EXECUTIVE COMMITTEE

Agenda

Friday, September 11, 2020
1:00 p.m.

To view the live GRF Board meeting:

- Go to www.lwsb.com
- Click on the Executive Committee Meeting Live tab
- The live streaming uses YouTube live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
    a. Introduction of Guests and Staff

    Randy Ankeny, Executive Director
    LeAnn Dillman, Human Resources Director
    Barbara Shuler, Finance Manager
    Deanna Bennett, Recording Secretary

    b. Rules of Order
    c. Chairs Report
4. **Approval of Minutes**
    a. Minutes of March 13, 2020 (pp. 1-4)
5. **Correspondence**
    a. Retain Live Streams of GRF Meetings – T. Smith (p. 5)
6. **Staff Reports**
    a. Human Resources Director (pp. 6-13)
    b. Finance Manager (handout)
    c. Executive Director
7. **Subcommittee Reports (n/a)**
8. **President's Comments (n/a)**
9. **Unfinished Business**
    a. Employee Handbook Review (pp. 14-92)

10. New Business

a. Labor Attorney Review
b. Designation of Additional Paid Holiday – Election Day
c. Job Description – Assistant Director of Trust Operations (handout)

11. Governing Documents

a. Amend 30-1021-1, Posting of Signs on Trust Property (p. 93)
b. Amend 30-5024-1, Committee Structure (pp. 94-95)
c. Amend 30-5041-5, Real Estate Property Acreage (pp. 96-98)
d. Amend 30-5092-1, Code of Ethics (pp. 99-100)
e. Amend 30-5094-4, Custodian of Record (pp. 101-102)
f. Amend 30-5155-3, Plan Investment Administration Committee (p. 103)
g. Amend 30-5177-3, Health Care Center Charter (pp.104-105)
h. Amend 30-5231-3, Donations (p. 106)
i. Amend 30-5511-3, Legal Services (pp. 107)
j. Review 30-1010-1, Authorized Speaker (pp. 108-109)
k. Review 30-5110-3, Executive Committee Charter (pp. 110-111)
l. Review 80-1927.02-3 Parking Rules Violation Panel (PRV) (p. 112)

12. Future agenda items

13. Next Meeting

Friday, October 9, 2020, 1 p.m., Clubhouse Four and Live Stream

14. Adjournment

EXECUTIVE COMMITTEE MINUTES
Friday, March 13, 2020

The meeting of the Executive Committee was held on Friday, March 13, 2020. The meeting was called to order at 1:00 p.m. by Chair Hopewell, in the Administration Conference Room; the Pledge of Allegiance was recited.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Mrs. L. Perrotti
	Ms. F. Fekjar	Ms. R. Winkler
	Ms. M. Gerber	Ms. K. Rapp
		Ms. L. Stone, President

Staff and Guests:
Mr. R. Ankeny, Executive Director
Ms. L. Dillman, Human Resources Director
Ms. B. Shuler, Finance Manager
Ms. B. Meacham, Stock Transfer Manager
Mrs. D. Bennett, Recording Secretary
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. W. Thompson, GRF Representative, Mutual Five
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
No 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 three 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 April.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director LeAnn Dillman, Finance Manager Barbara Shuler, Stock Transfer Manager Belinda Meacham, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

APPROVAL OF COMMITTEE MINUTES

The minutes of the February 14, 2020 meeting were approved, as presented.

CORRESPONDENCE

No correspondence was received by the Committee.

STAFF REPORTS

Executive Coordinator

The Executive Coordinator presented the timeline of events that GRF Board Members should be aware of through the rest of the 2019-2020 term.

Human Resources Director

The Human Resources Director's Human Resources report was accepted, as presented.

Finance Manager

The Finance Manager's Financial report was accepted, as presented.

Executive Director

The Executive Director advised that action plans are being refined pertaining to the impact on the community and staff of COVID 19.

SUBCOMMITTEE REPORTS (n/a)

UNFINISHED BUSINESS

GRF Election Update

The Stock Transfer Manager provided an update on the GRF Elections.

DRAFT

Labor Counsel Opinion re: Employee Handbook, Staff Serving on Mutual and/or GRF Boards

Ms. Rapp MOVED, seconded by Ms. Stone and carried by the Committee members present-

> **TO** make no changes to the Employee Handbook pertaining to staff serving on Mutual and/or GRF Boards of Directors.

NEW BUSINESS

Business Continuity

The Executive Director spoke on the preparedness of staff related to following all county, state and federal directives for the control of COVID 19.

Parking Rules Violation Panel

The Committee concurred to review 80-1927.02-3, Parking Rules Violations Panel (PRV), at the next Committee meeting.

GOVERNING DOCUMENTS

Adopt 30-5083-3, Anti-Discrimination

Ms. Rapp MOVED, seconded by Ms. Fekjar and carried unanimously -

> **TO** recommend the GRF Board of Directors adopt 30-5083-3, Anti-Discrimination, with formatting amendment and add keywords.

30-1021-1, Posting of Signs on Trust Property

The Committee concurred to request legal opinion pertaining to 30-1021-1, Posting of Signs on Trust Property, at the next Committee meeting.

30-1220-1, Sub-committee Resident Specialist

The Committee concurred to accept 30-1220-1, Sub-committee Resident Specialist, as reviewed.

30-5020-1, Organization of the Board

Ms. Rapp MOVED, seconded by Mrs. Perrotti and carried unanimously -

> **TO** recommend the GRF Board of Directors amend 30-5020-1, Organization of the Board.

30-5024-1, Committee Structure

The Committee concurred to review 30-5024-1, Committee Structure, at the next Committee meeting.

DRAFT

30-5026-3, GRF Election of Officers

Ms. Rapp MOVED, seconded by Mrs. Perrotti and carried unanimously -

> **TO** recommend the GRF Board of Directors amend 30-5026-3, GRF Election of Officers.

30-5092-1, Code of Ethics

Ms. Rapp MOVED, seconded by Ms. Fekjar and carried unanimously -

> **TO** recommend the GRF Board of Directors amend 30-5092-1, Code of Ethics.

30-5092.01-3, BOD Censure Procedure

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously -

> **TO** amend 30-5092.01-3, BOD Censure Procedure, by making non substantive changes as well as amending the document number (30-5092-3) and approved as final.

FUTURE AGENDA ITEMS

1. GRF Election Update
2. Review 80-1927.02-3, Parking Rules Violations Panel (PRV)
3. 30-1021-1, Posting of Signs on Trust Property, Legal Opinion
4. 30-5024-1, Committee Structure

NEXT MEETING:

Friday, April 10, 2020 at 1:00 p.m.
Administration Conference Room

ADJOURNMENT

The meeting was adjourned 2:55 p.m.

_____
Susan Hopewell, Chair
03.13.20
dfa

DRAFT

Randy L. Ankeny

From: Terese Smith <craftsmith99@yahoo.com>
Sent: Thursday, August 6, 2020 8:18 AM
To: Randy L. Ankeny
Subject: Live GRF meeting video

Hello Randy, I am enjoying the live videos of the GRF meetings but I am wondering if the videos could be made available for a longer viewing period? Would it be possible to have them available for a couple of days at least?

Thank you, Terese Smith Mutual 14

Sent from Yahoo Mail for iPad

Golden Rain Foundation Executive Committee Human Resources Report September, 2020

Below are the budget variances as of July 31, 2020

1) GRF – Budget Variance Information - GRF has a year-to-date favorable variance of **$836,320** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - GRF			
	Salaries & Wages	$ 4,259,013.00	$ 4,955,079.00	$ 696,066.00
6100001	Vacation Accrual Expense	$ 53,234.00	$ -	$ (53,234.00)
6101000	Commissions	$ 18,025.00	$ 32,125.00	$ 14,100.00
	Employment Taxes	$ 347,741.00	$ 414,893.00	$ 67,152.00
6142000	Workers' Compensation	$ 163,669.00	$ 196,595.00	$ 32,927.00
	Group Insurance - Medical	$ 391,019.00	$ 442,827.00	$ 51,808.00
6143300	Group Insurance - Dental	$ 10,710.00	$ 10,255.00	$ (455.00)
6143500	Group Insurance - Vision	$ 5,903.00	$ 6,692.00	$ 789.00
6144000	401(k) Match	$ 87,949.00	$ 104,602.00	$ 16,653.00
6145000	Group Insurance - Life	$ 18,672.00	$ 20,265.00	$ 1,593.00
6146000	Long Term Disability Insurance	$ 14,725.00	$ 23,646.00	$ 8,921.00

2) Cost Center 320 – Human Resources Budget Variance Information - The Human Resources Department has a year-to-date unfavorable variance of **$152.00** *excluding* the vacation expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Human Resources			
	Salaries & Wages	$ 119,142.00	$ 116,848.00	$ (2,294.00)
6100001 320	Vacation Accrual Expense	$ 53,234.00	$ -	$ (53,234.00)
	Employment Taxes	$ 8,821.00	$ 8,636.00	$ (185.00)
6142000 320	Workers' Compensation	$ 2,008.00	$ 2,408.00	$ 400.00
	Group Ins - Medical	$ 16,199.00	$ 20,265.00	$ 4,066.00
6143300 320	Group Insurance - Dental	$ 217.00	$ 266.00	$ 49.00
6143500 320	Group Insurance - Vision	$ 233.00	$ 259.00	$ 26.00
6144000 320	401(k) Match	$ 1,869.00	$ 3,485.00	$ 1,616.00
6145000 320	Group Insurance - Life	$ 514.00	$ 413.00	$ (101.00)
6146000 320	Long Term Disability Insurance	$ 410.00	$ 483.00	$ 73.00
6210006 320	FSA Administration Fees	$ 919.00	$ 1,470.00	$ 551.00
6210010 320	Fraud Hotline	$ 640.00	$ 640.00	$ -
6211000 320	Continuing Education	$ 1,199.00	$ 1,100.00	$ (99.00)
6211100 320	Employee Incentives	$ 1,345.00	$ 350.00	$ (995.00)
6212000 320	Employee Exams	$ 60.00	$ 875.00	$ 815.00
6212005 320	Employee Drivers License	$ 122.00	$ 280.00	$ 158.00
6213000 320	Employee Recruitment	$ 5,280.00	$ 6,880.00	$ 1,600.00
6213005 320	Employment Screening	$ 974.00	$ 3,500.00	$ 2,526.00
6214500 320	Gifts	$ 85.00	$ 350.00	$ 265.00
6410000 320	Office Supplies	$ 186.00	$ 945.00	$ 759.00
6410015 320	Computer Supplies	$ 29.00	$ 560.00	$ 531.00
6410030 320	Printer / Copier Supplies	$ 169.00	$ 420.00	$ 251.00
6410035 320	Refreshments	$ -	$ 280.00	$ 280.00
6422000 320	Telephone	$ 865.00	$ 819.00	$ (46.00)
6434110 320	Legal Fees - HR	$ 18,247.00	$ 7,000.00	$ (11,247.00)
6481000 320	Computer Maintenance &	$ 180.00	$ 700.00	$ 520.00
6482000 320	Dues, Memberships & Books	$ -	$ 700.00	$ 700.00
6491000 320	Miscellaneous Writeoffs	$ 371.00	$ -	$ (371.00)
	Total Expenses	$ 233,319.00	$ 179,932.00	$ (53,387.00)

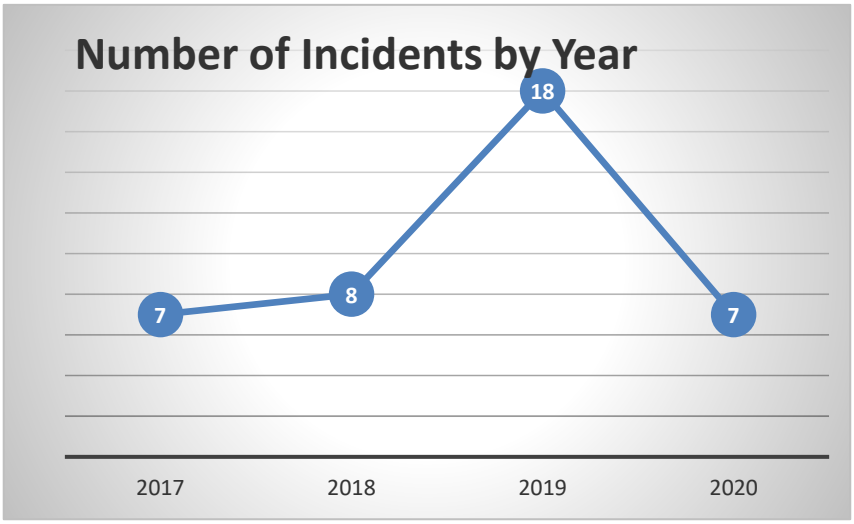
3) **Safety - 0** incident(s)/injury(ies) reported in August.

Workers' Compensation – On the Job Incident(s) by Month

Month	*Current Year 2020*	*2019*	*2018*	*2017*	*2016*
January	1	3	1	0	2
February	2	0	0	0	0
March	1	0	2	1	1
April	1	3	2	0	1
May	0	5	1	3	0
June	2	2	0	0	0
July	0	0	0	0	0
August	0	1	0	2	1
September		1	1	1	1
October		*1	0	0	2
November		*1	0	0	1
December		1	1	0	3
Total	**7**	**18**	**8**	**7**	**12**

Of the total incidents reported for 2020…
1 – determined non-industrial – claim denied
4 - Waivers, no treatment, no claim
1 -Treatment completed, claim closed
1 – Treatment ongoing

Open Claims Carryover 2019
**2 open cases remain in treatment*



Golden Rain Foundation Executive Committee
Staff Information
Data as of August 31, 2020 unless noted otherwise

4) Open Position *(by headcount)*

Position	*# of Openings*	*Status*	*Department*
News Editor/Copywriter/Page Designer Assistant	1 Full Time	Open Position (offer extended)	236 – News
Customer Service Specialist	1 Part Time	Open Position	236 – News
Purchasing Coordinator	1 Full Time	Open Position	432 – Purchasing
Assistant Stock Transfer Manager	1 Full Time	Open Position	533 – Stock Transfer
Stock Transfer Manager	1 Full Time	Open Position	533 – Stock Transfer
Stock Transfer Assistant	1 Full Time	*Pending Start date 9/8/2020*	533 – Stock Transfer
Carpenter	1 Full Time	Open Position	574 – Service Maintenance
Electrician	1 Full Time	Open Position	574 – Service Maintenance
Plumber	1 Full Time	Open Position	574 – Service Maintenance
Security Officer	6 Full Time	Ongoing Open Position (3 offers extended)	837 – Security
Bus Driver	2 Part Time	Ongoing Open Position *(1 pending start date)*	838 – Transportation
Total Openings	**17**		

5) Active Job Postings – September

Position	# of Applicants
Electrician	92
Plumber	68
Purchasing Coordinator	293
Carpenter	1
Stock Transfer Assistant Manager	14
RV Lot Mini Farms	22
Security	29
Bus Driver	76

6) Staff Counts

Current Staff Count – **193**	*Hires*	*Separations*	*Promotions*
• August	3	7	1
• YTD 2020	15	36*	2
• 2019	43	57	11

***** Of this total, 8 layoffs resulting from COVID-19

7) Turnover as of August 31, 2020

GRF Turnover				
Month	Number of Separated Employees	Number of Employees as of 12/31/2019	Monthly Turnover Rates	Annual Turnover Rate
January	*5*	*210*	2.4%	
February	*8*	*210*	3.8%	
March	*2*	*210*	1.0%	
April	*1*	*210*	0.5%	
May	*2*	*210*	1.0%	
June	*9*	*210*	4.3%	
July	*2*	*210*	1.0%	
August	*7*	*210*	3.3%	**17.1%**
September	*7*	*210*	3.3%	
October	*2*	*210*	1.0%	
November	*7*	*210*	3.3%	
December	*2*	*210*	1.0%	**25.7%**

Turnover by Type	Full Time	Part Time
2020 YTD	20.0%	13.3%
2019 Annualized	24.2%	27.8%

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

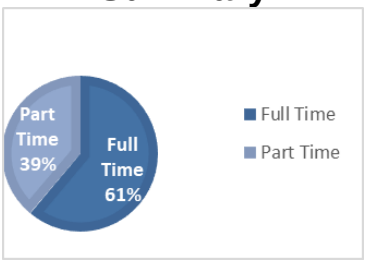
	NEW HIRES		*SEPARATIONS*	
Department	*2020 To Date*	*2019 Actual*	*2020 To Date*	*2019 Actual*
236 – News	0	3	4	1
320 – Human Resources	0	1	0	1
322 – Emergency Preparedness	0	0	0	0
330 – Administration	0	0	0	2
431 – Finance	2	2	1	2
432 – Purchasing	1	1	1	1
533 – Stock Transfer	0	1	4	2
544 – Copy & Supply	0	0	0	1
545 – Mutual Administration	2	3	1	4
574/575 – Service Maintenance	5	8	12	7
656 – Exercise Room	0	1	0	1
670 – Physical Properties	0	0	1	1
735 – Library	0	3	0	2
740 – Recreation	0	0	2	1
746 – Golf Course	0	2	0	3
748 – Swimming Pool	0	3	0	2
837 – Security	4	11	7	25
838 – Transportation	1	3	3	1
934 – Information Technology	0	1	0	0
GRAND TOTAL	**15**	**43**	**36**	**57**

9) Employee Counts by Department

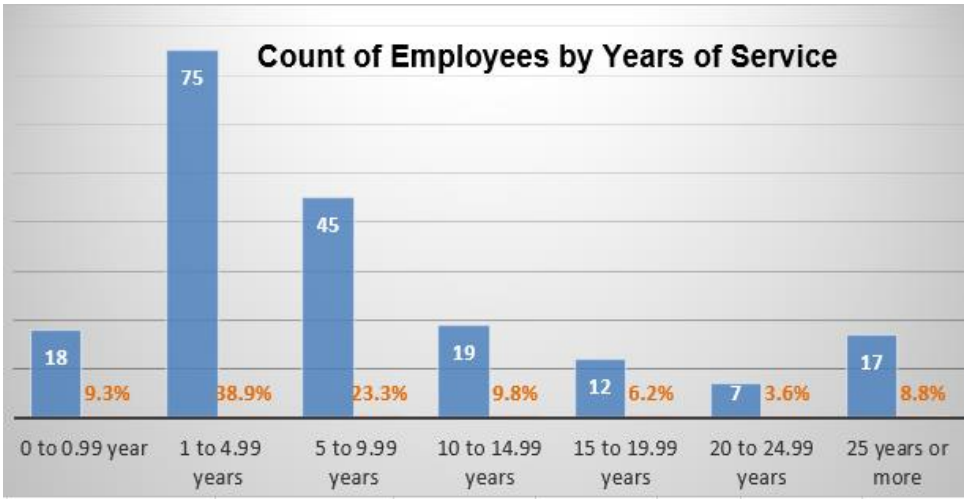
Department	Full-Time		Part-Time	TOTAL
	Exempt	Non-Exempt	Non-Exempt	
236 – News	1	4	0	**5**
320 – Human Resources	1	1	0	**2**
322 – Emergency Preparedness	0	1	0	**1**
330 – Administration	2	2	0	**4**
431 – Finance	4	6	0	**10**
432 – Purchasing	1	2	0	**3**
533 – Stock Transfer	0	2	0	**2**
544 – Copy & Supply	0	2	0	**2**
545 – Mutual Administration	2	5	0	**7**
574/575 – Service Maintenance	2	30	1	**33**
656 – Gym	0	0	5	**5**
670 – Physical Properties	2	13	2	**17**
735 – Library	2	2	4	**8**
740 – Recreation	3	2	0	**5**
746 – Golf Course	0	0	5	**5**
748 – Pool	0	0	4	**4**
837 – Security	2	18	35	**55**
838 – Transportation	1	3	19	**23**
934 – Information Technology	1	1	0	**2**
Total - 2020	**24**	**94**	**75**	**193**
2019	**26**	**95**	**83**	**212**
2018	**24**	**96**	**98**	**228**
2017	**24**	**90**	**107**	**229**

Employee Type	Count	% of Total
Full-time	118	61%
Part-time	75	39%
Total: 193		

Summary



10) Employee Demographics



Employee	Department	Years of Service
Ruben Gonzalez	Service Maintenance	46.8
Jesus Lopez	Service Maintenance	41.2
Mark Weaver	Physical Property	39.8
Grant Winford	Transportation	39.2
Terry DeLeon	Recreation	36.0
Edgar Santamaria	Service Maintenance	33.8
Ruth Osborn	News	32.1
Richard Stolarz	Physical Property	31.7
Eila VanSauter	Transportation	31.6
David VanHorn	Physical Property	28.8
Gerald Antisdel	Physical Property	28.5
Felix Rac	Service Maintenance	28
Kevin Black	Physical Property	27.5
Bill Marquardt	Security	26.4
Bill Coleman	Recreation	25.1

11) Employees Working Greater Than 28 Hours in a Week

Updated 08/27/2020 by TDutton

CC	8/23	8/16	8/9	8/2	7/26	7/19	7/12	7/5
748/670	**40.00**	**40.00**	**40.00**	**40.00**	40.00	39.98	40.17	31.00
837	**32.13**	**35.00**	**31.70**	**28.20**	28.70	28.15	28.10	29.75
837	**28.23**							
837	**31.97**	**32.03**	**31.97**	**32.00**	36.48	31.98	36.00	40.05
837	**32.22**		**32.00**	**32.00**	33.88			32.00
837			**30.98**					
837						40.48	40.00	31.95
837	**28.10**		**36.05**		28.05	28.32	28.07	
837				**33.50**				
837	**32.00**							
837	**32.73**	**38.83**						
838		**32.00**	**30.00**	**37.50**	30.00	30.00	30.00	30.00
Total	**257.38**	**177.86**	**232.70**	**203.20**	197.11	198.91	**202.34**	**194.75**

12) Overtime - There is an *unfavorable* variance of **$5,926.12** for August and an *unfavorable* variance of **$40,686.66** for 2020 to date.

