DEVELOPMENT PROGRAM

Employee Promotion

Policy

Adopted: 30 Aug 67

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Aug 67)

PERSONNEL

DEVELOPMENT PROGRAM

Employee Promotion Procedure

It is the Foundation's policy to encourage and promote qualified employees over other candidates when filling vacant positions. However, because of the level of experience and other qualifications required for positions, promotions from within are not always possible. An employee's past performance, qualifications, potential abilities and job experience are all important factors considered when selecting employees for promotion. When these factors are deemed equal amongst two or more qualified employees, seniority will be the determining factor.

When full time vacant positions become available, usually the position will be posted on the various department bulletin boards.

If there is an interest in a promotion, the employee should discuss the matter with their immediate supervisor or department head, who will advise the employee as to whether they are eligible.

If the promotion is to a position in another department, the employee will be referred to the Personnel Department. The Personnel Supervisor will advise the employee of the requirements for the position. Prior to the deadline designated on the job posting, the employee is to submit a written request for position consideration to their immediate supervisor. If the position is not posted, the employee should contact the Personnel Department for the deadline.

Interested employees who have submitted their written request for position consideration in a timely manner will be interviewed by the appropriate department supervisor or manager, along with other candidates, and the most suitable candidate will be selected for the position.

(Sept 00)

PERSONNEL

DEVELOPMENT PROGRAM

Employee Promotion Procedure

Regulation
Approved: 05 Sep 00

Executive Director
Golden Rain Foundation

(Sept 00)

PERSONNEL**DEVELOPMENT PROGRAM****Service Awards**

It is the policy of the Golden Rain Foundation to recognize extended service to the Foundation by presenting service awards to eligible employees in accordance with the guidelines set forth below:

1. Eligibility

All regular full-time and part-time employees are eligible to receive a service award upon completion of five (5) years of continuous service and at the end of every five (5) years of continuous service thereafter.

- a. Temporary employees and/or casual/relief employees are not eligible to receive service awards.
- b. Employees rehired by the Foundation shall be eligible for a service award based on the employee's rehire date.

2. Awards

Eligible employees will receive a framed certificate and a service award lapel pin.

3. Presentation

The service award will be presented to the employee at the monthly Board of Directors' meeting that is held during the employee's anniversary month by the employee's Department Manager or the Executive Director. Should the employee not be available for the presentation, the presentation will occur at the next scheduled meeting.

Policy

Adopted: 15 Oct 02

Amended: 28 Apr 15

GOLDEN RAIN FOUNDATION

Seal Beach, California

PERSONNEL**TERMINATION OF EMPLOYMENT****General Policy**

The Golden Rain Foundation operates under an "at will" employment philosophy which means that an employment relationship exists only as long as the Foundation and the employee agree to continue it.

Employees have the right to resign at any time they feel it is in their best interest to do so, for any reason with or without cause and with or without notice.

Should an employee decide to resign his/her position, the Foundation requests that the employee's resignation be submitted in writing to the Department Manager at least two weeks in advance to assist in an orderly transition of duties and responsibilities to a successor. The letter of resignation is to state the effective date and reason for said resignation.

Any employee may be terminated by the Executive Director at any time, for any reason not prohibited by law, with or without cause and with or without notice. If the employee is a manager, however, the termination must be approved by the Executive Committee.

Policy

Adopted: 30 Aug 67
 Amended: 19 Aug 69
 Amended: 14 Sep 82
 Amended: 13 Jun 90
 Amended: 08 Aug 95
 Amended: 10 Feb 98 (effective April 1, 1998)
 Amended: 17 Jan 12

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 12)

Page 1 of 1

PERSONNEL

TERMINATION OF EMPLOYMENT

Resignations

The following procedures shall be followed in all employment resignations:

1. The employee is to complete the established resignation form and submit it to their supervisor or department manager, stating the effective date of resignation and the reason for leaving. Two weeks' advance notice is requested.
2. The supervisor is to immediately notify the department head, if applicable, and the Personnel Department of the date of termination.
3. The employee is to return all uniforms, if applicable, to the supervisor *at the end of the shift prior to the last day of work*. The supervisor is to notify the Accounting Department as to whether or not all uniforms have been returned. The employee is required to work on the last day of employment until the arranged time to report to the Personnel Department. The employee must also return all tools and any other Foundation property just before reporting to the Personnel Department.
4. On the last day of employment, the supervisor is to make arrangements with the Security and Transportation Department for removal of the employee's car decal.
5. One to two hours prior to the end of the employee's shift on the last day of employment, the employee is to report to the Personnel Department. At that time, the employee will:
 - a. Return employee handbook and identification card.
 - b. Return keys, if applicable.
 - c. Sign group health continuation coverage (COBRA) forms and the retirement plan withdrawal forms, as applicable.

The Personnel Supervisor will:

- a. Conduct an exit interview with the terminating employee.
- b. Give the final paycheck(s) to the employee, if applicable.

(Aug 00)

PERSONNEL

TERMINATION OF EMPLOYMENT

Resignations

6. The employee is to leave the premises immediately upon completion of the meeting in the Personnel Department.

Any exceptions to the above procedures must be approved by the Administrator, in writing, in advance.

Regulation

Approved: 29 Oct 93

Revised: 30 Aug 00

Executive Director

Golden Rain Foundation

(Aug 00)

PERSONNEL**GENERAL POLICY****Reinstated Employees**

Employment is at the mutual consent of the employee and Golden Rain Foundation. Accordingly, either an employee or the Foundation can separate the employment relationship, with or without cause, and with or without notice, at any time.

Employees who are classified as "eligible for rehire" upon separation from the company will be considered for rehire with other applicants. Any employee who has separated employment, is eligible for rehire, and returns to work with a break of service of less than ninety (90) days, will be reinstated with the original employment anniversary date as when the employee left. If the employee is reinstated to the same position, the rate of pay will remain the same as when the employee left. If, however, the employee is reinstated to another position, the rate of pay will be adjusted to the appropriate established salary range for the current position. Eligibility for benefits will be determined according to the current benefit plan document statements.

Employees who are rehired following a break in service of more than ninety (90) days, except for an approved leave of absence, will be considered a new employee from the effective date of the re-employment for all purposes. This will include established review periods, pay, and eligibility for benefits, except the retirement plan. Information on how re-employment affects participation in the retirement plan can be obtained from the Personnel Department.

Policy

Adopted: 10 Feb 99

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 99)

PERSONNEL

GENERAL POLICY

Problem Solving / Grievance Process

If at any time an employee feels that he or she is not being treated fairly, the following steps should be taken:

1. The employee should talk with his or her supervisor as soon as possible after becoming aware of the problem. The supervisor will review the problem and give the employee a reply within three working days. If additional time is needed, the employee will be informed.
2. If the employee feels that the problem has not been solved to his/her satisfaction with the supervisor, the employee can file a written statement with the department head within five working days. The department head will send a copy to the Human Resources Department. The department head will reply to the employee, in writing, within three working days after complaint is received, unless additional time is needed.
3. Any employee who feels that the problem has not been satisfactorily resolved with the department head can file a written statement within seven working days with the Human Resources Department. The Human Resources Manager will provide a copy of the statement to the Executive Director. A response will be provided to the employee within seven working days. If additional time is needed, the employee will be advised. The Executive Director's decision will be final.

(Aug 95)

PERSONNEL

GENERAL POLICY

Problem Solving / Grievance Process

An employee may communicate directly with the Human Resources Manager if any of the following situations exist:

1. The employee suspects or has proof that a federal or state law is being violated or is about to be violated.
2. A safety hazard exists that threatens the health of an employee.
3. The problem directly involves the department head and the employee can reasonably demonstrate that the department head may not be able to deal objectively with the situation.