Overtime by Month	*Total OT Worked*	*2020 OT Billable Hrs to Mutuals*	*2020 OT Billable Dollars to Mutuals @ $63.00*	*2020 Overtime Hours – Less Billable to Mutuals*	*2020 Overtime Dollars – Less Billable to Mutuals*	*2019 Overtime Hours – Less Billable to Mutuals*	*2019 Overtime Dollars – Less Billable to Mutuals*
January	644.46	118.25	$7,449.75	526.21	$14,536.25	249.00	$5,214.46
February	295.25	19.75	$1,244.25	275.50	$8,035.80	240.50	$4,031.09
March	291.01	19.25	$1,212.75	271.76	$8,233.41	310.75	$8,246.74
April	193.84	34.00	$2,142.00	159.84	$1,468.06	256.25	$7,682.02
May	150.75	24.50	$1,543.50	126.25	$3,407.86	154.83	$4,701.87
June	440.02	24.00	$1,512.00	416.02	$11,734.50	235.25	$6,315.01
July	643.78	32.75	$2,063.25	611.03	$19,160.57	308.75	$7,111.37
August	422.30	58.75	$3,701.25	363.55	$11,356.29	271.00	$3,459.70
September						496.62	$13,577.58
October						200.92	$5,615.33
November						431.57	$12,426.11
December						398.53	$12,940.38

Overtime Detail for August, 2020 - Prepared by TDutton 08/27/2020

			HOURS				EXPENSE	
				Fav/(Unfav)				Fav/(Unfav)
Cost Center		Actual	Budget	Variance		Actual	Budget	Variance
236	News	79.27	202.66	123.39		$2,887.30	$6,673.36	$3,786.06
320	Human Resources	52.13	13.36	(38.77)		$2,187.61	$836.00	($1,351.61)
322	Emergency Preparedness	3.16	0.00	(3.16)		$153.56	$0.00	($153.56)
330	Administration	81.44	256.64	175.20		$2,806.47	$8,590.66	$5,784.19
431	Finance	4.66	0.00	(4.66)		$166.14	$0.00	($166.14)
432	Purchasing	4.78	0.00	(4.78)		$145.25	$0.00	($145.25)
533	Stock Transfer	37.64	40.00	2.36		$1,114.04	$1,201.36	$87.32
544	Copy & Supply	3.97	0.00	(3.97)		$114.52	$0.00	($114.52)
545	Mutual Administration	109.36	42.66	(66.70)		$3,360.92	$1,278.00	($2,082.92)
574	Service Maintenance - Mutual Work	1,083.95	0.00	(1,083.95)		$41,679.09	$0.00	($41,679.09)
574	(Less) Billable to mutuals	(331.25)				($17,167.50)	Approx.	
575	Service Maintenance - Trust Property	251.94	0.00	(251.94)		$10,740.82	$0.00	($10,740.82)
656	Clubhouse Six	0.50	0.00	(0.50)		$11.25	$0.00	($11.25)
670	Physical Properties	57.65	208.00	150.35		$2,502.77	$8,853.36	$6,350.59
735	Library	5.84	20.00	14.16		$184.92	$582.00	$397.08
740	Recreation	2.38	66.00	63.62		$67.40	$1,892.00	$1,824.60
746	Golf Course	0.00	0.00	0.00		$0.00	$0.00	$0.00
748	Swimming Pool	0.93	0.00	(0.93)		$20.95	$0.00	($20.95)
837	Security	1,156.52	320.00	(836.52)		$27,758.42	$8,444.64	($19,313.78)
838	Transportation	117.91	138.66	20.75		$4,162.01	$3,290.00	($872.01)
934	Information Technology Services	27.38	40.00	12.62		$1,232.10	$1,800.00	$567.90
	Totals	2,750.16	1,347.99	(1,402.17)		$84,128.04	$43,441.38	($40,686.66)

13) Retirement – Employee 401(k) Plan

- For 2020, the amount employees may contribute to their 401(k) plan is $19,500 per year plus the additional "catch-up" provision for employees over 50 is $6,500.
- At the end of August, total plan assets are $11,286,589
- 2020 YTD Employee Contributions $270,744 *Average Per Month $90,248
- 2020 YTD GRF Matching Contributions $99,456 *Average Per Month $33,152

through check date 08/28/2020

14) Anti-Fraud Compliance Hotline Reports

The program started in May 2014

Program Summary	*# of Reports*
Reports Since Start of Program	3
Closed Reports	3
Open Reports	0
New Reports this Month	0

15) Gift Log - *Available upon request*

Executive Committee Report prepared by LeAnn Dillman, HR Director

September 11, 2020

Golden Rain Foundation
September 11, 2020 Meeting of the Executive Committee
Budget Comparison Report CC 330, 629, & 655 – August 2020

Budget Variance Report - August 2020
Administration - CC 330

GL Code	Account Description	Variance	Explanation
61XXXXX	Salaries & Wages	10,821	Favorable - Due to furloughed employees
6214000	Meals & Special Events	17,345	Favorable - Events canceled due to COVID-19
6410046	COVID-19 Supplies	(53,532)	Unfavorable - Unbudgeted expenses due to the pandemic
6434100	Legal Fees - General Counsel	17,169	Favorable - Expenses YTD below budget
6434105	Legal Fees - Litigation	(20,057)	Unfavorable - Related to litigation
6478000	Service Contracts	8,298	Favorable - Savings from Kyocera contract, and 2nd quarter invoice not yet received
5396100	Taxable Other Income - Superwire	6,070	Favorable - GRF share of extra services
	Total Explained Variances	(13,886)	of ($12,459)

Golden Rain Foundation
September 11, 2020 Meeting of the Executive Committee
Budget Comparison Report CC 330, 629, & 655 – August 2020

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Administration			
	Salaries & Wages Administration	261,731	272,765	11,034
	Employment Taxes Administration	18,004	17,791	(213)
6142000 330	Workers' Compensation - Administration	2,099	2,488	389
	Group Ins - Medical Administration	15,881	16,904	1,023
6143300 330	Group Insurance - Dental - Administratio	677	264	(413)
6143500 330	Group Insurance - Vision - Administratio	208	216	8
6144000 330	401(k) Match - Administration	2,044	2,096	52
6145000 330	Group Insurance - Life - Administration	1,283	1,280	(3)
6146000 330	Long Term Disability Insurance - Adminis	871	1,488	617
6211000 330	Continuing Education - Administration	0	400	400
6212000 330	Employee Exams - Administration	510	0	(510)
6214000 330	Meals & Special Events - Administration	1,455	18,800	17,345
6214500 330	Gifts - Administration	543	800	257
6215000 330	Mileage - Administration	0	50	50
6410000 330	Office Supplies - Administration	351	750	399
6410003 330	Board Office Supplies - Administration	586	850	264
6410010 330	Hospitality - Administration	939	1,800	861
6410015 330	Computer Supplies - Administration	2,033	4,500	2,468
6410020 330	Equipment Expense - Administration	0	500	500
6410025 330	Lunch Room Supplies - Administration	12	100	88
6410030 330	Printer / Copier Supplies - Administrati	1,589	2,800	1,211
6410035 330	Refreshments - Administration	128	1,600	1,472
6410046 330	COVID-19 Supplies - Administration	53,532	0	(53,532)
6422000 330	Telephone - Administration	808	1,116	308
6434100 330	Legal Fees - General Counsel - Administr	29,081	46,250	17,169
6434105 330	Legal Fees - Litigation - Administration	31,057	11,000	(20,057)
6437100 330	Reserve Study - Administration	4,800	4,800	0
6438000 330	Other Professional Services - Administra	0	500	500
6444000 330	Equipment Rental - Administration	3,145	3,051	(94)
6472000 330	Equipment Repair & Maintenance - Adminis	0	200	200
6478000 330	Service Contracts - Administration	3,450	11,748	8,298
6481000 330	Computer Maintenance & Software - Admini	372	368	(4)
6482000 330	Dues, Memberships & Books - Administrati	100	895	795
6484000 330	Permits & Licenses - Administration	29	0	(29)
6731000 330	Property & Liability Insurance - Adminis	317,004	307,520	(9,484)
6731001 330	Key Person Life Insurance - Administrati	2,174	2,174	1
	Total Expenses	**756,494**	**737,864**	**(18,630)**
	Other Cost Recovery			
5335000 330	Management Fee - Administration	29,600	29,600	0
5385000 330	Other Income - Administration	576	574	2
5395000 330	Rental Income - Administration	24,002	24,001	1
5396100 330	Taxable Other Income - Superwire - Admin	52,470	46,400	6,070
5413100 330	Gain / Loss on Equipment - Administratio	98	0	98
	Total Other Cost Recovery	**106,746**	**100,575**	**6,171**
5330000 330	Income / Refund from Mutuals - Administr	634,496	634,496	0
	Total Cost Recovery	**741,242**	**735,071**	**6,171**
	Net Income / (Expenses)	**(15,252)**	**(2,793)**	**(12,459)**

Golden Rain Foundation
September 11, 2020 Meeting of the Executive Committee
Budget Comparison Report CC 330, 629, & 655 – August 2020

Budget Variance Report - August 2020
Administration Building - CC 629

GL Code	Account Description	Variance	Explanation
6410020	Equipment Expense	(1,559)	Unfavorable - New video cameras
6420100	Electricity	1,610	Favorable - Due to usage
6471000	Building Repair & Mntnc	574	Favorable - Actual expenses less than budgeted
6484000	Permits & Licenses	525	Favorable - O.C. Fire permit invoices not yet received
	Total Explained Variances	$1,150	of $1,062

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Administration Building			
6410005 629	Building Supplies - Administration Bldg	792	640	(152)
6410020 629	Equipment Expense - Administration Bldg	1,559	0	(1,559)
6420100 629	Electricity - Administration Bldg	13,663	15,273	1,610
6425100 629	Natural Gas - Administration Bldg	663	784	121
6471000 629	Building Repair & Maintenance - Administ	2,026	2,600	574
6477210 629	Pest Control - Administration Bldg	664	652	(12)
6478000 629	Service Contracts - Administration Bldg	2,115	2,070	(45)
6484000 629	Permits & Licenses - Administration Bldg	0	525	525
	Total Expenses	**21,482**	**22,544**	**1,062**
5330000 629	Income / Refund from Mutuals - Administr	21,944	21,944	0
	Total Cost Recovery	**21,944**	**21,944**	**0**
	Off Budget Items			
	Net Income / (Expense)	**462**	**(600)**	**1,062**

Golden Rain Foundation
September 11, 2020 Meeting of the Executive Committee
Budget Comparison Report CC 330, 629, & 655 – August 2020

Budget Variance Report - August 2020
Building Five - CC 655

GL Code	Account Description	Variance	Explanation
6471000	Building Repair & Maintenance	1,391	Favorable - Expenses less than budgeted
6478000	Service Contracts	595	Favorable - Bi-annual Fire Extinquisher bills not yet received.
6484000	Permits & Licenses	525	Favorable - The Elevator permit and Fire Authority permit have not yet been received for payment
	Total Explained Variances	$2,511	of $2,750

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Building Five			
6410005 655	Building Supplies - Building Five	1,208	720	(488)
6410020 655	Equipment Expense - Building Five	226	500	274
6420100 655	Electricity - Building Five	18,225	18,418	193
6422000 655	Telephone - Building Five	68	54	(14)
6471000 655	Building Repair & Maintenance - Building	200	1,591	1,391
6472000 655	Equipment Repair & Maintenance - Buildin	8	500	492
6477210 655	Pest Control - Building Five	679	652	(27)
6478000 655	Service Contracts - Building Five	2,115	2,710	595
6484000 655	Permits & Licenses - Building Five	0	525	525
	Total Expenses	**22,730**	**25,670**	**2,940**
	Other Cost Recovery			
5385201 655	Cafe Commissions Income - Building Five	1,530	1,720	(190)
	Total Other Cost Recovery	**1,530**	**1,720**	**(190)**
5330000 655	Income / Refund from Mutuals - Building	23,000	23,000	0
	Total Cost Recovery	**24,530**	**24,720**	**(190)**
	Off Budget Items			
	Net Income / (Expense)	**1,800**	**(950)**	**2,750**

GRF

2020

Golden Rain Foundation
Leisure World, Seal Beach

EMPLOYEE HANDBOOK

Revised: March 2020

014

Dear Team Members:

It is a great pleasure to welcome you to the Golden Rain Foundation of Seal Beach, California. We are pleased that you have decided to become a member of our team.

We have high standards of excellence, and we are committed to making your job challenging and satisfying. As you become acquainted with others at the Foundation, you will sense our level of professionalism. We encourage positive behavior towards your job and expect that you will fulfill your job responsibilities in a successful manner.

To assist you, we have created this Employee Handbook as your reference to basic information about your employment with Golden Rain. This Handbook sets forth the policies and guidelines which govern your employment with the Foundation. Please read this Handbook carefully and retain it for future reference. Should you have any questions regarding the information contained in this Handbook, please feel free to ask your Supervisor, Department Manager or the Human Resources Department for assistance.

These policies and guidelines are subject to revision by the Foundation from time to time to deal with changing conditions. If the Foundation makes such a revision, a new written policy will be issued as soon as reasonably possible and will prevail.

Again, welcome to the Golden Rain Foundation. It is our hope that you will find your career with us both challenging and rewarding.

Sincerely,

Randy L. Ankeny
Executive Director

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I. INTRODUCTORY POLICIES

A. Introduction To Handbook

This revised Employee Handbook is intended to help acquaint employees with the Golden Rain Foundation - Seal Beach ("Golden Rain", "Company" or "the Foundation") by providing its human resources policies, work rules, and benefits. The handbook is not a contract. It is designed to familiarize you with this information as easily and quickly as possible. This Handbook supersedes and replaces all previous Handbooks. It is important that all employees read, understand, and follow the provisions of the Handbook.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this Handbook change from time-to-time. Accordingly, the Foundation reserves the right to modify, supplement, rescind or revise any provision of the Handbook, other than the employment *"at-will"* provision, from time-to-time as it deems necessary or appropriate in its discretion. Employees will, of course, be advised of changes that occur. Any changes to this Handbook must be in writing and be approved and signed by the Executive Director and President of the Foundation. Any written changes to this Handbook will be distributed to all employees so that employees are aware of new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

As an employee of the Foundation, you are expected to adopt a high ethical standard of conduct in the performance of your duties. This consists of observing all work rules and treating fellow employees, shareholders and/or members, members of the Board of Directors, and others with courtesy and respect. At the Foundation, it is our goal to work in an atmosphere of integrity and trust. It is your responsibility to help maintain this atmosphere.

This Handbook is the property of the Foundation, and it is intended for your personal use and reference as an employee of the Foundation. This Handbook must be returned to the Human Resources Department upon your separation of employment.

B. Equal Employment Opportunity

The Golden Rain Foundation is committed to a policy of equal employment opportunity for all applicants and employees. It does not discriminate against qualified applicants or employees because of race, color, creed, religion, sex, gender (including gender identity and gender expression), pregnancy, national origin, ancestry, citizenship, age over 40, marital status, registered domestic partner status, physical disability, mental disability, medical condition, genetic characteristics, genetic information, sexual orientation, military and veteran status, or any other characteristic protected by state, local or federal law. Such laws also require reasonable accommodation of protected disabilities, religion and pregnancy, which the Foundation is equally committed to. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship,

including recruitment, hiring, upgrading, training, promotion, transfer, discipline, compensation, benefits, layoff, recall, and termination.

This policy applies to all individuals involved in Foundation operations and prohibits unlawful discrimination by any employee of the Foundation, including supervisors, co-workers, and Board Members.

Any employee who believes that they have observed or been subjected to any form of unlawful discrimination should immediately submit a complaint to their Supervisor, Department Manager or the HR Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Foundation will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. The Foundation will treat such ~~reports~~ [A1]complaints[A2] a[A3]~~a~~s confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, employees who do not wish to identify themselves can report information anonymously through the external Anonymous Reporting Service for employees. Information on this service is posted on the Employee Notice bulletin boards in each department.

If the Foundation determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Foundation will not retaliate against any employee for filing a complaint, or participating in the investigation of a complaint, and will not knowingly permit retaliation by management, co-workers, or Board Members.

C. *"At-Will"* Employment Relationship

The employment relationship between you and Golden Rain is *"at-will."* This Handbook is not intended to create an express or implied employment contract that is inconsistent with the fact that you and the Foundation have entered into an *"at-will"* employment relationship. Thus, in spite of the provisions set forth in this Handbook, your employment can be terminated at any time by you or the Foundation, for any reason or no reason, with or without cause, and with or without prior notice. Your *"at-will"* employment relationship cannot be amended by any practice or oral or written statement, and no implied contract concerning any ~~employment~~ employment-related decision or terms and conditions of employment can be established by any other statement, policy, or practice. Your status as an "*at-will*" employee can be changed only by a fully-integrated written agreement signed by the President of the Foundation that expressly states an intention to change the "*at-will"* nature of your employment. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

The employment relationship is only as good as our mutual satisfaction with each other. You have the right to resign any time you feel that it is in your interest to do so, for any reason or no reason, with or without cause, and with or without prior notice. The

Foundation also retains the right to terminate your employment, at any time, for any reason not prohibited by law, with or without cause and with or without notice.

No provisions of this Handbook are intended to overrule the general principle of *"at-will"* employment, i.e., that your employment may be terminated for any reason or no reason at all, with or without cause, and with or without prior notice, at the option of either you or the Foundation.

D. Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, GRF employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Managers/Supervisors or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination and may subject the violator to civil liability.

E. Disability Accommodation

Reasonable accommodation will be provided to qualified individuals with a known physical or mental disability to apply for jobs and to perform the essential functions of their jobs unless it would cause the Company an undue hardship.

Any employee who requires an accommodation in order to perform the essential functions of the job should notify his or her Supervisor, Department Manager or the Human Resources Director and discuss the need for accommodation. The Foundation will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. If the accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, the Foundation will make the accommodation. The individual is required to fully cooperate with the Foundation in seeking and evaluating alternatives and accommodations. The Foundation may require verification from an employee's treating physician of both the disability and the need for accommodation.

F. Religious Accommodation

The Foundation will make reasonable accommodation for employee observance of religious holidays and sincerely held religious beliefs or practices (including religious dress and grooming practices, such as religious clothing or hairstyles) unless doing so

would cause an undue hardship on Foundation operations. If you desire religious accommodation, you are required to make the request in writing to the Human Resources Director as far in advance as possible.

G. Prohibition Against Harassment and Complaint Procedure

The Foundation is committed to providing a work environment that is free of discrimination and/or harassment, including bullying. In keeping with this commitment, the Foundation maintains strict policy based on race, color, creed, religion, sex, gender (including gender identity and gender expression), pregnancy, national origin or ancestry, citizenship, age, sexual orientation, physical or mental disability, medical condition, genetic characteristics, genetic information, marital status, registered domestic partner status, military or veteran status or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all Foundation agents and employees, including supervisors and non-supervisory employees, and to nonemployees who engage in unlawful harassment in the workplace. It also extends to harassment of or by vendors, independent contractors and others doing business with the Foundation. Furthermore, it prohibits unlawful discrimination in any form, including verbal, physical and visual harassment, and prohibits retaliation of any kind against individuals who file a complaint in good faith, or who assist in a Foundation investigation.

With this policy, as well as our policies prohibiting improper e-mail and internet usage, the Foundation prohibits not only actions which are severe enough to be unlawful but also conduct and comments which are not severe enough to violate state and/or federal employment discrimination laws but which are still inappropriate in our work environment.

(i) Prohibited Conduct

The following is a partial list of prohibited behavior that will not be tolerated.

(a) Sexual Harassment

Sexual harassment includes many forms of offensive sexual behavior such as: Verbal (unwanted sexual advances, offering some employment benefits in exchange for sexual favors, derogatory or vulgar comments, epithets, slurs or jokes of a sexual nature, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual). Visual (sexual gestures, e-mails, pictures, cartoons, posters or objects, vulgar or obscene e-mails, letters, notes or invitations). Physical (physical conduct of an improper nature). Other (different treatment because of a negative response to sexual advances or because a voluntary relationship has ended). Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy.

(b) Other Prohibited Harassment

The Foundation also will not tolerate any harassment of an employee on the basis of race, color, creed, religion, sex, gender (including gender identity and gender expression),

pregnancy, national origin, ancestry, citizenship, age over 40, marital status, registered domestic partner status, physical disability, mental disability, medical condition, genetic characteristics, genetic information, sexual orientation, military, and veteran status or any other protected classification. Examples of such conduct which may violate this policy include, but are not limited to, verbal abuse of a racially derogatory nature; the use of racial or ethnic slurs; racially or ethnically disparaging words used to describe an individual; and racial, ethnic or other derogatory jokes, e-mail, written materials, drawings or cartoons which are racially or otherwise offensive.

(ii) Complaint Procedure

If an employee believes ~~that he or she is~~ they are, ~~being~~ or haves~~s~~ been, unlawfully discriminated against or harassed on the job; or believes the comments, gestures, or actions of an employee, including Department Managers, Supervisors, co-workers, GRF Board Members, Mutual Board Members, shareholders, as well as by any person doing business with or for the Foundation to be offensive or of a nature to impair the employee's working ability or emotional well-being, the employee should use the following procedure:

1. Every employee has a right to redress for unlawful discrimination or harassment. In order to secure this right, a complaint, preferably in writing, should be made to a Department Manager, ~~or~~ Supervisor or directly to the Human Resources Director, as soon as possible after any incident believed to be prohibited conduct. Employees who do not wish to identify themselves can report information anonymously through the external Anonymous Reporting Service for employees. Information on this service is posted on the Employee Notice bulletin boards in each department. The complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses. Department Managers and/or Supervisors will refer all such complaints to the Human Resources Director or the Executive Director, who will ensure that an effective, thorough, and objective investigation of the allegations is undertaken. This investigation will be completed with as much confidentiality as is possible without hindering the investigation and a determination regarding the allegations will be made[A4] ~~and communicated~~ as soon as practical.

2. If the Human Resources Director determines that inappropriate conduct has occurred, the Foundation will take effective remedial action. Any employee determined by the Foundation to be responsible for such conduct will be subject to appropriate disciplinary action, up to and including termination of employment. The Foundation will inform the complaining employee of the resolution of the complaint, including what action is taken, and the Foundation will take appropriate action to remedy any loss resulting from such conduct. Employees are encouraged to report any

incidents of discrimination or harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

(iii) Retaliation

The Foundation may not retaliate and strictly prohibits retaliation against any employee who has, in good faith, opposed harassment, filed a complaint of harassment and/or discrimination, or participated in any proceeding involving a complaint of harassment. Any employee who is found to have committed such retaliation will be subject to discipline, up to and including termination.

H. Immigration Law Compliance

The Foundation is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three (3) days after he or she begins work.

I. Contract Disclaimer

This Handbook is designed to acquaint employees with some of the Foundation's policies and benefits. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. THIS HANDBOOK IS~~IT IS~~ NOT A CONTRACT AND SHOULD NOT BE CONSTRUED AS CREATING CONTRACTUAL OBLIGATIONS.

J. Diversity

The Foundation is committed to creating an environment that respects the individual and values the contributions of people of different backgrounds, experiences, and perspectives. By fostering a diverse work environment, we create the opportunity to increase the Foundation's effectiveness by maximizing talent, fostering innovation, and tapping into the skills and creativity of an expanding workforce. Some different aspects of diversity include race, gender, age, national origin, sexual orientation, physical abilities, religious beliefs, language, and ethnicity. We hope to foster a workplace where differences are appreciated and valued.

K. Translation of Handbook

If you have any difficulty reading or understanding any provisions of this Handbook, please contact the Human Resources Department. We will gladly make assistance available to any employee who is unable to understand the Foundation's policies.

L. Third Party Disclosures

From time to time, The Foundation may become involved in news stories; or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident; or the actual or potential lawsuit.

GRF employees are asked not to speak on behalf of the Foundation and should refer any call or inquiry to the Executive Director or Human Resources department.

M. Whistleblower Policy

When employees notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, those employees are protected from retaliation. As such, GRF has a strict policy that prohibits retaliation against employees who make such reports while employed in any form of employment. GRF also does not permit retaliation against employees who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the GRF we encourage you to report it immediately to your manager/supervisor or to the Executive Director. Alternatively, you may contact the California State Attorney General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

II. CLASSIFICATION OF EMPLOYEES/DEFINITIONS

A. Orientation Period

The first ninety (90) calendar days of continuous employment at the Foundation is considered an Orientation Period. During this time, new employees and the Foundation will have an opportunity to evaluate one another and the employee's compatibility, ability, and interest in the job. Employment may be terminated at any time, with or without cause, either during or after this Orientation Period should such termination be deemed necessary or appropriate by the employee or the Foundation.

The *"at-will"* nature of the employment relationship will not change after the Orientation Period is completed.

The ninety (90) day orientation period may also be applied to employees transferring to a new department and/or a new position. In the case of existing employees, benefits will not be impacted by this designation.

B. Employment Definitions

In order to determine an employee's classification, the following categories have been established:

(i) Full-Time Employees

Full-time employees are employees who regularly work thirty (30) hours or more per week. Full-time employees are eligible for Foundation-sponsored benefits.

(ii) ~~Regular~~ Part-Time Employees[A5]

Part-time employees are employees who regularly work ~~a scheduled work period whose average hours of employment are l~~[A6]ess than thirty (30) hours per week. Part-time employees are not eligible for employee benefits, except the 401(k) and to the extent required by applicable law.

A part-time employee who transfers to full-time status will carry longevity credit into the full-time assignment. However, employees will be required to wait for the prescribed eligibility period for full-time employees prior to enrolling in the employee benefit plans.

(iii) Temporary Employees

Temporary employees may be hired from time to time for specific periods or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. A temporary employee will not be eligible to earn, accrue or participate in any Foundation benefit programs, except to the extent required by applicable law. An employee will not change from temporary to any other employment status or classification simply because of the length of time spent as a temporary

employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the Human Resources Department.

(iv) Exempt Employees

Exempt employees include all regular employees who are classified by the Foundation as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as Executive, Administrative, or Professional exempt employees.

(v) Non-Exempt

Non-exempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to overtime pay for work in excess of forty (40) hours in a workweek or eight (8) hours in a workday.

(vi) "*At-Will*" Status

Since all employees are hired for an unspecified duration, the above classifications do not guarantee employment for any specific length of time. 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,"* at any time, with or without reason, with or without cause, or with or without advance notice.

C. Anniversary Dates

(i) Employment Anniversary

The employment anniversary is the date an employee commences employment with the Foundation, and each annual anniversary thereafter. This date is used to compute the length of service and, for full-time employees, eligibility for employee benefits.

(ii) Job Anniversary

When hired, the job anniversary is the same date as the employment anniversary. However, if an employee is promoted or transferred to another position, or if the employment status changes from temporary to part-time or full-time, the date of the change becomes the new job anniversary. The job anniversary date is used to determine effective dates for performance evaluations.

III. WORK SCHEDULES

A. Meal Periods

All non-exempt employees who work in excess of 5 hours in a workday are provided a minimum of 30 minutes of unpaid time for a meal period ("First Meal Period"). Employees who work more than 10 hours in a workday are provided a second unpaid meal period of at least 30 minutes ("Second Meal Period").

Employees may voluntarily choose to waive their First Meal Period if the total hours worked that day does not exceed six hours. Employees may voluntarily choose to waive their Second Meal Period if the total hours worked that day does not exceed 12 hours, provided that the employee took their First Meal Period.

The employee's First Meal Period shall be provided after no more than 5 hours of work and the Second Meal Period after no more than 10 hours of work.

Non-exempt employees are required to clock out at the beginning of each meal period and clock in at the end of each meal period. Under no circumstances should an employee clock out for a meal period and continue working[A7]. ~~Such off-duty meal periods are not compensated.~~ [A8][A9]N~~T~~herefore, ~~n~~non-exempt employees may not perform any Foundation-related work during such meal periods or take meal periods at their desks or work stations.

B. Rest Breaks

Non-exempt employees may take a net 15-minute rest break per 4 hours worked~~,~~ or major fraction thereof. A "net" 15-minute rest break means that the employee has a full 15 minutes to rest. Insofar as practicable, rest breaks will be provided in the middle of work periods – one before the meal period, and one after the meal period. Rest breaks are paid.

THE CHART BELOW OUTLINES THE MEAL PERIODS AND REST BREAKS WE PROVIDE AND EXPECT ALL NON-EXEMPT EMPLOYEES TO TAKE:

Total Hours Worked (including paid rest breaks)	**Number of Available 15-Minute Paid Rest Breaks**	**Number of Available 30-Minute Unpaid Meal Periods**	**Meal Period Start Time**
Less than 3½	0	0	N/A
3½ to 5	1	0	N/A
More than 5 up to 6	1	1 (can be waived)	No later than 5 hours of work (unless waived)
More than 6 up to 10	2	1	No later than 5 hours of work
More than 10 up to 14	3	2 (if total hours worked~~)~~ is not more than 12 hours and the first meal period was taken, a second meal period can be waived)	For the first meal period, no later than 5 hours of work; for the second meal period, no later than 10

			hours of work (unless waived)

Rest Breaks and meal periods are intended to provide employees with an opportunity for rest and relaxation. Lunchrooms are located in various work areas. Employees are entirely relieved of work responsibilities during meal and rest periods; therefore, non-exempt employees are not to be at their desks or work stations during the meal or rest periods. However, if the job assignment is one which requires an employee to be on duty continuously during the assigned 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.

Rest Breaks may not be combined or added to the meal period or used to make up for late arrival or early departures. In addition, employees are not permitted to "work through" their meal period(s) with the intention of making up time because they arrived after the start of their regularly scheduled shift or because they want to leave prior to the end of their regularly scheduled shift.

If any Foundation Supervisor or Department Manager prevents you from taking any such meal periods or rest breaks, please advise the Human Resources Director promptly so that the matter can be investigated and you can be properly paid.

C. Overtime

(i) Non-Exempt Positions

The Foundation endeavors to have an adequate staff of employees to fulfill the normal work requirements. However, there will be circumstances that will require some employees to work beyond their normal work schedule in a day, week or month. On such occasions, when you are requested to work overtime, your full cooperation is expected. An employee will be notified as far in advance as possible. All overtime work must be authorized by your immediate Supervisor or Department Manager. Employees working unauthorized overtime will be paid for all overtime hours worked but will be subject to disciplinary action up to and including termination of employment.

Overtime will be paid to all non-exempt employees per the following schedule:

1. All hours worked in excess of eight (8) hours in any workday (up to and including twelve (12) hours) or forty (40) hours in any workweek and the first eight (8) hours worked on the seventh (7th) consecutive day of work in any workweek will be compensated at one and one-half (1½) times the regular rate of pay.

2. All hours worked in excess of twelve (12) hours in any workday and all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in any workweek will be compensated at two (2) times the employee's regular rate of pay.

3. Overtime is calculated on actual time worked. It does not include hours away from work due to vacation or sick leave or any other hours paid but not worked, except for employees eligible for Holiday pay, as noted below.

4. An employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their regular rate of pay. Holiday hours paid on a Foundation-observed holiday will be counted towards weekly overtime calculations.

5. Weekend work does not automatically qualify for compensation at overtime pay rates. Hours worked on Saturday and/or Sunday qualify for overtime rates only if they qualify as overtime hours as defined above.

(ii) Exempt Positions

Exempt employees are not entitled to receive overtime pay. Employees who are exempt from overtime provisions of state and federal law are paid a salary that is intended to fully compensate them for all hours worked each week; regardless of the number of days or hours worked. The salary consists of a predetermined amount constituting the exempt employee's compensation. The amount is not subject to reduction because of variations in the quality or quantity of the employee's work. As a general rule, an exempt employee's salary is not subject to deductions. Exceptions to the general rule will apply only when they are expressly authorized under applicable state and federal laws. This may occur, for example, when an employee has exhausted all accrued vacation benefits and misses full days of work for personal reasons. No deductions will be made unless they are permitted by the regulations issued under the Fair Labor Standards Act and any applicable state laws.

Any exempt employee who believes that an improper deduction or violation of the laws regulating salaries has occurred is encouraged to advise the Human Resources Director or file a complaint in accordance with the complaint procedure as soon as possible. This matter will be promptly investigated by the Human Resources Director and, if a mistake occurred, it will be corrected. Exempt employees may file complaints without fear of any retaliation.

D. Time/Record Keeping

Biometric clocks and computer systems are used as the means of accurately recording all hours worked and calculating pay. The systems record regular hours worked, meal periods, overtime, absences, and vacations. Accordingly, employees should record the time they begin and end work each day, the beginning and end of each meal period. Each pay period covers two (2) workweeks starting at 12:01 a.m. on Monday and ending at midnight on Sunday.

IT IS STRICTLY FORBIDDEN TO TAMPER WITH THE BIOMETRIC CLOCKS OR WORK OFF THE CLOCK. Disciplinary action will be taken against anyone who violates

this rule. In addition, employees should not log “IN” and start work prior to their scheduled starting time or log “OUT” and stop work ~~more than seven (7) minutes~~ after[A10][A11] their scheduled quitting time without the prior authorization of their supervisor.

IV. PAYROLL AND PERSONNEL RECORD POLICIES

A. Paychecks, Pay Periods and Pay Days

Employees are paid on a bi-weekly basis (26 paychecks per calendar year). Each paycheck covers work performed during the previous two (2) week period. Pay periods are computed each week from 12:01 a.m. Monday and ended at midnight the following Sunday. Paychecks are normally distributed by the employee's supervisor. If an employee requests another person to pick-up their paycheck~~,~~ or requests a paycheck to be mailed, the employee must send a written signed request to the Payroll Department.

Pay–days are every other Friday and cover the two (2) week period ending the prior Sunday. However, when a Foundation-observed holiday occurs on a Friday, employees will be paid on Thursday.

B. Payroll Deductions

State and federal laws require us to make the proper deductions on your behalf.

Required deductions include:

- Social Security (FICA) and Medicare Taxes;
- Federal Income Tax;
- State Income Tax;
- State Disability Insurance (SDI); and
- State and Federal Income Tax Liens.

Withholding for federal and state income taxes is deducted from each paycheck. You will complete and sign a withholding certificate when you are hired. At the end of each calendar year, you will receive a W-2 statement of your withholding earnings and other taxes. If you leave the Foundation prior to the end of the year, the withholding tax statement will be mailed to your last known address. If you wish to change your exemptions after your initial hire, forms are available in the Human Resources Department.

C. Human Resources Department

The Human Resources Department has been established to provide employees with information and necessary assistance to understand the Foundation's personnel policies and to promote a positive work environment. The Human Resources Department is the best resource for employees to obtain current information on work rules, benefits, personnel policies, personnel records, insurance, and job opportunities.

D. Change of Name and/or Address

It is important that the personnel records of the Foundation be complete and up to date at all times. Foundation employees are required to immediately advise the Human

Resources Department of any change in name, address, telephone number, marital status, number of dependents, emergency notification, or any other pertinent information.

E. Direct Deposit

The Foundation offers you the option of having your paycheck deposited directly to your personal checking account and/or savings account.

F. Inspection of Payroll Records

Employees and former employees have the right to inspect and obtain copies of their own payroll records. All oral or written requests to inspect or copy payroll records must be submitted to the Human Resources Director. Individuals who make such requests may be asked to provide authentication of their identity. Individuals who request copies of records must pay the actual costs of making the copies.

G. Inspection of Personnel Files

Employees and former employees of the Foundation have a right to inspect and obtain copies of their own personnel file. Any request to inspect or copy personnel records must be submitted to the Human Resources Director. Individuals who make such requests may be asked to provide authentication of their identity. Individuals who request copies of records must pay the actual costs of making the copies.

A Supervisor of the Foundation may inspect the personnel file of one of their subordinates ~~employees~~ or a current employee applying for a position within his/her area based on a business need.

The Board of Directors of the Foundation may inspect the personnel file of any Foundation employee based on business need.

Personnel files are the property of the Foundation and may not be removed from the Human Resources Department without written authorization from the Executive Director.

H. Employment Verification

All requests for references or information about current or former employees must be directed to the Human Resources Department so that control may be maintained on the dissemination of confidential employee information. No other employee is authorized to release any employment references or release employment information for current or former employees. Employees must not provide "off-the-record" references or written recommendations. The Foundation policy as to references for employees who have left the Foundation is to disclose only the dates of employment and the title of the last position held. If an employee authorizes disclosure in writing, the Foundation will also provide a prospective employer the information on the amount of salary or wages last earned by that employee.