Policy

Adopted: 30 Aug 67

Amended: 12 Jan 93

Amended: 08 Aug 95

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Aug 95)

PERSONNEL**TERMINATION OF EMPLOYMENT****Discipline**

The Foundation maintains a progressive discipline procedure to ensure a fair method of correcting employee behavior. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with the conduct or performance in order to provide them an opportunity to correct any problems.

Normally, progressive discipline involves verbal counseling, one or more written warnings and possible suspension, before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever the Foundation deems that circumstances warrant that one or more steps in the process be skipped. Accordingly, circumstances may sometimes warrant immediate termination. It should be remembered that employment is at the mutual consent of the employee and the Foundation. Accordingly, either the employee or the Foundation can terminate the employment relationship at will.

Rules

Approved: 13 Jun 90

**Executive Director
Golden Rain Foundation**

(Jun 90)

**Golden Rain Foundation Executive Committee
Human Resources Report – May 13, 2016**

Below are the budget variances as of the end of April 2016.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$218,253** in Salaries and Employee Benefits:

Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses					
19,593	6100000	Salaries & Wages	2,406,576	2,485,274	78,698
(1,037)	6100001	Vacation Accrual Expense	2,155	0	(2,155)
37	6101000	Commissions	13,626	12,520	(1,106)
509	6140000	Employment Taxes	220,418	229,410	8,992
14,576	6142000	Workers' Compensation	151,094	245,984	94,890
14,894	6143000	Group Insurance - Medical	229,051	262,012	32,961
908	6143300	Group Insurance - Dental	4,859	5,508	649
202	6143500	Group Insurance - Vision	3,159	3,388	229
(4,174)	6144000	401(k) Match	50,073	51,531	1,458
(243)	6145000	Group Insurance - Life	9,218	9,560	342
287	6146000	Long Term Disability Insurance	7,858	11,152	3,294

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$10,048** excluding the GRF Vacation Accrual Expense.
- 3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$1,291**

4) **Recruitment**

a. **Openings in May – 6 Positions**

Position		Status	Dept
Security Officers	3 Part-time	Accepting Applications	37 – Security
Asst. Service Maint. Supv.	1 Full-time	Accepting Applications	74 – Service Maintenance
Bus Driver	1 Part-time	Accepting Applications	38 - Transportation
Recording Secretary	1 Full-time	Interviews in progress	70 – Physical Properties
Total Openings	8		

5) **Staff Counts – As of 04-30-2016**

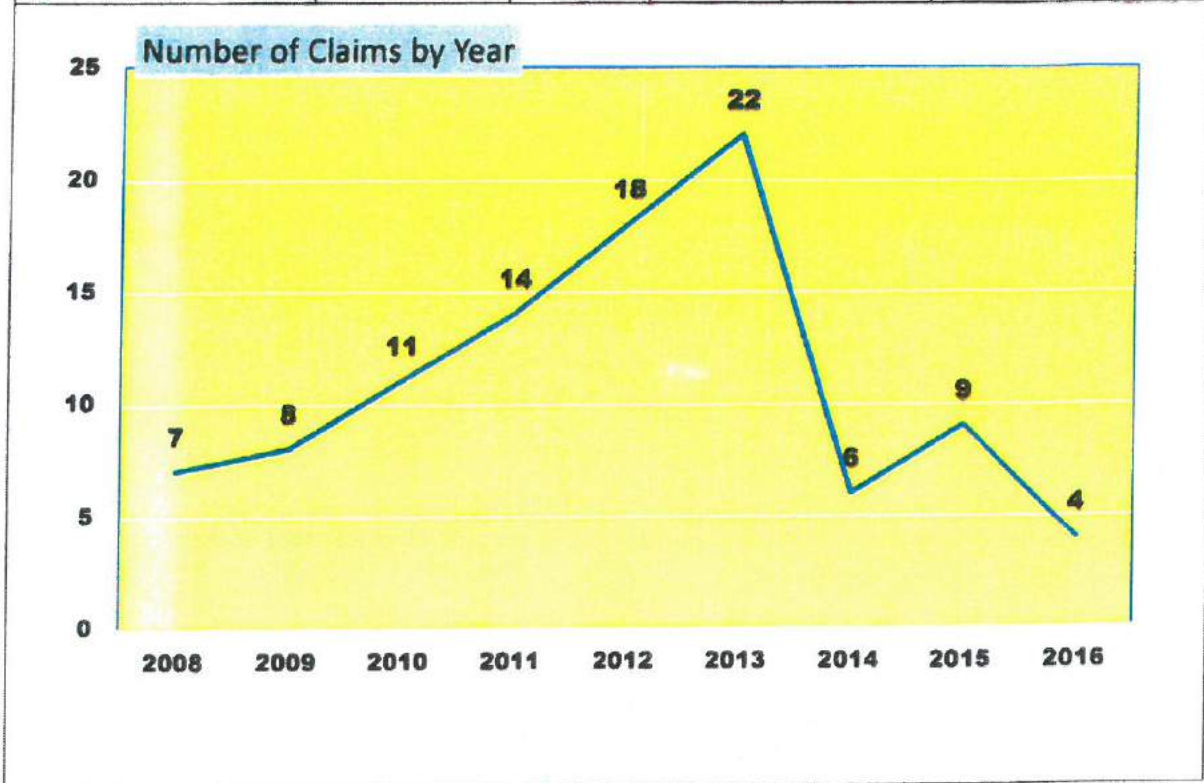
Current Staff Count – 232	Hires	Separations	Promotions
• APR 2016	6	1	0
• YTD 2016	17	8	1
• 2015	26	35	9