I. Working Hours

Our standard workweek begins at 12:01 a.m. Monday and ends at 12 midnight the following Sunday. Work schedules for our employees are established within this framework. A normal working schedule for regular full-time employees consists of forty (40) hours each workweek. Each employee's immediate Supervisor will advise the employee regarding his or her specific working hours.

As part of our responsibility to our shareholders and to other employees, we expect our employees to be at work as scheduled, to arrange their personal schedules to accommodate our established working hours, and to notify us as early as possible if they expect to be absent or tardy. Employees are expected to be at their work station, ready to begin work, at the beginning of their assigned shift. Employees who are absent for three (3) consecutive workdays and have not contacted their immediate Supervisor will be assumed to have voluntarily terminated their employment as of the end of the third day missed.

J. Wage Disclosure Protection[A12][A13]

In accordance with California law, GRF will not:

- Prohibit employees from:
  - Disclosing their own wages;
  - Discussing the wages of others; or
  - Inquiring about another's wages.
- Require employees to sign a waiver or other document that proposes to deny the right to disclose the amount of individual employee's wages.
- Discharge, formally discipline, or otherwise discriminate or retaliate against employees for disclosing the amount of their wages.

However, if employees have access to or knowledge of the private compensation information of other employees as a part of their role and essential job functions, they may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- ~~In response to a formal complaint or charge;~~

- Necessary as p~~P~~art of an investigation, proceeding, hearing, or action, including an investigation conducted by GRF; or
- Consistent with the legal duty of GRF to furnish information.

Employees who believe they have been discriminated or retaliated against in violation of this policy, immediately report concerns to their supervisor, department head or human resources.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

V. EMPLOYEE CONDUCT AND PERFORMANCE EXPECTATIONS

A. Standards of Conduct

Golden Rain requires all of its employees to conduct themselves in a manner which promotes the orderly operation of the Foundation's business and protects the rights and safety of all employees.

Violations of our Standards of Conduct will subject an employee to disciplinary action. Disciplinary action includes, but is not limited to, oral or written warning, transfer, demotion, suspension (without pay) or termination of employment. In arriving at a decision for appropriate disciplinary action, the following will be considered:

- The seriousness of the infraction;
- The prior record of the employee; and
- The circumstances surrounding the matter.

Although there is no way to identify every possible violation of Standards of Conduct, the following are examples of prohibited conduct which may result in disciplinary action, including but not limited to termination of employment. The Foundation reserves the right to discharge or discipline employees *"at-will"* regardless of whether or not a violation of our Standards of Conduct occurs:

- Insubordination, including but not limited to failure or refusal to follow or comply with a Supervisor's reasonable instructions or failure to perform assigned tasks.
- Threatening, bullying, browbeating, intimidating, coercing, using abusive language or interfering with the performance of co-workers, Supervisors or Department Managers.
- Releasing of confidential and/or proprietary information regarding the Foundation's business.
- Falsification, distortion or nondisclosure of information on our employment application or otherwise obtaining ~~employment~~ employment-based on misleading information.
- Falsification of the time records or other Foundation records of any kind.
- Unauthorized use or possession of Foundation equipment, materials, or facilities. This includes electronic materials, such as confidential work files or other work-related information which is the property of the F~~f~~oundation being stored on personal computers.
- Theft and deliberate or careless damage or destruction of any Foundation property, or the property of any employee.
- Fraud, gambling, carrying a weapon or violation of any criminal laws on Foundation property.
- Use, possession or sale of alcoholic beverages or illegal drugs on Foundation property or during work hours.

- Reporting or attempting to report to work while under the influence of alcohol or drugs or being otherwise unfit for work.
- Excessive absences.
- Refusal to cooperate in an investigation conducted by the Foundation.
- Fighting, throwing objects, horseplay, practical jokes, or other disorderly conduct which may endanger the well-being of other employees, shareholders/members, GRF Board Members, Mutual Board Officers, or adversely affect the Foundation's operations.
- Unsatisfactory job performance.
- Leaving your work area, during business hours, without proper authorization.
- Deliberate or careless damage to Foundation property or equipment.
- Failure to timely notify Supervisor when unable to report to work.
- Failure to abide by standards for meal and break periods, working unauthorized overtime, or working off the clock.
- Conduct at or away from the workplace that the Foundation deems adversely affects other employees or the Foundation, including that which reflects negatively on the Foundation's image.
- Violating posted traffic and/or parking regulations on Foundation or mutual property.
- Sexual, racial, ethnic, religious, disability, age or other unlawful discrimination, harassment, retaliation or intimidation of any kind.
- Failing to provide a physician's certificate or submit to a fitness for duty exam when requested or required to do so.
- Sleeping or malingering on the job.
- Failing to promptly report work-related injury or illness.
- Violation of dress standards.
- Violating any safety, health, security or Foundation policy, rule or procedure, or engaging in conduct that creates a safety or health hazard.
- Making or receiving excessive personal calls during working hours.
- Other circumstances for which the Foundation determines that discipline is warranted.

The above list is intended to illustrate the types of activities that may result in disciplinary action. It is not intended to be comprehensive nor does it alter or limit the *"at-will"* employment relationship.

B. Progressive Discipline

The Foundation must retain the ability to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable *"at-will,"* at any time, with or without reason, with or without cause, and with or without prior notice, either at the employee's option or at the option of the Foundation, the Foundation may exercise its discretion to administer a system of progressive discipline in cases where it deems it appropriate to do so. That system may include various forms of discipline, such as verbal counseling, one or more written

warnings, and suspensions without pay and/or termination. However, progressive discipline is not mandatory or binding in any case. It is also inapplicable to staff reductions and layoffs. The Foundation reserves the right, in its discretion, to deviate from any formal system of discipline.

C. Code of Ethics

The Foundation is committed to complying with its legal and ethical obligations under all state, local and federal laws. As a result, we expect all employees, at every level within the Foundation, to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, the employee's failure to fulfill his or her responsibilities under this policy may result in disciplinary action, up to and possibly including termination of employment.

The Foundation holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a co-worker, the employee must immediately report the matter to the Executive Director or the Human Resources Director so that it can be investigated right away. In this manner, we can take all necessary steps to investigate any potential violations of our policy and can take appropriate action to correct any violations or incorrect perceptions that are found to exist. By making it the responsibility of all employees to police compliance with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the community.

The Foundation has established an anti-fraud policy to provide increased protection to the assets and financial interests of the Golden Rain Foundation, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate parties.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Employees can report information to the Executive Director or Human Resources Director in confidence if they wish. The Foundation will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, employees who do not wish to identify themselves can report information anonymously through the external Anonymous Reporting Service for employees. Information on this service is posted on the Employee Notice bulletin boards in each department. The Foundation will investigate anonymous complaints to the extent possible, based upon the sufficiency of the information provided in the complaint.

D. Courtesy

You should always keep in mind that you are a representative of the Foundation and that the impression people have of you will often be their impression of the Foundation.

Courteous, respectful behavior will create a favorable impression of the Foundation and will make our work environment more pleasant and efficient.

As a representative of the Foundation, you are expected to be courteous to everyone with whom you come into contact, especially shareholders, Mutual representatives and Board Members. Be friendly; greet people with respectful terms of address; never place a telephone caller on hold for an extended period of time; direct incoming calls to the appropriate person and make sure the call is received before hanging up the telephone. Courtesy is not accidental it takes effort and practice to become an easy habit. You are expected to work at "courtesy," as it is part of your job.

Courtesy can sometimes be overlooked in written communications, especially e-mails. Please take the time to ensure all of your communications as an employee reflect the value we place on providing a service to our community.

E. Tardiness and Absenteeism

Good attendance and punctuality are essential to the Foundation's ability to run efficiently. Unscheduled absences and tardiness seriously affect the Foundation, its shareholders, and the employees who must cover for late or absent employees. An "absence" is defined as an unexcused failure to appear for a scheduled work day. A "tardy" is defined as showing up for work after your designated starting time.

Employees are expected to be ready to commence and end work on schedule. Accordingly, arriving late or leaving early in connection with scheduled work times, rest breaks, or meal periods is impermissible. Employees who need to leave work early must obtain advance approval from their Supervisor. Repeated incidents of tardiness or leaving work early without prior authorization may result in disciplinary action, including possible termination. Employees who are absent for three (3) or more consecutive workdays without authorization will be deemed to have voluntarily quit their position.

(i) Obligation to Call In

Each employee shall be responsible for being present at the scheduled start time each day. On occasion, employees may have reason to be tardy or absent from work. On these occasions, employees are expected to contact their immediate supervisor no later than two (2) hours prior to the time the shift is scheduled to start. If you are unable to speak to your Supervisor directly, you may notify your Supervisor by voicemail, text, or e-mail message, but the employee is required to follow up to ensure the message was received. The employee should advise their immediate Supervisor as to the expected time of arrival if tardy or return date if absent from work. In case of an unexpected absence, if the return date is not known, the employee must call in each day.

(ii) Excused Absences

To be a medically excused absence, a medical certification from a physician may be required.

(iii) Disciplinary Action

Disciplinary action up to and possibly including termination of employment may be imposed against an employee who is absent for one (1) or more days without proper notice, who has a pattern of unapproved absences around holidays or weekends, and/or who has excessive absenteeism or tardiness. An employee who is absent for three (3) or more consecutive workdays without reporting or calling will be considered to have abandoned his or her job and will be considered to have voluntarily resigned unless a reasonable excuse is offered and accepted by the Foundation. Absences protected by state, local, or federal law do not count as a violation of this policy.

F. Permission to Leave During Working Hours

If it becomes necessary for an employee to leave his or her Department or the Foundation's premises during working hours, permission to leave must be obtained from the employee's immediate Supervisor before the employee leaves. If the supervisor is unavailable, the employee should notify Human Resources. Non-exempt employees who leave the premises for personal business or business that is not part of their job must punch out when they leave.

G. Promotions

It is the Foundation's policy to give qualified employees preference over outside applicants when filling vacancies within the Foundation. However, because of legal requirements and the levels of education and other qualifications required for many positions, promotions from within are not always feasible. An employee's past performance, qualifications, potential, abilities, and job experience are important factors that are considered in the selection of employees for promotion. When these factors are considered equal among two or more qualified employees, seniority with the Foundation will be the determining factor.

If you are interested in a promotion, you should discuss the position you are interested in with your immediate Supervisor or Department Manager~~.~~. If the promotion is to a position in another department, your supervisor will refer you to the Human Resources Department. Promotions are allowed only if an employee has worked in his or her present position for at least ninety (90) days and is qualified[A14] and in good standing for the new position.[A15] In the event an employee is considered for a promotion prior to the ninety (90) days, the Executive Director or Human Resources Director may make the final determination of the promotion.

H. Transfers

A transfer involves a move to a job at the same or a lower wage rate as the employee's present position. Any employee who is interested in transferring to another available position must first discuss this interest with his or her immediate Supervisor or Department Manager. Transfers are allowed only if an employee has worked in his or her present position for at least ninety (90) days and is qualified and in good standing for the new position.[A16] In the event an employee has requested a transfer request prior to the ninety (90) days, the Executive Director or ~~/~~Human Resources Director may make the final determination of the transfer.

I. Personal Appearance and Grooming

The Foundation's professional atmosphere is maintained, in part, by the image that employees present to our shareholders/members, family members, and vendors. In the interest of presenting a professional image to shareholders/members and others with whom we deal, employees are expected to observe good grooming and personal hygiene habits. Clothing should be neat and clean. If a ~~-~~uniform is not required for the employee's position, the employee should dress conservatively and appropriately for the nature of the position, and with attention to personal safety and modesty.

Uniforms – Foundation employees who serve as inspectors or work in maintenance, purchasing, security or transportation may be required to wear a uniform as a condition of initial and continued employment. Uniforms are to be worn during the work shift and while traveling to and from the work~~-~~site only. [A17]

Shoes – Certain designated departments may require employees to wear well-soled, sturdy shoes ~~which~~ that completely enclose the foot. Sandals or canvas rubber-soled shoes should not be worn in these areas. In all other areas, shoes must have a closed back or have a strap to ensure a tight fit around the foot for personal safety. Thongs, slippers, or any other type of ~~loose~~ loose-fitting shoes may not be worn at any time.

Hair – Hair (including mustaches and beards) must be clean, neat, and controlled.

Tattoos – Treat tattoos as you treat speech – you can't swear, make hateful comments or lewd jokes in the workplace~~,~~ ; neither can your tattoos.

Piercings – Visible piercings, other than ear piercings, are generally not permitted.

Fragrances – Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees. Other fragrant products (potpourri and similar products) are also not permitted in the workplace.

Jewelry – Employees may wear jewelry taking into account the safety factors for the position and the appropriateness to the employee's position.

Pants/Slacks - Blue jeans are not acceptable for any position unless approved in advance by the Executive Director. Leggings are not considered work appropriate attire. If leggings have feet, they are generally tights or hosery. Any clothing with slogans is NEVER ACCEPTABLE and cannot be worn on the Foundation premises during work hours. Shorts and hats may only be worn as part of a uniform or if approved by the Executive Director and/or Department Head for that position.

While it is not possible to provide every scenario of acceptable attire, GRF is a place of business and certain types of attire can be inappropriate, too casual, distracting, or offensive to co-workers. Some *example of the types of attire that would be* ***inappropriate*** *for our business environment include:· tank, halter, tube, midriff, and spaghetti-strap tops or camisoles; strapless dresses; revealing attire; T-shirls; stretch pants or leggings; skorts or shorts; casual blue denim jeans; athletic shoes; flip-flops and beach type sandals; clothing with offensive language or images; torn clothing; sweat suits/warm-up suits and sweat pants; and overly large clothing drooping from the waist or shoulders.* If employees have any questions about what attire is appropriate for their department, the matter should be discussed with the immediate supervisor or Human Resources.

Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work. Repeated failure to meet the dress standards of the Foundation may result in disciplinary action, up to and including termination.

~~If employees have any questions to about what attire is appropriate for their department, the matter should be discussed with the immediate supervisor.~~

Any employee who has a request for a dress standard accommodation due to religious or medical reasons needs to submit their request in writing to the Human Resources Director. In accordance with applicable law, requests will be reviewed on a case by case basis by the Executive Director and the Human Resources Director. The final decision will be based on the safety of the employee in his/her position, the reasonableness of the request, and the overall impact to the Foundation.

J. Non-Fraternization

(i) Department Managers and Supervisors

The Foundation desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from personal or social relationships involving managerial and supervisory employees in the Foundation. Accordingly, Department Managers and

Supervisors are prohibited from fraternizing or becoming romantically involved with one another or with any subordinate employee in their chain-of-command.

(ii) All Employees

The Foundation also desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can result from certain other relationships between employees.

Accordingly, all employees, both management and non-management are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the Foundation, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale. Supervisors and managers are prohibited from entering into personal relationships with employees falling within their direct or indirect scope of responsibility.

If at any time this consensual relationship presents concerns regarding supervision, safety, security, conflicts of interest 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.

All employees should also remember that the Foundation maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

K. Employment of Relatives

Relatives of employees will not be eligible for employment with the Foundation where potential problems of supervision, safety, security or morale, or potential conflicts of interest exist. Relatives include an employee's parents, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner, romantic partner, or cohabitant. In the event a relative is in consideration for employment with the Foundation, you must inform the Executive Director and Human Resources for final determination of employment eligibility.

L. Employment of Foundation Directors or Spouses

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 or part-time basis by the Golden Rain Foundation.

M. Conflicts of Interest

Foundation employees are expected to maintain high standards of honesty and integrity. You are expected to use good judgment, adhere to high ethical standards and avoid

situations that create an actual or potential conflict between your personal interests and those of the Foundation. A *"conflict of interest"* exists when your loyalties or actions are divided between the Foundation's interests and those of another, such as a supplier, vendor, contractor, etc. Both the fact and the appearance of a conflict must be avoided. If you are unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest, you should discuss this matter with the Human Resources Director or the Executive Director.

Although it is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest, some of the more common conflicts from which you should refrain are listed below:

- Accepting compensation, personal gifts, or entertainment from vendors, contractors, suppliers, etc.
- Working for a supplier, vendor, contractor, etc.
- Having a direct or indirect financial interest in or a personal relationship with a supplier, vendor, contractor, etc.
- Employees and their immediate family are not to accept gifts and/or gratuities in any manner from any person or firm doing, or seeking to do, business with the Foundation unless the gift is considered de minimis. De minimis gifts may include occasional snacks, coffee, or doughnuts provided by a vendor for training or informational sessions and/or food baskets or ~~candy at during~~candy during ~~-~~the holidays.
- Employees **must** report, in writing, to the Executive Director, any attempt by an individual or firm to provide a gift and/or gratuity and any de minimis gift accepted.
- ~~———~~

Failure to adhere to these guidelines, including failure to disclose any conflicts will result in disciplinary action up to and including termination of employment.

N. Gift Disclosure – Employee and Foundation Members

Foundation employees may accept gifts from Foundation members with a fair market value of 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 of 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 that 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.

O. No Solicitation Policy

In order to avoid disruption of Foundation operations, employees may not distribute literature at any time in the work area. Employees may not solicit other employees while either is on work time. "Working time" does not include break periods, meal periods, or any other time when the employee is not required to be working.

P. Outside Business Activities[A18]

The Foundation is concerned that outside business activities and other employment relationships may adversely affect an employee's commitment to, work for, and be employed with the Foundation. Such activities can create distractions, conflicts of interest, scheduling problems, fatigue and other problems that could negatively impact an employee's performance or the Foundation's interest. Based on these considerations, GRF asks that all its employees obtain prior written authorization from the Executive Director prior to engaging in ~~employees may not own or actively participate or engage in~~ any outside business activity or employment relationship~~ without obtaining the prior, written authorization of the Executive Director, who authorizes a specific outside relationship~~.

Q. Internal Dispute Resolution

The Foundation believes in an "open door" policy; therefore, an internal dispute resolution process is available to all employees. If at any time an employee believes that they are not being treated fairly, they should report the issue and/or problem to their immediate Supervisor. The following steps should be taken:

1. Under our open door policy, you are encouraged to see your immediate Supervisor with whom you feel comfortable with work-related concerns, such as concerns about your work, employee benefits, Foundation policies or procedures or related matters. Your immediate Supervisor may seek the assistance of the Human Resources Director or other Foundation personnel. Employees are encouraged to raise work-related concerns as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of work-related concerns until the matter is fully resolved. Your immediate Supervisor will review your concern(s) and/or issue and respond to you within three (3) working days. If additional time is required, you will be informed.

2. If you feel that the issue and/or problem has not been resolved to your satisfaction with your immediate Supervisor, you can file a written statement concerning this issue and/or problem with your Department Manager within five (5) working days. The Department Manager will forward a copy to the Human Resources Director. The Human Resources Director will give you a written response within three (3) working days after the complaint is received, unless additional time is required.

3. If you believe that the issue and/or problem has not been resolved to your satisfaction a written statement can be filed regarding the issue and/or problem with the Human Resources Director and Executive Director within five (5) working days. A written response will be given to the employee within three (3) working days after the complaint is received. If additional time is required, you will be informed. The Executive Director's decision is binding and will be the final step in this process. Although the Foundation cannot guarantee that you will be satisfied with the results, the Foundation will make a concerted effort to explain the results to you.

Employees must communicate directly with their immediate Supervisor, the Human Resources Director~~,~~ or the Executive Director if:

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 or well-being of an employee.
3. The problem directly involves the immediate Supervisor or Department Manager and the employee reasonably demonstrates that the Department Manager may not be able to deal with this issue and/or problem.