6) Safety

- a. One claim was reported in April. The employee has been released to modified duty – no time lost.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2016	2015	2014	2013	2012	2011
January	2	0	0	2	0	1
February	0	0	0	1	1	0
March	1	2	0	1	4	1
April	1	2	0	3	2	0
May		0	2	1	0	0
June		0	1	0	2	0
July		1	0	1	2	2
August		1	2	4	2	4
September		0	1	2	3	2
October		2	0	3	2	0
November		0	0	3	0	0
December		1	0	1	0	4
Total	4	9	6	22	18	14



**Golden Rain Foundation Executive Committee Report / Executive Session
Staff Member Information**

Data as of
April 30, 2016 unless noted otherwise

7) Hire and Termination Comparison Current Year-to-Date vs. Prior Year

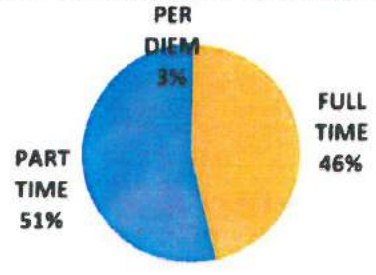
<i>2016 Data as of 04/30/2016</i>	NEW HIRES		SEPARATIONS	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		1	1
MUTUAL ADMINISTRATION	1	2	1	
NEWS	1			1
PHYSICAL PROPERTY	1	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)		4		5
SECURITY	7	9	3	16
SERVICE MAINTENANCE	3	4	1	1
TRANSPORTATION	2	4	2	5
GRAND TOTAL	17	26	8	35

8) Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	2
31 – Finance	4	4	3
32 – Purchasing	1	3	0
33 – Stock Transfer	1	5	0
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	69
38 – Transportation	1	3	23
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	6
70 – Physical Properties	1	13	1
74 – Service Maintenance	1	35	2
MAC – Mutual Administration	3	3	2
Total	21	86	125
Total Employee Count	232		

Summary

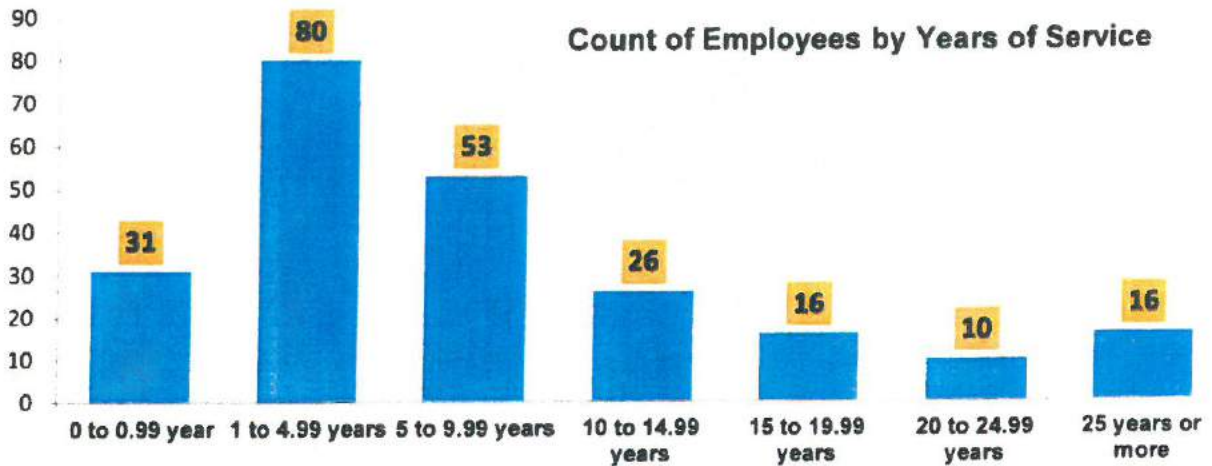
Employee Type	Count	% of Total
Full-time	107	46.1%
Part-time	118	50.9%
Per Diem	7	3.0%
Total	232	



PER DIEM 3%
FULL TIME 46%
PART TIME 51%

9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.6	11.7	5.9
Average Hourly Rate	\$19.83	\$26.57	\$14.01
Gender – Females	107	42	65
Gender – Males	125	65	60



Employees with 25 Years or More of Service

43.1 yrs Juan Robledo – Service Maint.	33.7 yrs Carol Weller – Mutual Admin
42.6 yrs Ruben Gonzalez – Service Maint.	32.9 yrs Cathie Merz – News
38.0 yrs Dede Martin – News	31.8 yrs Terry De Leon – Recreation
37.7 yrs Antonio Duarte – Service Maint.	29.6 yrs Edgar Santamaria – Service Maint.
37.0 yrs Jesus Lopez – Service Maint.	27.9 yrs Ruth Osborn – News
36.0 yrs Barry Holland – ITS	27.5 yrs Richard Stolarz – Service Maint.
35.6 yrs Mark Weaver – Community Facilities	27.4 yrs Eila Van Sauter – Transportation
35.1 yrs Grant Winford – Transportation	25.4 yrs Lorene Christian - Security

10) Employees Working Greater Than 28 Hours in a Week

Updated 03/27/2016 by MWKerr - Hours listed by week ending date

Dept	04/24	04/17	04/10	04/03	03/27	03/20	03/13	03/06
37		29.25	28.50	28.50		29.25		
37	32.00							
37		29.00						
37			28.25	28.50				
37								28.25
37				31.00				
37				28.50				
37		30.00						
37						28.25		
37			28.25					
37				29.25				28.50
38			28.75					
56					31.00			

11) Overtime

There is a *favorable* variance of **\$701.04** for April and an *unfavorable* variance of **\$5,496.03** for 2016 to date.

Overtime by Month	2016 Overtime Hours	2016 Overtime Dollars	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	\$4,499.39*	144.25	\$2,702.76*
February	133.00	\$2,606.91	43.50	(\$1,577.09)
March	154.50	\$2,318.02	121.25	\$2,081.91
April	226.25	\$ 374.71	102.00	\$2,401.51
May			213.5	\$4,387.04
June			115.00	\$2,991.54
July			172.50	\$3,208.76
August			99.75	\$1,398.94
September			113.25	\$2,734.27
October			298.25	\$8,890.50
November			230.25	\$7,021.59
December			222.53	\$7,319.03