VI TECHNOLOGY USE AND PRIVACY

R. Internet, E-Mail and Electronic Communications Policy

The Foundation has established this internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize electronic communications devices in a legal, ethical, and appropriate manner. We have devised this policy in a manner that addresses the Foundation's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices.

(i) Scope of Policy

This policy extends, by the way of example only, to all features of the Foundation's electronic communications systems, including computers, e-mail, connections to the Internet and world wide web and other internal or external networks, voice mail, video conferencing, facsimiles, handheld devices (including but not limited to iPhones, Blackberries, smart–phones, iPads, and other electronic tablets and cell phones) and telephones. Any other form of electronic communication used by employees currently or in the future is also intended to be encompassed under this policy. Every employee of the Foundation is subject to the policy and is expected to read, understand, and comply fully with its provisions.

(ii) Rules

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications systems. In order to offer employees some guidance, the following principles and standards shall be clearly understood and followed:

- The Foundation's policy against unlawful harassment, including sexual harassment, extends to the use of computers, the Internet, and any component of the communications systems. In keeping with the policy, employees shall not use any electronic communications device in a manner that would violate this policy. For example, employees shall not communicate messages that would constitute sexual harassment, shall not use sexually suggestive screen savers, and shall not receive or transmit pornographic, obscene, or sexually offensive material or information
- The Foundation's anti-discrimination policies extend to the use of the communications systems. Any employee who uses any electronic communications device will, therefore, be subject to disciplinary action, including the possibility of immediate termination, for use of such a device in any manner that violates the Foundation's anti-discrimination policies or commitment to equal employment opportunity. This includes, as an example, using an electronic communications device to transmit, communicate or post personal opinions of a discriminatory nature.

- Employees shall not use any electronic communications device for a purpose that is found to constitute, in the Foundation's sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of the Foundation.
- Employees shall not use any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization.
- Employees shall not use any electronic communications device in a manner that infringes upon the rights of other persons, entities or organizations to proprietary, confidential or trade secret information.
- Employees shall not use any electronic communications device for any purpose that is competitive, either directly or indirectly, to the interest of the Foundation or for any purpose that creates an actual, potential or apparent conflict of interest with the Foundation.
- The Foundation's policies against improper solicitations and distribution extend to the communications systems. Employees shall not use any electronic communications device in a manner that violates the Foundation's ~~no~~ Nn~~o~~[A19] ~~-S~~solicitation Policy~~rule~~.
- Employees shall identify all communications as "privileged and confidential" or "attorney/client" privileged when it is accurate and appropriate to do so. In this manner, the Foundation will assert any protection, privileges, and rights relating to communications if it becomes necessary to do so.
- All employee work products shall be securely backed up each day. Keeping files on network drives will ensure that the files are backed up. ~~Work -~~Work-related files shall not be saved directly on a non-network drive or a personal device unless specifically authorized by the Executive Director. Where such work is authorized, it shall promptly be transferred to network drives as soon as the employee is able to do so.

(iii) Access

The Foundation must retain the right and ability to enforce this policy and to monitor compliance with its terms. While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote the Foundation's interests, all such computers and electronic devices, whether used entirely or partially on the Foundation's premises or with the aid of Foundation equipment or resources, must remain fully accessible to the Foundation and, to the maximum extent permitted by law, will remain the sole and exclusive property of the Foundation.

Employees shall not maintain any expectation of privacy with respect to information transmitted over, by, or stored in any electronic communications device owned, leased, or operated in whole or in part by or on behalf of the Foundation. The Foundation retains the right to gain access to any information received by, or transmitted by, or stored in any such electronic communications device, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party knowledge, consent or approval. Employees who are provided access to computers must

advise the Information Technology Services department, in writing, of any password they use to gain access to computers or the Internet as well as any changes to such passwords. Such notice must be made immediately.

(iv) **Compliance**

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action, up to and including the possibility of immediate termination. Employees who have any questions regarding this policy should bring them to the immediate attention of the Information Technology Services Department.

S. Social Media Policy

The Foundation understands that social media sites have joined the mainstream of day-to-day communications and allow participants to share and receive various kinds of information. At the same time, it expects employees to understand the impact that social media can have on an organization's reputation, co-workers, and the Foundation's business relationships. Because postings and communications transmitted on these sites can potentially have a more powerful impact than statements made directly to another person who is in the same room, the Foundation has established guidelines to assist employees in understanding the Foundation's expectations of employee social media conduct.

These guidelines reflect the Foundation's commitment to meet its legal obligations and reputational interests. These guidelines also emphasize the importance of common sense and exercising good judgment. In keeping with this promise, employees must follow the same standards that apply to other activities and behavior when communicating on social media sites or online.

(i) General Rules

- Employees are expected to use their time at work and Foundation resources in an appropriate manner. Work time is to be spent on work-related matters. The Foundation's computers, intranet, electronic resources and equipment shall be used solely for appropriate Foundation-related activities and not to engage in postings or communications on social media sites.
- Employees must comply at all times with the Foundation's policies against unlawful harassment and discrimination. Consistent with these policies, employees should be respectful of one another and are expected to never participate in communications in a manner that unlawfully harasses or discriminates against another employee, shareholder/member, GRF Board Members, Mutual Directors, or vendors based on that individual's race, color, religion, national origin, age, disability, gender identity, or any other characteristic protected by state, federal, or local law.
- The Foundation maintains significant efforts to protect its confidential and proprietary information. Employees shall never post, share or improperly

disclose or disseminate such information to outsiders or third parties. This includes postings and communications using social media.

- Employees must adhere to all applicable privacy and confidential policies regarding shareholders/members, GRF Board Members, Mutual Directors, co-workers, and other Foundation information.
- Employees shall not use the Foundation's logo, letterhead or name when communicating on social media sites without the express permission and approval of the Executive Director.
- Employees are expected to remain aware that postings and communications transmitted on social media sites are not private. Employees should consider how any communication might be perceived or what might happen if a posting or statement becomes known by third parties or is more widely shared or distributed than intended. They should also consider how it may reflect on the employee and the Foundation. In some instances, search engines may locate communications long after they are originally posted or sent, and information, postings, and communications can be forwarded or copied.
- Employees who express opinions must include disclaimers noting that the opinions are solely their own and are not those of or endorsed by the Foundation.

(ii) Monitoring

The Foundation has vital interests in its reputation and in legal compliance. In order to protect these interests, the Foundation retains the right to monitor activities and gain access to any information that uses, is received by, is transmitted by, or is stored in any Foundation-owned, leased or operated electronic communications device, computer, electronic resource, intranet, or equipment. It also reserves the right to monitor activities and respond to communications that in any way mention or refer to the Foundation. Employees should not assume that activities involving the use of any of the Foundation's computers, communications device, equipment or resources are private or confidential.

(iii) Violations May Result In Discipline

Employees are subject to disciplinary action, including the possibility of termination of employment, if they violate these guidelines or other applicable standards.

T. Telephone Use and Personal Mail

Good telephone manners are a very important part of our business. Often your voice over the telephone is the only contact with the Foundation that outside personnel, shareholders and/or members, or vendors remember. Listed below are some basic guidelines to remember:

- Answer the telephone promptly and politely, announcing your name and Department.
- Be considerate and polite, especially if the call must be transferred to another person or Department.

- Give concise and accurate information.

The Foundation's telephone lines are intended solely for business use and should not be tied-up for personal telephone calls. Accordingly, employees should use discretion in making or receiving personal calls or text messages during working hours, unless there is an emergency situation. Necessary personal calls or text messages should be made or sent during meal or rest break periods whenever possible. No personal long distances or toll calls are to be made on the Foundation's telephones.

All personal cell phones are to be silenced or turned-off during business hours.

No personal mail is to be sent from the Foundation unless it has appropriate postage affixed.

U. Employee Privacy

The Foundation retains the right to search offices, workstations, desks, filing cabinets, computer disks, computer hard drives, e-mails, voice-mails and other business property to ensure compliance with Foundation policies and to investigate allegations of violations of these policies or applicable law(s). The Foundation reserves the right to conduct these searches with or without notice. Searches will be conducted with minimum disruption to employees. Should an employee refuse to submit to the search, such refusal may lead to disciplinary action up to and including termination of employment.

VI. BENEFITS

The Foundation has established a number of employee benefit programs for its eligible employees. Although this Handbook does not restate all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations, regarding program eligibility and benefit entitlement often exist. Official plan documents should be consulted for further information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in the Handbook and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the Plan Administrator, shall prevail.

In addition, while it is the Foundation's present intention to continue these benefits, the Foundation reserves the right, whether in an individual case or more generally, to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice, to the extent permitted by applicable law.

Finally, neither the benefit programs nor their descriptions are intended to create any guarantees regarding employment or continued employment. As noted elsewhere in this Handbook, employment relationships are for an indefinite term and terminable *"at-will,"* either at the option of the employee or the Foundation.

A. Health & Other Benefits

FAll full-time employees, who are employees , who are regularly scheduled to work thirty (30) hours or more hours per week,, are eligible to participate in a comprehensive benefits program designed to give you and your covered dependents protection and security. Enrollment occurs on the first day of the new month following thirty (30) days of continuous employment as a full-time employee. The benefits program includes:in a full-time capacity.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- Basic Accidental Death & Dismemberment Insurance
- Voluntary Life Insurance
- Disability Income (Long-Term, SDI, Workers' Compensation)
- Employee Assistancet Program
- Holiday
- Vacation and Sick Benefits (specific eligibility rules apply)
- 401(k) Plan (Enrollment in this benefit occurs on the first day of the new month following one (1) year of continuous service and completion of 1,000 hours of service).
- Credit Union

Part-time employees, who are employees regularly scheduled to work less than thirty (30) hours per week, ~~employees~~ are not eligible for some employee benefits, except to the extent required by applicable law.

B. GRF Sick Leave Benefits

In order to minimize the economic hardships that may result from an unexpected short-term illness or injury to an employee or legal dependent, the Foundation provides full-time employees sick leave benefits. The Foundation will provide each full-time employee with seven (7) sick days per year of employment[A20][A21], which are accrued at the rate of approximately 2.15 hours each bi-weekly payroll period. This accrual is pro-rated for employees scheduled to work fewer than 40 hours per week. Sick leave may be accumulated to a maximum accrual balance of twenty (20) days which equates to one hundred and sixty (160) hours or pro-rated amount. Any current employee who has accrued more than 160 hours of GRF Sick Leave as of June 30, 2015, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accumulate up to, but not to exceed the maximum of 20 days.

GRF Sick Leave is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments.

Eligible employees may use GRF Sick Leave starting on their 90th day of employment.

Non-exempt employees may take sick leave in increments of one (1) hour or greater. ~~Exempt employees may take sick leave in increments of eight (8) hours or greater.~~

Accumulated and unused GRF 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. Accumulated and unused GRF Sick Leave benefits are also available for any event protected by State or Federal law.

If an employee is sick for three (3) or more consecutive working days, the employee will be required to provide a health care provider's statement releasing the employee to return to duty with or without restrictions. A health care provider's statement may also be required for absences of less than three (3) consecutive working days if the Foundation determines it is warranted.

If an employee is sick and unable to report for work, the employee must notify his/her immediate supervisor no later than thirty (30) minutes after the shift is scheduled to start. Messages left on the Supervisor's voice-mail are not acceptable. The employee must advise his/her immediate Supervisor as to the expected return date. If this is not known, the employee must call in each day.

Employees do not accrue sick hours while on a personal or family care leave of absence extending beyond one pay period. As sick pay benefits are designed only to assist an employee who misses work due to actual illness, injury or health care well visit, no sick leave benefits are paid upon termination of employment for any reason, nor can sick leave benefits be applied as extra vacation.

C. Healthy Workplaces Health Families (California (Cal) Sick Leave Benefits[A22])

Cal Sick Leave is provided to all employees at a rate of 3 days (24 hours) per year based on the following schedule:

- All existing employees will receive 24 hours of Cal Sick Leave on July 1, 2015 and each July 1st thereafter.
- All new employees will receive 24 hours of Cal Sick Leave at time of hire and each annual anniversary thereafter.[A23]

Employees may use Cal Sick Leave hours starting on their 90th day of employment.

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.

Cal Sick Leave benefits may be used for the employee or for an employee's family member, for the diagnosis, care or treatment of an existing health condition, or preventive care. The term "family member" is defined as child, parent, spouse, 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.

~~Non-exempt e~~Employees may use Cal Sick Leave in increments of one hour or greater. ~~Exempt employees may use Cal Sick Leave in increments of two eight hours or greater[A24][A25]. No deduction for sick leave is taken for increments of less than eight hours.[A26][A27]~~

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.

Employee must provide reasonable advance notice, if feasible, when utilizing Cal Sick Leave; if not feasible, then as soon as practicable.

Accrued but unused Cal Sick Leave will not be paid to the employee upon termination of employment. Employees who are re-hired within 12 months of separation will receive any previously accrued and unused Cal Sick Leave.

Employees will not be demoted, disciplined, retaliated against, suspended or terminated for requesting or using available Cal Sick Leave. For employees eligible for both Cal Sick Leave and GRF Sick Leave, available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

D. Vacation

The Foundation has established a vacation plan for the benefit of its eligible employees. The vacation plan is designed to provide eligible employees who have completed 90 days of continuous service a period of rest and relaxation away from work without loss of pay or benefits. Vacation accrual starts when employment begins as a full-time employee. This is based upon the hire date or change to full-time status. Vacation hours are accrued on a biweekly basis. Vacations must be scheduled in advance at the convenience of the Foundation, and must be approved by the immediate Supervisor and the Department Manager.

Full-time employees hired on or after January 1, 2013, are eligible to accrue vacation benefits in accordance with the following schedule:

YEARS OF SERVICE	BI-WEEKLY ACCRUAL	ANNUAL ACCRUAL	MAXIMUM ACCRUAL BALANCE
0 to 6.99 years	3.08	80 Hours Per Year	120 Hours
7 to 14.99 years	4.62	120 Hours Per Year	180 Hours
15 + years	6.16	160 Hours Per Year	240 Hours

Full-time employees hired before January 1, 2013, are eligible to accrue vacation benefits in accordance with the following schedule:

YEARS OF SERVICE	BI-WEEKLY ACCRUAL	ANNUAL ACCRUAL	MAXIMUM ACCRUAL BALANCE
0 to 4.99 years	3.08	80 Hours Year	120 Hours
5 to 9.99 years	4.62	120 Hours Per Year	180 Hours
10 + years	6.16	160 Hours Per Year	240 Hours

Full-time employees who work more than thirty (30), but less than forty (40) hours per week are eligible to accrue vacation benefits on a pro-rata basis. Part-time employees are ineligible for vacation accruals.

Non-exempt employees may take an accrued vacation in increments of one (1) hour or greater with the prior approval of the immediate Supervisor and Department Manager.

Exempt employees may schedule vacation in increments of half days (4 hours) or greater with the prior approval of the Department Manager. Department Heads must have their vacation requests approved by the Executive Director.

Exempt employees who have exhausted their vacation accrual will be paid for partial days missed; however when a full day, eight (8) hours, is missed the day will not be paid.

Vacation hours may be accrued up to one and one-half (1½) times the amount an employee can accrue each year. Under extenuating circumstances, and with written approval from the Executive Director, employees may be permitted to accrue up to a maximum of forty-five (45) days. Employees who accrue and then exceed the maximum vacation hours will not be eligible to accrue additional hours until their accrued vacation balance is reduced to below the maximum accrual amount.

Should a Foundation-observed holiday fall during an employee's scheduled vacation, the employee will receive holiday pay for that day and will not be charged for vacation for that day.

Vacation is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments. Paid time-off while on vacation is not considered hours worked for purposes of calculating overtime.

Employees do not accrue vacation hours while on personal or family care leave of absence extending beyond one pay period.

All full-time employees who terminate their employment with the Foundation will be paid for any accrued but unused vacation hours.

E. Holiday Benefits

All ~~regular~~ full-time employees are eligible to receive the following nine (9) Foundation-observed Holidays **plus** one (1) Floating Holiday with pay. From time to time, certain positions, including but not limited to Security Department staff, Service Maintenance staff, Transportation staff, may be required and/or requested to work on the observed holidays listed below. [A28]

All eligible employees shall be entitled to the following Foundation observed holidays off with pay:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- Floating Holiday (1)*

*Full time employees who have completed their first 90 days of employment are eligible for a Floating Holiday. Scheduling is at the discretion of your Supervisor with the approval of your Department Manager.

For example, an employee might choose to use the Floating holiday to observe a religious holiday or a holiday not observed by the Foundation or one's birthday, etc. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted for the Floating Holiday.

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 observed on the following Monday.

When it is necessary for an employee to work on a Foundation observed holiday, the Supervisor shall provide the employee another day-off at the convenience of the Department.

If an employee works eight (8) hours on a holiday and is eligible for holiday pay, the employee will receive eight (8) hours holiday pay, plus eight (8) hours of scheduled work time at one and one-half (1½) the employee's regular rate of pay. If an eligible employee is scheduled less than eight (8) hours on the holiday, the employee will receive prorated holiday hours based on scheduled hours. Holiday hours paid on the Foundation's observed holidays will count as time worked when calculating weekly overtime. Daily overtime will be based on time actually worked.

If a Foundation observed holiday falls during the 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.

In order to be eligible for holiday benefits, an employee MUST work the last full scheduled workday before the holiday and the first full scheduled workday after the holiday unless on scheduled vacation or excused by the employee's supervisor.

Time taken for personal or family care leave of absence is not considered work time. Employees do not accrue vacation or sick hours or receive holiday pay while on personal or family care leaves greater than one pay period. If a Foundation observed holiday falls during an unpaid leave of absence, no pay will be given for the holiday.

F. Legislated Benefits

(i) Workers' Compensation Insurance

The Foundation carries workers' compensation insurance coverage as required by the State of California to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Employees are automatically covered by

this insurance on their first day of employment. The cost of this coverage is paid completely by the Foundation.

If you are injured while working, you must report it ***immediately*** to your Supervisor, regardless of how minor the injury may be. If you have any questions regarding the workers' compensation insurance program, please contact the Human Resources Director.

(ii) State Disability Insurance (SDI)

To protect employees who miss work for a non-work-related accident or illness, the law requires that a small percentage of each employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance. Eligible employees will be paid a percentage of their regular earnings for a maximum period provided by law in any one (1) year.

Claim forms are available in the Human Resources Department or at http://www.edd.ca.gov. You must file a claim with the California Employment Development Department (EDD) to receive any payment. Questions about this program should be directed to California's Employment Development Department (EDD).

(iii) Paid Family Leave Insurance

Employees are required by state law to make contributions to the Paid Family Leave Insurance (PFL) program through mandatory payroll tax deductions. Eligible employees may receive PFL benefits when they are unable to work due to the need to care for qualified family members or to bond with a new child. Employees may file benefit claims with the Employment Development Department (EDD). Benefits are paid directly by the EDD to eligible employees.

(iv) Unemployment Insurance

The Foundation contributes to the Unemployment Insurance Program. If your employment terminates, you may be eligible to receive unemployment insurance. Claims should be filed at http://www.edd.ca.gov. Unemployment Insurance is coordinated through California's Employment Development Department (EDD) which determines a person's eligibility.