Overtime Detail for April - Prepared by MWKerr 04/29/2016 (Check date 04/29/2016)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.50	0.75	0.25	\$23.19	\$34.58	\$11.39
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	69.00	1.67	(67.33)	\$2,365.80	\$50.33	(\$2,315.47)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.00	1.00	1.00	\$0.00	\$50.25	\$50.25
35 Library	12.50	0.50	(12.00)	\$353.25	\$13.75	(\$339.50)
36 News	31.75	12.08	(19.67)	\$1,049.33	\$409.75	(\$639.58)
37 Security	37.50	14.00	(23.50)	\$943.28	\$317.83	(\$625.45)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	1.25	0.42	(0.83)	\$34.30	\$17.25	(\$17.05)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	59.75	4.33	(55.42)	\$2,040.73	\$182.00	(\$1,858.73)
74 Service Maintenance	291.00	0.00	(291.00)	\$9,974.16	\$0.00	(\$9,974.16)
(Less) Billable to mutuals	(285.00)			(\$16,672.50) Approx		
MAC Mutual Administration	8.00	0.00	(8.00)	\$263.17	\$0.00	(\$263.17)
Totals	226.25	34.75	(191.50)	\$374.71	\$1,075.75	\$701.04

12) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional "catch-up" provision for employees over 50 is \$6,000.
 - At the end of April, total plan assets are \$8,833,637.85
 - 2016 YTD Employee Contributions \$158,549.80* Average Per Month \$39,637.45
 - 2016 YTD GRF Matching Contributions \$ 50,073.12* Average Per Month \$12,518.28
- *Through check date 04/29/2016

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

14) Gift Logs

a) See Attachment A

**Executive Committee Report compiled by: Cindy Flynn, Human Resources Director
May 13, 2016**

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GRF Gifts Log

Column1	Column2	Column3	Column4
Physical Property/Recreation	Pastries	Ron Del Restoration	3/4/16
Physical Property/Recreation	Cupcakes/cookies	Ron Del Restoration	3/17/16
Physical Property/Recreation	Cupcakes	Lenee, Castlehead Escrow	3/28/16
Physical Property/Recreation	Donuts	NuShine	3/29/16
Stock Transfer & Distribution	Cupcakes	Lenee, Castlehead Escrow	3/29/16
Stock Transfer & Distribution	Bouquet of flowers .	shareholder Kevin Powell Mutual Five	4/6/16
Purchasing	\$10 Starbucks gift card	Mutual Seven	4/6/16
Stock Transfer & Distribution	Homemade turtle treats (for Gina)	shareholder Linda Neer, Mutual Two	4/18/16
Stock Transfer & Distribution	Tray of sandwiches	A-List Escrow, Long Beach	4/20/16
Stock Transfer & Distribution	See's Nuts & Chews	Hank Barto, Leisure Living Escrow	4/25/16
Stock Transfer & Distribution	Homemade chocolate chip cookies	Lenee, Castlehead Escrow	4/25/16
Stock Transfer & Distribution	Girl Scout cookies	shareholder Sally Andelman, Mututal Eight	4/25/16
Physical Property/Recreation	Two pounds Starbuck's coffee	Nelson Paving	4/13/16
Physical Property/Recreation	M & Ms	OC Food Bank	4/21/16
Physical Property/Recreation	Chocolate chip cookies	Lenee, Castlehead Escrow	4/26/16

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Golden Rain Foundation
 May 13, 2016, Meeting of the Executive Committee
 Budget Comparison Report – March 2016

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	189	390	201
6420100 29	Electricity - Administration Bldg	4,492	4,677	185
6425100 29	Natural Gas - Administration Bldg	375	100	(275)
6471000 29	Building Repair & Maintenance - Administr	197	63	(134)
6477210 29	Pest Control - Administration Bldg	240	240	0
6478000 29	Service Contracts - Administration Bldg	1,018	780	(238)
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	6,511	6,250	(261)
5330000 29	Income / Refund from Mutuals - Administr	8,298	8,297	1
	Total Cost Recovery	8,298	8,297	1
Off Budget Items				
	Net Income / (Expense)	1,787	2,047	(260)