(v) Federal Insurance Contributions Act (FICA)

As an employee of the Foundation, you are covered under the provisions of the Federal Insurance Contributions Act (FICA). This is a federal act mandating employers deduct a particular tax percentage from the earnings of every employee each pay period for Social Security benefits (OASDI and Medicare). The amount of the deduction from your wages for these taxes is matched by the Foundation. Social Security benefits are often a significant step to provide you and your family a retirement income and health benefits as you retire.

G. Consolidated Omnibus Budget Reconciliation Act (COBRA)

As a result of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their eligible dependents that are enrolled in the group medical, dental and/or vision plans at time of termination will be advised by the Foundation's insurance broker of their rights under the terms and conditions of COBRA. Dependents of employees who become eligible for benefits will also be notified of their rights under COBRA. Under COBRA, employees and their eligible dependents may continue their group medical, dental, and/or vision at group rates at their own expense.

H. Employee Hiring Referrals

All employees are encouraged to share career opportunities at the Foundation and we have provided an incentive to do so. The Employee Referral Program allows active employees to refer friends and colleagues. If a referral is hired, the employee is eligible for a monetary Referral Bonus. For details and more information about this referral program, please see our Employee Hiring Incentive Policy or contact your Human Resources Department.

All open positions are updated regularly and published on the Leisure World Seal Beach website Careers page at www.lwsb.com/careers.

LEAVES OF ABSENCE

I. Family and Medical Leave

Eligible employees may take unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") for specified family and medical reasons.

(i) Eligibility

To be eligible for FMLA leave, you must meet all of the following criteria:

- Have worked at least 12 months for the Foundation;
- Have worked at least 1,250 hours for the Foundation over the preceding 12 months; and
- Work at a location where there are at least 50 Foundation employees either at that location or within a 75-mile radius of that location.

(ii) Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- Birth of a child, or to care for a newly-born child;
- Placement of a child with the employee for adoption or foster care;
- To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition;
- Because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job; or
- Because of a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or ordered to active duty in the armed forces and/or to care for an injured service member if the employee is the spouse, son, daughter, parent or next of kin of the injured service member.

(iii) Duration of Leave

Except in the case of leave to care for an injured service member, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

An eligible employee seeking leave to care for an injured service member is entitled to a combined total of 26 workweeks of leave for military caregiver leave and leave for any other FMLA-qualifying reason during the same "single 12-month period." Of this 26-week period, the employee may take no more than 12 workweeks of leave because of a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or ordered to active duty or for any other FMLA-qualifying reason. For purposes of military caregiver leave, a "single 12-month period" begins on the first

day the eligible employee takes military caregiver leave and ends 12 months after that date. If the employee takes less than 26 weeks of leave during that 12-month period, the unused weeks are forfeited.

You may take FMLA leave intermittently, by reducing your normal weekly or daily work schedule, when medically necessary for your own or immediate family member's serious health condition. Intermittent leave for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care may be available, but may be subject to additional restrictions. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave in a manner that will least disrupt the Foundation's operations.

(iv) Benefits While on Family/Medical Care Leave

During the family/medical leave period, the Foundation will maintain the employee's health coverage under any group health plan as if the employee had remained employed. The employee will be required to pay his/her share of benefit premiums during the leave. If an employee fails to return to work at the conclusion of his/her leave, the Foundation may recover its share of health premiums paid for the employee during the duration of the leave unless the inability to return to work is due to a serious health condition of the employee or an immediate family member, or circumstances beyond the employee's control. The employee will not lose any employee benefits or seniority that accrued prior to the start of the leave. Employees are not eligible for and do not accrue any additional employee benefits (e.g. holiday, vacation, etc.) or seniority while on unpaid leave.

(v) Application of Paid Leave

Accrued sick time must be used if the leave is for the employee's serious health condition and may be used if the leave is for any other reason. During the time taken for family/medical care leave, the employee must also use any accrued vacation hours, unless the leave taken also qualifies as Pregnancy Disability Leave.

(vi) Notice Requirements and Conditions of Leave

The employee must give advance notice thirty (30) days prior to the leave, or as much advance notice as is practicable. For planned medical treatment, the employee should try to schedule the treatment to avoid undue disruption of the Foundation's operations. Regarding any leave based on a serious health condition, the employee must submit written medical certification supporting the request for a family care leave. If the employee requests an intermittent or reduced leave schedule, the medical certification must also document the dates and duration of any medical treatments. Where both spouses are employed with the Foundation, the combined amount of leave available for both spouses for leave taken for the birth, adoption or foster care placement of a child may not total more than twelve (12) weeks during the 12-month period. The Foundation may require an employee on a family/medical care leave of absence to periodically submit subsequent written certifications from a health care provider and reports regarding his/her status and intent to return to work.

(vii) Reinstatement Upon Return from Family Medical Care Leave

Employees granted leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave unless the job ceased to exist for legitimate business reasons and subject to any other defense allowed under the law. However, a salaried employee who is among the highest paid ten (10) percent of employees employed by the Foundation within a 75-mile radius of the employee's worksite will not be guaranteed reinstatement if granting reinstatement would cause substantial and grievous economic injury to the Foundation. An employee returning from a family/medical care leave due to his/her own serious illness must submit a medical certification verifying his/her ability to resume work to full duty or with any medical restrictions. This certification should not be a previously submitted note initially placing the employee on leave or extending the leave, it must be a new and separate certification.

(viii) Concurrent Leaves of Absence

Where permitted by law, the period of any leave taken pursuant to this policy will run simultaneously with any other period of leave mandated by law.

J. California Family Rights Act

(i) Employee Eligibility

An employee is eligible for family or medical care leave of up to twelve (12) weeks during a 12-month period, under the California Family Rights Act ("CFRA") if the employee has worked for the Foundation for at least one year, has worked at least 1,250 hours over the previous twelve (12) months, and is employed at a worksite in California where the Foundation employs at least fifty (50) employees within a 75-mile radius of that worksite.

The 12-month period in which the leave occurs will be calculated on a "rolling" 12-month period measured backward from the date an employee uses any family leave.

(ii) Permissible Purposes of CFRA Leave

An eligible employee may take unpaid family/medical care leave of up to twelve (12) weeks during a 12-month period for any of the following reasons: (1) to care for the employee's child after birth; (2) the placement of a child with the employee in connection with an adoption or foster care; (3) to care for the employee's child, parent, spouse or domestic partner who has a serious health condition; or (4) for a serious health condition (other than a pregnancy-related disability) that prevents the employee from performing one or more of the essential functions of the employee's position.

(iii) Relation to FMLA Leave

To the extent CFRA leave is permitted to run concurrently with FMLA leave , the terms and conditions in the Foundation's FMLA Leave Policy are incorporated herein by reference.

(iv) Pregnancy-Related Disabilities

Under CFRA, a disability due to pregnancy, childbirth or related medical condition is not a "serious health condition" and, therefore, is not counted against an employee's CFRA Leave entitlement. Instead, pregnancy-related disabilities are covered by California's Pregnancy Disability Leave Law, discussed below.

K. Pregnancy Disability Leave and Transfer Privileges

(i) Eligibility for PDL

If you are affected or disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave ("PDL"), regardless of full-time or part-time status or length of service. Time off needed for prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth ~~or loss or end of pregnancy~~ would all be covered by your PDL.

(ii) Amount of PDL

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical condition up to four months or the working days in one-third of a year or 17⅓ weeks, per pregnancy. The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.

(iii) Reasonable Accommodation

If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, provided you are qualified and such position is available. In addition, you may be eligible for a change in your work environment or in the way your job is customarily done to enable you to perform the essential functions of your job. Reasonable accommodation may include, but is not limited to: modifying work practices or policies; modifying work duties; modifying work schedules to permit earlier or later hours, or to permit more frequent breaks; providing stools or chairs or otherwise modifying furniture or equipment.

(iv) Requesting PDL

You must provide at least 30 days advance notice of your need for a reasonable accommodation, transfer or pregnancy disability leave, or as much prior notice as practicable. If you are requesting a reasonable accommodation or transfer because of pregnancy, you must provide a written certification from your health care provider which should include: a description of the requested reasonable accommodation or transfer; a statement describing the medical advisability of the reasonable accommodation or transfer; and the date on which the need for the reasonable accommodation or transfer became or will become medically advisable and its estimated duration. If you are requesting a leave of absence because of pregnancy, you must provide a written

certification from your health care provider which should include: a statement that you need to take pregnancy disability leave because you are disabled by pregnancy, childbirth or related medical condition; and the date on which you became disabled because of pregnancy and the estimated duration of the leave.

(v) Pay While On PDL

PDL is unpaid except to the extent you are otherwise eligible for Foundation-provided long term disability benefits or state-provided disability/family leave benefits. We encourage you to contact the California Employment Development Department regarding your eligibility for state disability insurance for the unpaid portion of your leave. During the time taken for PDL, the employee must use any accrued sick hours and may use any vacation hours.

(vi) Benefits While On PDL

At your option, you can use any accrued vacation time as part of your PDL before taking the remainder of your leave on an unpaid basis. We require, however, that you use any available sick time during your PDL. The use of any paid leave will not extend the duration of your available PDL. Employees on PDL are not eligible for, and do not accrue, any additional employee benefits (e.g., holidays, sick leave, vacation, etc.) while on leave.

During the PDL, the Foundation will maintain your health insurance coverage under any group health plan as if you had remained actively employed., ~~after which you will be eligible for continuation coverage under COBRA.~~ [A29]You, however, must continue to pay any employee contribution to the health coverage.

(vii) Returning From PDL

Upon your return from PDL, you will be reinstated to your same position unless your job ceases to exist because of legitimate business reasons unrelated to your PDL. As a condition of your return from PDL, or transfer, the Foundation requires you to obtain a release to return to work from your health care provider stating that you are able to resume your original job duties.

If you do not return to work on the originally scheduled return date or request, in advance, an extension of the agreed upon leave with appropriate medical documentation, you will be deemed to have voluntarily terminated your employment with the Foundation. Failure to notify the Foundation of your ability to return to work when it occurs, or your continued absence from work because your leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of your employment with the Foundation, unless you are otherwise entitled to additional leave under state or federal law.

(viii) Relation to FMLA Leave

PDL leave may run concurrently with FMLA leave, if you are eligible for such leave and, to that extent, the terms and conditions in the Foundation's FMLA Leave Policy are incorporated herein by reference.

Any request for leave after your pregnancy disability has ended will be treated as a request for Family and Medical Leave under the California Family Rights Act and the Federal Family Medical Leave Act, if you are eligible for such leave. Please refer to the Family and Medical Leave and California Family Rights Act policies in this Handbook for additional information.

L. Medical Leave of Absence for Occupational Disabilities

A leave of absence shall be granted upon written request for any full-time or part-time employee who sustains a work-related disability. A leave of absence for a work-related disability shall be extended to the employee for the duration of the work-related disability. Employees returning from a leave will be given credit for any portion of an Orientation Period completed prior to the commencement of the leave of absence. Benefits for a leave of absence for a work-related disability will be coordinated with workers' compensation benefits. Employees may also be entitled to benefits under other policies such as FMLA. Notification requirements for a medical leave of absence for occupational disabilities are the same as those for medical leaves for non-occupational disabilities. The Foundation will retain employees on an extended leave of absence for work-related disabilities until one of the following situations occur:

- The employee is released for full or partial duty.
- The Foundation receives medical evidence satisfactory to it that the employee will be permanently unable to return to work.
- The employee directly or indirectly informs the Foundation (e.g., by accepting other employment that is inconsistent with the intent to return to the job, moving out of the state, etc.) that he or she does not intend to return to the Foundation's employment.
-

An employee who returns to work at the end of the leave of absence will be returned to his or her former position, if possible, or, if the employee's prior position is unavailable due to business needs, the employee will be offered the first available opening in a comparable position for which they are qualified. The employee must provide a health care provider's statement that indicates that they are fit to return to work. Leave for a work-related disability will be classified as an FMLA/CFRA leave if the employee is eligible. The leave under these laws runs concurrently, and eligible associates will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period starting from the first disability day off.

M. Personal Leaves of Absence

In the event a full-time or part-time employee exhausts all available Company, State and Federal leave programs, a ~~, A~~ personal leave of absence without pay may be granted ~~to a regular full-time or part-time employee~~ for a reasonable period of time. Requests for personal leave are granted at the discretion of management and based on business needs. Approval for personal leave does not offer job protection and is not covered under any state or federal leave program(s).

(i) Requests

Requests must be submitted in writing and must be approved by the employee's immediate Supervisor and Department Manager before the leave begins. Failure to follow this procedure means the Leave of Absence is not approved, and the employee will be subject to the attendance policy. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the work day after the leave expires will be considered to have voluntarily terminated employment.

(ii) Status of Employee Benefits During Personal Leave

The Foundation does not pay for group health insurance premiums during any portion of a personal leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first day of each month, premiums for a month will be considered untimely if received more than thirty (30) days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage.

N. Military Leave of Absence

The Foundation provides unpaid leave to employees for military service in accordance with the provisions of the Uniform Services Employment and Re-Employment Rights Act 1994. Employees who would like further information about their rights to military leave should contact the Human Resources Director.

O. Military Spouse Leave

Qualified employees will be given up to ten (10) days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or National Guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay. Qualified employees are employees who work an average of twenty (20) hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has

been deployed during a period of military conflict. Qualified employees who wish to request this leave must provide the Foundation's Human Resources Director with a written request for such leave within two (2) business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the Foundation's Human Resources Director certifying that the military member will be on military leave from deployment.

P. School ~~A~~ Activities and Appearance Leave~~ctivities and School Appearances Involving Suspension~~

An employee who is the parent or guardian, of a student one or more children in kindergarten through grade 12, or attending a licensed child daycare facility, is eligible for up to 40 hours of unpaid leave time each year to participate in the activities of the school or daycare facility of any of his/her children. Forty hours is the maximum amount of time that may be taken in any calendar year, and no more than eight hours of leave time may be taken per calendar month.

An employee may also take off additional time as may be necessary to attend their child or grandchild's school to discuss a possible suspension or expulsion.

The employee must provide his/her supervisor or the Human Resources Director reasonable advance notice of the need for such leave time and must provide written documentation from the school or day-care facility verifying the employee's participation in the activities on a specific date and at a particular time.

Vacation time may be used for such absences; otherwise, school visitation time is unpaid. No adverse action will be taken against any employee in any manner for requesting or taking time off as provided in this policy.

If both parents of a child work for the Company, only one parent — the first to provide notice — may take the time off, unless the Company approves both parents taking time off simultaneously.

Q. Jury Duty and Court Appearances

The Foundation assures time-off, without pay or loss of seniority, for an employee to serve on jury duty or to appear as a witness in a legal proceeding. However, exempt employees will receive full salary unless they are absent for a full week and perform no work.

An employee who is summoned to report for jury duty or to appear as a witness in a legal proceeding must immediately notify his/her supervisor and provide the Foundation with the notice to serve, witness subpoena, or summons to appear in order to be granted a leave of absence. On days when the employee is not required to serve, the employee is expected to report to work.

Excused absences because of jury duty will not be considered time worked for the purpose of computing overtime.

Should an employee be subpoenaed, on Foundation related business, to appear in court, the Foundation will pay for the absence and those hours will be considered as time worked for the purpose of computing overtime.

R. Time-Off to Vote

Employees who are unable to vote during non-working hours may arrange, in advance, to take up to two (2) hours off from work, with pay, to vote in a public election. In order to receive time-off for voting, the employee must obtain approval from his or her immediate Supervisor forty-eight (48) hours in advance, and present a voter's receipt to their Supervisor, when returning from voting. Time-off to vote may be taken only at the beginning or end of the employee's shift.

S. Bereavement Leave

In the event of the death of an immediate family member, the Foundation will grant a full-time employee up to three (3) days leave with pay, in order to arrange and attend the funeral. The Foundation may require proof of the death prior to issuing bereavement pay.

Immediate family members are defined as spouse, domestic partner[A30], child, sister, brother, father, mother, father-in-law, mother-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, stepchild or legal guardian.

T. Absences for Weather Conditions

Severe weather or weather-related problems, such as earthquakes, floods, etc., might make travel conditions dangerous. Employees are expected to use caution and exercise good judgment when traveling and are not encouraged to take any unnecessary risks getting to work.

Should the Foundation need to close, due to weather or other emergencies, the Executive Director or the President of the Foundation, will make that decision. Employees not working should call the Emergency Phone Line (EPL) for up to date work-related information. EPL # 1-562-999-3810

U. Crime Victims

Employees who miss work in order to attend judicial proceedings relating to certain crimes may elect to use their accrued sick or vacation benefits to receive pay for their absence. This privilege will be available to employees who are victims of a violent or serious felony, as defined by law, or a felony involving theft or embezzlement. It will also be available to immediate family members of victims of such crimes. For purposes of this policy only, the term "immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner or child of a registered domestic partner.

Before an employee may be absent from work, the employee should give notice to his/her supervisor or the Human Resources Director and provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing such notice. If advance notice is not possible, the employee must provide appropriate written documentation evidencing the judicial proceeding.

No adverse action will be taken against any employee in any manner for requesting or taking time off as provided in this policy.

V. Domestic Violence, Sexual Assault or Stalking Victims

An employee who is a victim of domestic violence, sexual assault, or stalking may take time off in order to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child.

If an employee needs time off to obtain relief from domestic violence, sexual assault, or stalking, the employee should give advance notice to his/her supervisor or the Human Resources Director as soon as possible so that arrangements to accommodate the employee's absence may be made. If advance notice is not possible, the employee must provide appropriate written certification of the reason for his/her absence upon his/her return to work.

The Company will make reasonable efforts to maintain the confidentiality of any employee requesting time off on account of domestic violence, sexual assault, or stalking. Time off on account of domestic violence, sexual assault, or stalking is unpaid. However, the employee may utilize any available vacation or sick time. No adverse action will be taken against any employee in any manner for requesting or taking time off as provided in this policy.

Employees may also take time off, subject to the terms of this policy, for any of the following: to seek medical attention for injuries caused by domestic violence, sexual assault; or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault; or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault; or stalking; and to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

W. Volunteer Firefighter, Peace Officers, and Rescue Personnel[A31][A32][A33]

An employee who performs duties as a volunteer firefighter, as a reserve peace officer, or as emergency rescue personnel, shall be permitted to take temporary, job protected leaves of absence, not to exceed an aggregate of 14 days per calendar year, to engage in fire, law enforcement, or emergency rescue training. Exempt employees who work any portion of a workweek in which they also performing duties as a volunteer firefighter,

reserve peace officer, or emergency rescue personnel will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay.

X. Civil Air Patrol Leave

The Foundation will provide up to 10 days of unpaid leave per year for voluntary members of the California Wing of the Civil Air Patrol to respond to an emergency operational mission. Leave is limited to three days on any one occasion~~,~~ but can be extended if authorized by the government entity that called for the mission and the Foundation agrees. In order to qualify for the Civil Air Patrol leave, employee volunteer members must be employed by the Foundation for at least 90 days immediately preceding the commencement of leave.

Employees will be required to give the Foundation as much notice as is possible of the intended leave dates. Upon expiration of the leave, the Foundation will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of these leave rights.

Y. Lactation Accommodation

Employees who wish to express breast milk at work may request the opportunity to do so. The Foundation shall make reasonable efforts to provide the employee with the use of a room or other location, other than a restroom, in close proximity to the employee's work area, for the employee to express milk in private and shielded from view and free from intrusion. Where an employee has a private office, it may be used for that purpose. Expressed milk can be stored in Foundation's refrigerators, refrigerators provided in the lactation room or other location, or in an ~~personal~~[A34][A35][A36] employer provided cooler. Employees are to sufficiently mark or label milk containers to avoid confusion for other employees who may share the refrigerator.