Budget Variance Report - March 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6478000	Service Contracts	(238)	Bi-annual Fire Inspection previously charged to CC 79
	Total Explained Variances	<u>(238)</u>	

Golden Rain Foundation
 May 13, 2016, Meeting of the Executive Committee
 Budget Comparison Report – March 2016

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	83,144	78,903	(4,241)
6140000 30	Employment Taxes - Administration	6,747	5,553	(1,194)
6142000 30	Workers' Compensation - Administration	1,549	2,742	1,193
6143000 30	Group Insurance - Medical - Administration	5,084	5,654	580
6143300 30	Group Insurance - Dental - Administration	200	96	(104)
6143500 30	Group Insurance - Vision - Administration	119	54	(65)
6144000 30	401(k) Match - Administration	560	622	62
6145000 30	Group Insurance - Life - Administration	416	366	(50)
6146000 30	Long Term Disability Insurance - Administration	295	426	131
6211000 30	Continuing Education - Administration	0	200	200
6214000 30	Meals & Special Events - Administration	292	1,500	1,208
6214500 30	Gifts - Administration	0	114	114
6215000 30	Mileage - Administration	1,498	1,530	32
6410000 30	Office Supplies - Administration	1,435	2,502	1,066
6410003 30	Board Office Supplies - Administration	995	210	(785)
6410010 30	Hospitality - Administration	369	501	132
6410015 30	Computer Supplies - Administration	903	81	(822)
6410020 30	Equipment Expense - Administration	28	0	(28)
6410025 30	Lunch Room Supplies - Administration	49	51	2
6410030 30	Printer / Copier Supplies - Administration	682	1,275	593
6410035 30	Refreshments - Administration	109	501	392
6422000 30	Telephone - Administration	15,560	15,744	184
6434100 30	Legal Fees - General Counsel - Administration	7,649	15,000	7,351
6434105 30	Legal Fees - Litigation - Administration	4,719	6,000	1,282
6437100 30	Reserve Study - Administration	0	0	0
6438000 30	Other Professional Fees - Administration	0	0	0
6444000 30	Equipment Rental - Administration	1,131	1,131	0
6471000 30	Building Repair & Maintenance - Administration	0	0	0
6472000 30	Equipment Repair & Maintenance - Administration	162	120	(42)
6478000 30	Service Contracts - Administration	2,089	3,937	1,848
6482000 30	Dues, Memberships & Books - Administration	255	540	285
6484000 30	Permits & Licenses - Administration	0	1,500	1,500
6731000 30	Property & Liability Insurance - Administration	104,333	108,600	4,267
6951000 30	Non-Budgeted Exp for Committee - Administration	6,167	0	(6,167)
	Total Expenses	246,537	255,463	8,926
Other Cost Recovery				
5335000 30	Management Fee - Administration	11,100	11,100	0
5385000 30	Other Income - Administration	745	1,434	(689)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	19,279	19,278	1
5396000 30	Taxable Other Income - Administration	450	0	450
5396100 30	Taxable Other Income - Supervire - Administration	24,554	20,025	4,529
	Total Other Cost Recovery	61,088	51,837	9,251
5330000 30	Income / Refund from Mutuals - Administration	209,571	209,568	3
	Total Cost Recovery	270,659	261,405	9,254
	Net Income / (Expenses)	24,122	5,942	18,180

Golden Rain Foundation
May 13, 2016, Meeting of the Executive Committee
Budget Comparison Report – March 2016

Budget Variance Report - March 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6434100	Legal Fees - General Counsel	7,351	General legal fees less than budgetted
6434105	Legal Fees - Litigation	1,282	YTD Litigation legal fees less than budgetted
5385101	Restricted Donations	4,960	Golden Age Fndt Payment for Bus Benches
5396100	Taxable Other Income - Superwire	4,529	Collected past due amounts on extra revenue & increase in subscriptions
Total Explained Variances		<u>18,122</u>	