Employees who have the need for a lactation accommodation ~~, they~~ are to contact their manager/supervisor. If GRF cannot provide breaktime or a location that complies, GRF will provide a written response.

Employees can exercise this privilege during their regular rest periods when possible. If it is not possible to exercise this privilege during a regular rest period, employees can arrange with their immediate Supervisor to take additional time or express breast milk at a different time. The time will be paid when employees use their regular rest period to express breast milk. In some instances where special accommodations are made and a non-exempt employee receives time off in addition to her rest periods to express breast milk, the additional time may be unpaid except where federal or state law dictates otherwise.

GRF will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Employees who feel the Foundation is not providing adequate break time and/or a place to express milk as provided for in Labor Code § 1030, they may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest the place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, employees who believe they have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Foundation to provide this accommodation, employees may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Z. Alcohol and Drug Rehabilitation Leave

The Foundation wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time-off to participate in the program unless it would result in an undue hardship to the Foundation. If an employee requests time-off to participate in such a program, the Foundation will make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

The employee may use any accrued sick leave or vacation benefits while on leave. However, additional benefits will not accrue during the leave of absence. The leave will be subject to the same provisions and rules as apply to medical leaves.

Nothing in this policy prohibits the Foundation from refusing to hire, or terminating, an employee who, because of the employee's current drug or alcohol use, is unable to perform his or her duties, or cannot perform the duties in a manner which would not endanger his or her health or safety or the health or safety of others.

AA. Literacy Education

The law requires employers to reasonably accommodate and assist any employee who reveals a problem with illiteracy. Consistent with the obligation, if an employee reveals such a problem and requests the Foundation's assistance in enrolling in an adult literacy education program, the Foundation will attempt to assist the employee if the accommodation requested would not result in an undue hardship. The type of assistance available from the Foundation will include, as example, providing the employee with the locations of local literacy education programs. The Foundation does not provide paid time-off, however, for participation in an adult literacy education program.

BB. Organ and Bone Marrow Donation

The Foundation provides eligible employees a paid leave of absence of up to thirty (30) days to donate an organ ~~to another person~~ or up to five (5) days to donate bone marrow in a one-year period. The employee must support the request for a leave with written certification that they are an organ or bone marrow donor, and that the organ or bone marrow donation is required by medical necessity. The one-year period is measured form the date the employee's leave begins and shall consist of 12 consecutive months.

The Foundation will also provide employees with an additional unpaid leave of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

To be eligible, employees must have been employed with the Foundation for 90 days immediately preceding the commencement of leave.

The employee must use any accrued sick or vacation benefits during the leave of absence. The amount of benefits that must be used is determined by the reason for the leave and the amount of the employee's available sick or vacation leave benefits. The employee must use two (2) weeks sick and vacation benefits for organ donation leave and five (5) days benefits for bone marrow donation leave.

Leave for organ or bone marrow donation may be taken in addition to any family medical leave rights to which you may be entitled.

The Foundation will not retaliate against employees who request or take leave in accordance with this policy.

VII. HEALTH AND SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Employees must report all work-related injuries or illnesses immediately to their Supervisor or to the Human Resources Director. To promote the concept of a safe workplace, the Foundation maintains an Injury and Illness Prevention Program. A copy of the Injury and Illness Prevention Program will be given to all employees at the time of hire.

The Foundation's Injury and Illness Prevention Program provides for meetings, training programs, the posting of safety notices and safety tips and providing periodic written communications to employees regarding safety matters. The program also includes periodic inspections to identify and evaluate potential security and safety hazards within the Foundation's property. In addition, it provides for the correction of any hazards that are identified and the investigation resulting in injury or property damage.

Full cooperation by all employees is necessary for the Foundation to accomplish its goal of maximizing the security and safety of its employees. Employees should direct any questions they have regarding their obligations under this policy to their Supervisor, the Foundation's Safety Coordinator, or the Human Resources Director. Any unsafe or hazardous condition should be reported to your Supervisor immediately.

Should an accident or injury occur, no matter how minor, report it immediately, or at the earliest possible moment, to your Supervisor or the Human Resources Director.

Employees should refrain from engaging in unsafe behaviors on the job, including horseplay. Such behavior includes, but is not limited to, ~~includes~~ using equipment improperly, pranks, ~~-~~ running, chasing, throwing or pushing, or failure to follow workplace rules. Each employee is responsible for ~~perfoming~~performing their job correctly, which includes safety. Horseplay and other safety rule violations can lead to disciplinary action, up to and including termination.

A. Workplace Security and Anti-Violence Policy

The Foundation is committed to providing a violence-free workplace for its employees. In keeping with this commitment, it has established an anti-violence policy that prohibits actual or threatened violence by employees against co-workers or other persons. This policy is also intended to promote workplace security by addressing situations in which outsiders enter the workplace and engage in violent acts or threaten employees with violence. Although some kinds of violence result from societal issues that are beyond our control, the Foundation believes that it can adopt some measures that will increase security and the protection of our employees. In order to accomplish this objective, we ~~must~~ require the cooperation of all employees.

The Foundation believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow appropriate response procedures. Employees will therefore play a crucial role in the administration of the anti-violence policy.

(i) Early Warning Signs

Employees should understand that certain risk factors and behavior patterns may offer early warning signs of violent conduct. Examples of such warning signs include the following:

- A history of emotional or mental disturbance;
- A history of threatening or violent behavior;
- Paranoia or easily panicked behavior;
- A fascination or preoccupation with weapons, particularly weapons or explosives that could be used for mass destruction;
- Extreme stress from personal problems or a life crisis;
- Events affecting workplace conditions and/or generating stress;
- Identifying with incidents of workplace violence reported in the media and either condoning or sympathizing with the actions of the individuals committing the violence;
- Being a loner with little or no involvement with other employees;
- Engaging in frequent disputes with co-workers, Supervisors or Department Managers;
- Routine violation of Foundation policy; and
- Obsessive involvement with one's job, particularly where it occurs with no apparent outside interest.

If a Supervisor becomes aware of risk factors and behavior patterns of the type described above, the Supervisor should immediately contact the Human Resources Director.

(ii) Threats of Violence

Every threat of violence is serious and must be treated as such. Threatening behavior can include, but is not limited to actions such as:

- Throwing objects;
- Making a verbal threat to harm another individual or destroy property;
- Making menacing gestures;
- Expressing significant grudges against co-workers, Supervisors, Department Managers, shareholders, etc.;
- Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest;
- Attempting to intimidate or harass other individuals;
- Behavior indicating that the individual is significantly out of touch with reality and that he or she may pose a danger either to himself or herself or to others;

- Provoking a fight or fighting;
- Participating in horseplay or practical jokes;
- Carrying firearms or any other weapons;
- Engaging in criminal conduct whether or not related to job performance;
- Use of abusive or threatening language toward a supervisor or member of management; and
- Using abusive, threatening or intimidating language.

Employees who become aware of any threats of workplace violence must report the threats immediately to their Supervisor. The Supervisor will, in turn, be responsible to notify the Human Resources Director who will consult with the Executive Director in order to complete an assessment of the incident and the surrounding circumstances.

(iii) Imminent Risk of Violence

If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a matter of first priority. The employee should immediately contact the Security Office by dialing 377 and, if appropriate, should contact the Seal Beach Police, by dialing **9-1-1**. Immediately after contacting the law enforcement authorities for emergency assistance, the employee must report the incident to his or her Supervisor or Department Manager. If the Supervisor or Department Manager is not immediately available, the employee should contact the Human Resources Director immediately after contacting law enforcement authorities. Employees may report any incidents of violence or threats of violence without fear of reprisal of any kind.

(iv) Policy Violations

In cases where it is determined that an employee has violated this policy by threatening another individual with violence or engaging in violent behavior, the Human Resources Director will determine the appropriate corrective action, including whether disciplinary action is warranted. If it is determined that a threat of violence was made or actual violence has occurred, disciplinary action will be imposed, up to and possibly including immediate termination. In situations where it is found appropriate to do so, an individual who violates this policy may be required to obtain counseling or other available assistance.

B. Non-Smoking Facility

The Foundation is committed to a philosophy of good health and a safe work environment. In keeping with this philosophy, it is important that the work place and office environment reflect the Foundation's concern for good health.

The Company maintains smoke- and tobacco-free offices. Smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco) is not permitted inside Foundation offices, any work areas, Clubhouses, Library, or in vehicles owned, leased, or rented by the Company. Smoking is only permitted in designated, outside areas, marked as "smoking areas" and only during

breaks or non-worked hours. No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products.

C. Alcohol and Drug Abuse Policy

The Foundation has maintained a strong commitment to provide a safe, efficient, and productive work environment. The Foundation wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and those of their co-workers. The Foundation also desires to promote efficiency in the work place and to provide the highest quality of services to the shareholders. In keeping with this commitment, the Foundation has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that employee involvement with alcohol or drugs can be extremely disruptive and harmful to the work place. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. Accordingly, the Foundation requires all employees to report for work fit to perform their jobs and prohibits the use or possession of alcohol or illegal drugs. All employees must adhere to the rules stated in this policy.

No employee may use, possess, transfer, distribute, manufacture, or sell alcohol or any illegal drugs while on the Foundation's premises, while on duty, while on on-call status or while operating a vehicle or potentially dangerous equipment that is owned or leased by the Foundation. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possess the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct. The Foundation may require testing of an employee based upon a reasonable suspicion that the employee is under the influence of or impaired by alcohol or drugs.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must also notify a Supervisor of such use immediately before reporting to work under such medication. If the Foundation determines that such use does not pose any safety or work quality risk, the employee will be permitted to work.

All employees must comply fully with this policy. Employees who violate this policy are subject to disciplinary action up to and including the possibility of immediate termination.

D. Driving on Foundation Premises

All employees who drive a personal vehicle on the Golden Rain Foundation premises must have a valid driver's license and display a valid Golden Rain Foundation parking pass in their window or on their dashboard.

Upon cessation of employment, Human Resources will coordinate the return of the parking pass to the Security department.

Other vehicle and pedestrian rules and regulations as defined in Community Operations 80-1920-1, Traffic Rules and Regulations and 80-1925-1, Traffic Rules and Regulations also apply.

E. GPS Monitoring of Employer Vehicles

The Foundation desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting GRF's vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the foundation may occasionally use GPS technology to monitor the whereabouts of its vehicles.

If employees abuse the privilege of driving company vehicles, corrective action, up to and including termination of employment, may result. If necessary, GRF will also advise law enforcement officials of any illegal conduct.

F. Use of Employer Vehicles

Company vehicles are to be used for Foundation business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

When a Foundation vehicle cannot be operated, is unsafe for use, or has been damaged, notify your manager or supervisor immediately.

As the driver of a Foundation vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

G. Driving Records

The Foundation is committed to making certain that employees who have driving responsibilities do not place the Foundation, shareholders/members, employees, GRF Board Members, Mutual Directors or the general public at risk.

In keeping with this policy, all employees who are required to operate a Foundation vehicle in the course of their assigned duties are required to have a clean driving record and a valid California driver's license in their possession during work hours. Individuals who fail to maintain such driving records may become unsuitable for their positions[A37]. ~~In such cases, the Foundation reserves the right to discipline or terminate employees with driving responsibilities whose driving records become unsatisfactory, at the sole discretion of the Foundation.~~

In order to verify an individual's driving status, the Foundation will require the employees to sign any necessary authorizations that are required or appropriate to request records directly from the California Department of Motor Vehicles. Subject to any limitations imposed by state and federal laws, individuals must cooperate fully with any request for records or request for an authorization to seek such records from an appropriate agency.

H. Notice of Suspension or Revocation of License

The Foundation requires employees with driving responsibilities to inform the Foundation within 24-hours if the employee's driver's license has been suspended or revoked or if the employee's liability insurance has been canceled. Employees who fail to comply with this requirement will be subject to disciplinary action found appropriate by the Foundation, up to and possibly including termination of employment. Employees must operate motor vehicles in a safe and reasonable manner that conforms to all applicable traffic and safety laws.

I. Use of Cell Phones and Texting While Driving

Employees are expected to operate motor vehicles safely in accordance with applicable State of California laws. Among other things, these laws prohibit the operation of motor vehicles in excess of applicable speed limits, while under the influence of alcohol, controlled substances, or medications that impair driving abilities, or in any unsafe manner. The laws also recognize that the use of cellular phones and text messaging devices can create distractions. If an employee operates a motor vehicle while using a wireless telephone, the wireless telephone must be used in a manner that allows hands-free listening and talking operations. However, a cellular phone~~It~~ may not be used under any circumstances that would distract any employee from the duty to drive in a safe and non-negligent manner. Reading, preparing, typing or sending text messages while operating a motor vehicle of any kind is strictly prohibited.

VIII. SEPARATION FROM EMPLOYMENT

A. Exit Interviews and Final Pay

(i) Resignation

If you find it necessary to resign, you are requested but not required to give advance notice in writing to your immediate Supervisor specifying the last day you will be at work. This date will be considered the effective date of your resignation. F~~Regular full~~[A38]-time employees are requested but not required to give at least two (2) weeks advance notice of the effective date of a resignation.

(ii) Terminations

Employees who are involuntarily terminated will be paid all wages due, including accrued but unused vacation, on their last day of work.

(iii) Exit Interview

The Human Resources Department will conduct exit interviews either in person or through an exit interview form with each employee who leaves the Foundation voluntarily. The interview allows employees to communicate their views on their work with the Foundation and the job requirements, operations, and training needs. It also provides the employee an opportunity to discuss issues concerning working conditions, salary and benefits.

B. Return of Foundation Property

Employees are required to return all Foundation-owned property in their possession, custody, or control immediately on termination of employment for any reason. This includes Employee Handbooks, Foundation ID's, gate passes/decals, keys, tools, equipment, etc. that the employee may have received, as well as any electronic files belonging to the Foundation. Failure to return Foundation property at the time of termination may subject the employee to legal action to recover such property.

C. Final Paycheck

Employees will receive their final paycheck within the time required by the State of California. The final paycheck, for employees who resign with at least seventy-two (72) hours advance notice, will be provided on their last day of work. Employees who resign without providing at least seventy-two (72) hours advance notice, however, will receive their final paycheck within seventy-two (72) hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. All employees will be paid their accrued but unused vacation hours.

D. Reduction in Force

Under some circumstances, the Foundation may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Foundation will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Foundation will take into account, among other things, operational requirements, the skill level, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

E. Rehire Eligibility

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 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. Employees who are rehired within 12 months from the previous separation will have previously accrued and unused sick leave restored. Information on how re-employment affects participation in the retirement plan can be obtained from the Human Resources Department.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This handbook describes important information about Golden Rain Foundation ("Foundation"), and I understand that I should consult my direct supervisor or the Human Resources Department regarding any questions not answered in the handbook. I have entered into an "*at-will*" employment relationship with the Foundation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Foundation or I can terminate the relationship at will, for any reason or no reason, with or without cause, and with or without prior notice, at any time. I understand that my status as an "*at-will*" employee can be changed only by a fully-integrated written agreement signed by the President of the Foundation that expressly states an intention to change the "*at-will*" nature of my employment.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Foundation's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that I am governed by the contents of the handbook and that I am expected to read, understand and adhere to the Foundation policies and will familiarize myself with the material in the handbook and any revisions made to it. I understand that I am bound by the contents of the handbook and any revisions whether or not I read and familiarize myself with it.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOREGOING.

EMPLOYEE'S SIGNATURE **DATE**

EMPLOYEE'S NAME (PRINTED)

EMPLOYEE COPY – RETAIN FOR YOUR RECORDS

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This handbook describes important information about Golden Rain Foundation ("Foundation"), and I understand that I should consult my direct supervisor or the Human Resources Department regarding any questions not answered in the handbook. I have entered into an "*at-will*" employment relationship with the Foundation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Foundation or I can terminate the relationship at will, for any reason or no reason, with or without cause, and with or without prior notice, at any time. I understand that my status as an "*at-will*" employee can be changed only by a fully-integrated written agreement signed by the President of the Foundation that expressly states an intention to change the "*at-will*" nature of my employment.

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I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOREGOING.

EMPLOYEE'S SIGNATURE **DATE**

EMPLOYEE'S NAME (PRINTED)

FILE COPY – SIGN AND RETURN

ADMINISTRATION

Posting of Signs on Trust Property

Posting signs on trust property by individuals, organizations or businesses is prohibited at all times. ~~This includes, but is not restricted to:~~

1. Restricted signs include, but are not limited to:

1.1. Patio Sales
1.2. Political posters
1.3. Functions of Leisure World organizations
1.4. Advertising by outside businesses and organizations
1.5. Signs attached to or displayed in vehicles offered for sale while parked on trust property to include, but not be limited to, bicycles, electric cars, motor vehicles, recreations behicles and trailers
1.5.1. Exception: GRF-approved monthly car sale in Administration building parking lot
1.6. Open House and "For Sale" signs

2. All non-acceptable signs will be removed or destroyed.

NOTE: is Legal Review required to approve inclusion of political posters and/or religious signs?

~~**1.** Political posters~~

~~**2.** Functions of Leisure World organizations~~

~~**3.** Advertising by outside businesses and organizations~~

~~**4.** Signs attached to or displayed in vehicles offered for sale while parked on trust property to include, but not be limited to, bicycles, electric cars, motor vehicles, recreation vehicles and trailers.~~

~~**5.** Open house and "For Sale" signs~~

Document History
Adopted: 15 Sep 87 Amended: 23 Jul 19

Keywords: Administration Signs Trust Property

ADMINISTRATION

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees.

1. STANDING COMMITTEES.

See policy 30-5020-1~~30~~.

2. SUB-COMMITTEES:

2.1. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;

2.2. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;

2.3. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;

2.4. Sub-committees need not be approved by the GRF BOD; and

2.5. Sub-committees expire upon the election of a new BOD.

3. AD HOC COMMITTEES.

3.1. Ad hoc committees are temporary committees established by the BOD to address a specific issue.

3.2. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.

3.3. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.

3.4. Ad hoc committees have no power to make decisions.

ADMINISTRATION

Committee Structure

3.5. Ad hoc Committees can be named four (4) ways.

3.5.1. The GRF president may appoint an Ad hoc committee if it's for something that effects more than one (1) standing committee. The Ad hoc committee reports to the full GRF BOD.

3.5.2. The GRF President may appoint an Ad hoc committee after a recommendation from a standing committee. The Ad hoc committee reports to the standing committee that recommended its formation.

3.5.3. A standing committee is able to go directly to the BOD if the GRF President is not willing to make the recommendation. The Ad hoc committee then reports to the standing committee that recommended its formation.

3.5.4. An Ad hoc committee recommended by the BOD answers to the BOD.

3.6. All Ad hoc committees must be approved by the GRF BOD**.**

Document History

Adopted:	22 Dec 15	Reviewed:	22 May 17	Reviewed:	09 Feb 18
Amended:	23 Jul 19				

Keywords: Administration Committee GRF Board

ADMINISTRATION

Real Trust Property Acreage

1. TRUST PROPERTY:

Lot #	Description	Acreage
95-641-03	Well Site	0.09
95-641-04	Clubhouse 1 & Picnic Area	1.85
95-651-03	Maintenance Yard Alley (side by channel)	0.09
95-651-04	Maintenance Yard	0.68
95-651-14	Amphitheater & Clubhouse 6 total area - HCC	7.65
95-681-15	Small Lot (between bldg. 200 & 203 Mutual 8 area	0.21
95-651-20	Westminster-Drainage Ditch	0.50
95-651-21	Westminster-Railway & Purchasing Dock	2.17
95-661-01	Candlebrook Alley (Alan's Alley) Parking	0.72
95-661-20	Clubhouse 2 & Car Wash	1.50
95-671-29	Clubhouse 3	2.03
95-671-30	Clubhouse 4 NuVision Credit Union	3.59
95-671-32	Triangle at Library	0.07
95-671-33	Library Building & Superwire Office & Friends of Library	0.75
95-681-25	Caltrans Lot (Mini-Farms)	1.84
95-691-05	RV Lot	5.51
95-781-18	Golf Course & Swimming Pool	7.95
	Total Acreage	37.20

(Add Sunningdale Circle flag pole?)

2. CHURCHES INSIDE THE WALLS:

Holy Family Roman Catholic Church	Land Donated
Leisure World Community Church*	Land Donated
Redeemer Lutheran Church of Leisure World	Land Purchased
First Christian Chapel**	Not Inside LW

*Land reverts to the GRF Trust if this Church ever becomes anything other than a Methodist Church.

**Land this Church sits on has never belonged to the GRF. Purchased from Orange County.

3. NON-TRUST BUILDINGS ON TRUST PROPERTY:

A	Post Office
B	Nu-Vision Building

Real Trust Property Acreage

4. TRUST STREETS:

Name	Acreage	Name	Acreage
Alderwood	0.94	Monterey Road	1.68
Annandale	1.36	Nassau	1.40
Brookline (Includes Exmoore)	0.37	Northwood	3.13
Burning Tree	0.46	Oak Hills	0.76
Canoe Brook	1.20	Oakmont	1.65
Cedar Crest	0.53	Pelham	1.00
Church Place	0.61	Prestwick	0.17
Danbury Lane	0.22	Sea View (Includes Braeburn)	0.64
Del Monte	4.05	Shawnee	0.23
El Dorado	4.65	Skokie	0.23
Fairfield (North & South)	1.21	Southport	0.23
Foxburg	0.61	St. Andrews Drive	9.65
Fresh Meadow	0.35	St. Johns	0.79
Glenview (Includes Haylake)	0.55	Sunningdale	0.78
*Golden Rain Road	13.04	Scioto	0.23
Homewood	0.27	Tam O'Shanter	0.39
Interlachen	1.48	Twin Hills	0.36
Kenwood	0.23	Thunderbird	1.81
Knollwood	0.38	Weeburn	0.27
Mayfield	0.31	Wentworth	0.19
Medinac	0.21		
Merion Way	1.41		
McKinney Way	0.55		
		Total Acreage	60.58

*This includes Resales Office Site & Main Gate/Globe Site.

(Move Resales Office & Main Gate/Globe site & acreage to Page 1?)

5. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money):

Mutual No. One	52.91
Mutual No. Two	58.01
Mutual No. Three	25.18
Mutual No. Four	24.75

ADMINISTRATION

Real Trust Property Acreage

Mutual No. Five	30.52
Mutual No. Six	26.02
Mutual No. Seven	27.36
Mutual No. Eight	24.85
Mutual No. Nine	27.62
Mutual No. Ten	18.21
Mutual No. Eleven	22.92
Mutual No. Twelve	30.77
Mutual No. Fourteen	22.67
Mutual No. Fifteen	35.48
Mutual No. Sixteen	4.96
Mutual No. Seventeen	4.93
Total Acreage	437.16

6. TOTAL ACREAGE:

TRUST PROPERTY	(Deeds held by GRF in Trust)	37.20
TRUST STREETS	(Land excepted from Grant Deeds to Mutuals)	60.58
MUTUAL PROPERTY	(Grant Deeds from GRF)	437.16
		534.94

Document History

Adopted:	21 May 72	Revised:	13 Jun 73	Revised:	05 Feb 76
Revised:	30 Sep 81	Revised:	01 Oct 92	Revised:	21 May 96
Revised:	31 Jul 09	Revised:	19 Dec 17	Amended:	23 Jul 19

Keywords: Administration, Trust Property, Acreage

EXECUTIVE COMMITEE

Code of Ethics

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service through accurate, unbiased, and courteous actions.

2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff, Member, discipline or any litigation. **This duty survives a Director's term in office.** We may not use confidential information for the benefit of ourselves, or our respective Mutual, relatives, or for persons with whom we have a business relationship.

3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.

~~**4.**~~ We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation. ~~disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest.~~

4.

5. All Directors acknowledge their obligation to support decisions made by a majority of the BOD.~~We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our Members~~.

6. A director must not act for his/her own individual motive or interest or the interests of their respective Mutual or engage in any activity or practice that may unduly influence decisions and actions in carrying out our responsibilities as GRF Board members. This includes avoiding and abstaining from participating in actions and/or transactions that create a conflict of interest between GRF and a director's Mutual, or any other matter in which a director has a dual interest in.~~We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation~~.

~~**7.**~~ We have the duty to serve the interests of all members of GRF and, to that end, where an actual or potential conflict of interest exists, a director must immediately disclose the existence of the conflict (actual or potential) to the Board.~~All Directors acknowledge their obligation to support decisions made by a majority of the BOD.~~

8.In addition to disclosure, a director is required to avoid potential and actual conflicts of

interests, which may include recusing him or herself from discussions of and voting on any and all matters where he or she may have a dual interest (e.g., the director also serves on the board of directors for another entity, including the director's Mutual, City Council, Board of Supervisors of Orange County, Planning Commission for the City of Seal Beach, or an elected official of any city, county or governmental body).

9. If an interested director is so directed by the Board (in the case of a potential conflict of interest) or in the event of an actual conflict of interest, an interested director shall recuse himself or herself from any consideration, discussion, deliberation, vote or other action on the issue or matter that gave rise to the potential or actual conflict of interest and from the Board meeting, or applicable part thereof.

10. Directors who violate this Policy are deemed to be acting outside the course and scope of their authority. Any Director in violation of this Policy may be subject to immediate disciplinary action.

Document History

Adopted:	24 Jan 17	Amended:	12 May 17	Amended:	27 Mar 18
Amended:	23 Jul 19				

Keywords:	Executive Committee	Ethics	Code	Board of Directors	GRF

EXECUTIVE COMMITTEE **30-5094-4**

Custodian of Records Acknowledgement

Corporations Code Section 8334 affords directors an absolute right to inspect and copy corporate books. While exercising this right, directors are under an ongoing fiduciary duty to the Corporation and its membership. A director's rights under Section 8334 may include access to personal, financial, sensitive or even privileged information, which when disclosed, may result in irreparable injury. By removing records from the corporate office, directors are assuming this fiduciary duty, and they must acknowledge the personal and financial liability a breach of this duty imposes.

For example, the attorney-client privilege belongs to the Corporation, and only the Board of Directors may waive the privilege through public or third-party disclosure. If the privilege is waived without Board approval, the director will be held personally liable, including costs and attorney's fees, for any resulting damage to the Corporation. Because a breach of fiduciary duty, whether a waiver of the attorney-client privilege or the disclosure of sensitive member information, lies outside the scope of a director's role, any resulting damage will not be covered by the Corporation's insurance policies.

Privileged documents or their contents must never be shared. This fiduciary duty and responsibility continues even after you are no longer a director.

I, _____, a director of _____, acknowledge the duty undertaken and the liability imposed by removing the following documents from the corporate office:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Custodian of Records Acknowledgement

Dated: _____ Signature: _____

EXECUTIVE COMMITEE

Plan Investment Administrative Sub-Committee

PURPOSE

The Golden Rain Foundation (GRF) has prior hereto adopted "The Golden Rain Foundation Employees' Retirement Plan."

Under and pursuant to Article V, Section 10.01 of the Plan, there is to be a "Plan Administrative Sub-committee," the membership of which is determined by the Board of Directors (BOD) of the GRF. The Sub-Committee will oversee the administrative management, investment options, and financial health of the plan.

1. The entire BOD of the GRF is appointed the Plan Administrative Sub-committee of the "Golden Rain Foundation Employees' Retirement Plan" pursuant to Section 10.01.

2. The Executive Committee of the BOD shall act as a screening committee for matters to be determined by resolution of the BOD as the Plan Administrative Sub-committee with its recommendations concerning any such action, except that investment options may be authorized by a subcommittee.

3. The Sub-committee will consist of the President, Vice-President and the Treasurer of the BOD of the GRF Executive Director, Director of Finance, and Human Resources Director. The investment options are to be authorized by two (2) signatures, one of which will be the President, or the Treasurer and the second signature will be the Executive Director's or the Director of Finance. Four members must be present to constitute a quorum.

4. The Sub-Committee will meet annually with the Administrators of "The Golden Rain Foundation Employees' Retirement Plan".

Document History

Adopted:	21 Jan 76	Amended:	20 Jan 87	Amended:	20 May 97
Amended:	15 May 09	Amended:	22 Aug 17	Amended:	23 Jul 19

Keywords: Executive Committee, Committee, Investment, Employee

ADMINISTRATION

Health Care Center Advisory Board Charter

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 Health Care Center Advisory Board and grants to the Board authority specifically stated within the GRF governing documents~~, and policies or other authority as granted by the BOD or as stated within this policy.~~

In accordance with Article VIII of the Bylaws, ~~Board president~~ the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD. ~~in accordance with policy 5100-30.~~

1 PURPOSE:

To oversee all matters pertaining to: Lease Compliance; Community Feedback of the Health Care Center: programs of mutual benefit and exchange of pertinent information.

2 COMPOSITION:

The Board shall be comprised of GRF and OptumCare, as follows:

2.1. GRF

2.1.1. GRF President
2.1.2. GRF Treasurer
2.1.3. Appointed GRF Board Member
2.1.4. GRF Executive Director

2.2. OptumCare

2.2.1. Center Administrator
2.2.2. Practice Manager
2.2.3. Physician Representative
2.2.4. Appointed OptumCare Representative

3 DUTIES:

3.1. Publish an agenda four (4) days in advance of Board meeting (GRF to provide administrative support;

3.2. Elect at the first meeting:

3.2.1. Chair (GRF)

3.2.2. Vice Chair (OptumCare);

3.3. Meet at least quarterly or whenever such meetings are deemed necessary, unless cancelled by the GRF President:

3.3.1. Time and location to be mutually determined;

3.4. Ensure that the terms and conditions of the Lease Agreement are being upheld;

3.5. Review of and proposed revisions/amendments to the Lease Agreement for recommendations to respective Boards;

3.6. Keep the GRF and OptumCare regularly informed of existing or prospective needs or procedures affecting the community;

3.7. Coordinate projects or programs of mutual benefit;

3.8. OptumCare will f~~F~~urnish a report at the:

3.8.1. GRF Board monthly meetings
3.8.2. GRF Annual meeting.

4 LIMITATIONS

It is to be recognized that the function of the Board is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel of either GRF or OptumCare are individual functions of the respective Management and not to be encroached upon by any Board member, either individually or collectively.

The Board does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF Board or~~f~~ the OptumCare Board. Authority to authorize contracts and/or expenses rests solely with the respective Boards.

Document History

Adopted: 26 Feb 19 Amended: 23 Jul 19

Keywords: Administration HCC Health Care Center Charter Advisory Board

EXECUTIVE COMMITEE

Donations to Golden Rain Foundation (GRF)

1. RECEIVING DONATIONS

1.1. All donations to the ~~Golden Rain Foundation (~~GRF~~)~~ with a value of $5,000 or less, by individuals, clubs, groups or others, shall be presented to the appropriate committee for approval prior to acceptance.

1.2. All donations to the GRF with a value of more than $5,000, by individuals, clubs, groups, or others, shall be presented to the Board of Directors (BOD) for approval prior to acceptance.

1.3. The Director of Finance is required to report to the Finance Committee any cash donations.

1.4. On the monthly financial statement given to the BOD, the Director of Finance is required to report any donations.

2. DEPRECIATION OF DONATED ITEMS

When items of equipment are donated, an entry will be made to set them up on the property ledger as trust assets. The cost will be the value of the equipment donated with an offsetting amount shown as income.

Document History

Adopted:	20 Mar 73	Amended:	15 Jun 76	Amended:	15 Mar 77
Amended:	11 Oct 83	Amended:	19 May 98	Amended:	23 May 17
Amended:	23 Jul 19				

Keywords: Executive Committee, Donation

EXECUTIVE COMMITEE

Legal Services

~~It is the policy of t~~The Board of Directors (BOD) of the Golden Rain Foundation (GRF) ~~to~~ retains counsel for legal assistance and advice.

1. Obtaining legal counsel:

1.1 The GRF President or a majority of the remaining members of the Executive Committee may authorize in advance, contacts for legal services either by making the contact directly or by authorizing the requesting GRF BOD member to make such contact.

1.2 In addition to section 1.1 above, any two (2) GRF Directors may initiate contact with a Foundation attorney after submitting a completed Intent to Contact GRF Attorney at Foundation Expense form to (see 1.1). Any time a Foundation attorney is contacted, all members of the BOD will be given timely notice, within three (3) business days. Notice of such contact with a Foundation attorney by any two or more GRF Directors must specify the purpose of the attorney contact in the notice submitted to the full BOD. The subject of such contact will be a topic at the next Executive Session meeting of the BOD.

2. The GRF Executive Director shall perform the same function for all staff contact for legal services with the following requirement:

2.1 All such Executive Director-initiated contact shall be reported to the GRF BOD at their next scheduled Executive Session meeting. Said report must include a summary of the subject matter and any pending action anticipated to occur.

2.2. The Human Resources Director shall have the right to initiate legal services from the Foundation's employment/labor attorney. A report must be provided to the members of the Executive Committee in executive session.

2.3. The Mutual Administration Director and/or the Stock Transfer Manager shall have the right to request legal services from GRF's Stock Transfer oversight attorney to properly safeguard the Foundation in the matter of Owner TRUST processing.

3. Authorization to institute formal legal proceedings is solely the prerogative of the BOD of the GRF.

Document History

Adopted:	18 Jan 72	Amended:	25 Nov 14	Reviewed:	14 Apr 17
Amended:	23 Jul 19				

Keywords: Executive Committee; Legal Counsel

Authorized Spokesperson

1. PURPOSE

This external communications policy sets forth the policy of the Golden Rain Foundation Board of Director and all staff of the Golden Rain Foundation, collectively now referred to as GRF, regarding how GRF may communicate with:

1.1. Internal Clubs, Groups, and Organizations
1.2. City, County, State, and Federal agencies and representatives;
1.3. Any media, including social media postings outside of GRF publications, website, and social media.

The above shall be collectively referred to as Third Parties.

2. AUTHORIZED SPOKESPERSON

2.1. Is defined as the designated spokesperson approved by the GRF Board to speak on behalf of the Golden Rain Foundation of Seal Beach;
2.2. Designated Authorized Spokesperson

2.2.1. GRF President

2.2.1.1. GRF President, based upon the nature of the requested presentation, approves a GRF Director as a Spokesperson on a defined topic. (Example: Authorize the GRF Director of Finance to speak on behalf of the Executive Director on GRF Financial matters).

2.2.2. GRF Executive Director

2.2.2.1. Executive Director, based upon the nature of the requested presentation, approves a GRF employee as a Spokesperson on a defined topic. (Example: Authorize the GRF Director of Finance to speak in behalf of the Executive Director on GRF Financial matters.)

2.2.3. It is the job of the Authorized Spokesperson to faithfully represent and advocate GRF positions and actions;
2.2.4. May not depart from the principles set forth in this Policy without the explicit prior approval of the GRF Board.

3. GENERAL POLICY

3.1. Only an Authorized Spokesperson may address outside inquiries regarding GRF or its employees, directors, officers or operations. Any GRF Board of Director or

GRF staff who is contacted by a Third Party must refer the Third Party to an Authorized Spokesperson. This will typically be a press release, conference call, or general presentation to a Third Party.

3.2. In the event of non-intentional disclosure by an GRF Board of Director or GRF staff of information that might be Material, Nonpublic Information, the GRF Board of Director or GRF staff must immediately inform an Authorized Spokesperson, who, in turn, consult with the Executive Committee as to whether such public dissemination of this information is/was required. Any disclosure of material information to a Third Party by a GRF Board of Director may be subject to:

3.2.1. GRF Board censure proceeding, in accordance with approved policies;

3.3. If the Authorized Spokesperson or designee is uncertain about the nature of release of information, they shall consult and seek the approval of the GRF Board to ensure compliance.

3.4. Authorized or designated Spokesperson shall provide a report to the Board as deemed necessary.

Document History
Adopted: 27 Aug 19

Keywords: Spokesperson Authorize Press Media

EXECUTIVE

Committee Charter

Pursuant to state statute (**Corp. Code §7210**; **Corp. Code §7212(c)**) and Article VIII 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.

In accordance with Article VII, Section I, of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD.

1 GOALS:

1.1. Attract and Retain Quality Employees
1.2. Increase Organization Effectiveness and Efficiency
1.3. Protect, Preserve and Improve our Assets

2 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 (see 30-5020-1, Organization of the Board).

3 PURPOSE:

Oversee the Administration and Human Resources Departments.

4 DUTIES:

4.1. Publish an agenda four (4) days in advance of the Committee meeting;
4.2. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
4.3. Review monthly budget comparison for cost centers 320 (Human Resources), 322 (Emergency Preparedness), 330 (Administration), 629 (Administration Building), and 655 (Building Five);
4.4. Review and approve assignment of department heads;
4.5. Review and approve job descriptions;
4.6. Review and recommend operating schedules, job standards, uniforms and wage rates to the BOD;
4.7. Review and approve the election materials and oversee the election process;
4.8. Oversee Director training;
4.9. Provide, during its meeting in February, a recommendation to the Board for the appointment of the election services company as its Inspector(s) of Election;
4.10. Preview the Salary Survey or benchmark report at least every three (3) years;

4.11. Hold Executive Sessions solely concerning specific personnel, wage, salary, benefits and/or disciplinary actions;

4.12. Provide initial approval and recommendation to the Finance Committee for cost centers 320 (Human Resources), 322 (Emergency Preparedness), 330 (Administration), 629 (Administration Building), and 655 (Building Five), including Capital requests and upcoming Reserve replacements;

4.13. Coordinate bids for all personnel related Insurance, benefits and relevant contracts.

4.14. Review all contracts under this Committee at least quarterly;

4.15. Review policies for cost centers 320 (Human Resources), 322 (Emergency Preparedness), 330 (Administration), 629 (Administration Building), and 655 (Building Five), beginning no later than January and send recommended changes to the BOD no later than May for approval; and

4.16. Furnish a report at the GRF Annual meeting.

5 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 managers and directors.

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.

The 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.

Document History

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Amended:	19 Mar 96	Amended:	15 Jul 97	Amended:	26 May 15
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Amended:	23 Jul 19	Amended:	28 Aug 19	Amended:	06 Sept 19

Keywords: Charter Executive

Parking Rules for Trust Property

The Panel will be created in July of each year by the SB & T Committee with the newly elected Golden Rain Foundation (GRF) Board of Directors (BOD) President's and Vice President's Mutual removed from the rotation.

The GRF Vice-President's Mutual is removed from this schedule because the Vice-President is the facilitator of the PRV panel.

The GRF President's Mutual is removed from this schedule, since the President will only serve on ALTERNATIVE DISPUTE RESOLUTION (ADR) panel.

Panel will meet on the fourth Monday of each month at 9:00 a.m. in the Administration Conference Room.

A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the fourth Wednesday at 1:00 p.m. in Conference Room B.

Document History

Adopted:	27 Dec 16	Amended:	23 May 17	Amended:	23 Jul 19

Keywords: Parking Violation Panel Security