



REDWOOD CHILDREN'S SERVICES, INC.
EMPLOYEE POLICY MANUAL

ABOUT THIS MANUAL

This manual is intended to help employees get acquainted with RCS. It describes, in general terms, RCS's current policies. Employees should understand that the Manual, except for our at-will policy, is not intended to be a contract (express or implied), that employment will last for any specific period of time. This Manual supersedes and replaces all previous personnel policies, practices, manuals and guidelines. The Executive Director has the right, in an individual case or generally, to change any of its guidelines, policies, practices, working conditions or benefits at any time. Employees will be provided notice of any changes within a reasonable period of time.

Except as stated otherwise, this manual applies to all divisions and departments of Redwood Children's Services, Inc.

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SECTION I GENERAL INFORMATION

REDWOOD CHILDREN'S SERVICES MISSION

To improve the lives of at-risk children and families by providing community support and quality therapeutic services.

REDWOOD CHILDREN'S SERVICES VALUES

- RCS believes that through staff commitment and providing a sense of community we will assist our youth to develop healing relationships.
- RCS strives to help our children gain power in their lives, believe in themselves and ultimately trust others enough to give and receive love.
- RCS is committed to developing programs that ensure our children's long term success.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

All employment at Redwood Children's Services ("RCS") is at-will. In other words, you, as well as RCS, are free to end the employment relationship at any time, with or without notice, with or without cause, for any reason not prohibited by law. This at-will relationship can be modified only if such modification is in writing and the written modification is signed by the Executive Director.

This Manual is the property of RCS, and is intended solely for use by RCS employees. This Manual is intended to guide and direct the relationship between RCS and each employee. It is not intended to, nor does it, operate as a contract guaranteeing employment, express or implied.

INTRODUCTORY STATEMENT

Welcome! As an employee of Redwood Children's Services, Inc. ("RCS") you are an important member of a team effort. We hope that you will find your position with RCS rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of RCS.

This employee handbook is intended to explain the terms and conditions of employment of all full-time, three-quarter time, part-time, on-call, and temporary employees, supervisors and directors. Written employment contracts between Redwood Children's Services, Inc. and some individuals may supersede some of the provisions of this handbook.

Your supervisor or the Human Resources Department will be happy to answer any questions you may have.

INTEGRATION CLAUSE AND RIGHT TO REVISE INTEGRATION CLAUSE

This employee handbook contains the employment policies and practices of Redwood Children's Services, Inc. in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Except as to the "at will" nature of the employment relationship, RCS reserves full right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Executive Director.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies and procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Redwood Children's Services, Inc. as to the duration of employment and the circumstances under which employment may be terminated.

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.

SECTION II EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Redwood Children's Services, Inc. is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Redwood Children's Services, Inc. policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

RCS is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in RCS operations and prohibits unlawful discrimination by any employee of RCS, including supervisors and coworkers.

To comply with applicable laws ensuring equal opportunity employment opportunities to qualified individuals with a disability, RCS will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless an undue hardship would result.

NON-HARASSMENT

Redwood Children's Services, Inc. is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** RCS's anti-harassment policy applies to all persons involved in the operation of the company and prohibits unlawful harassment by any employee of RCS, including directors, supervisors and managers, as well as vendors, customers, clients, foster parents, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by company policy.

If you believe that you have been unlawfully harassed, bring your complaint to your supervisor or the Human Resources Department as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors and Directors will refer all harassment complaints to the Human Resources Department. RCS will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If RCS determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by RCS to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination of employment. The Human Resources Department will advise all parties

concerned of the results of the investigation. RCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

RCS encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

ACCOMMODATING DISABILITIES

RCS does not discriminate against disabled employees or applicants who, with or without a reasonable accommodation, are qualified to perform the essential functions of a particular position. As part of its commitment to make reasonable accommodation, RCS also wishes to participate in a timely, good faith, interactive process with disabled applicants or employees to determine effective reasonable accommodations, if any that can be made in response to a request for accommodation. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. If you are an individual with a disability and require a reasonable accommodation in order to allow you to perform your job duties, please contact the Human Resource Department as soon as possible to participate in a timely interactive process. If the accommodation can be accomplished without creating an undue hardship, RCS will be happy to cooperate in making this accommodation. By working together in good faith, RCS hopes to implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

EMPLOYEE CODE OF CONDUCT

To function effectively, every company must develop policies and procedures to protect its clients and to ensure that co-workers' and RCS's rights are respected. RCS is no exception. Generally, conduct which is disruptive, unproductive, unprofessional, immoral, unethical, or illegal will not be tolerated.

The following are examples of some, but not all, of the activities which may result in disciplinary action. Violation of our Employee Code of Conduct will lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including termination of employment. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee and clients' welfare and company operations also may be prohibited.

- Falsifying employment records, employment information, or other company records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's;

- Theft and deliberate or careless damage or destruction of any company property, or the property of any employee or person associated with RCS;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Company premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive workdays without a doctor's note;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls of more than 10-minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Styles of dress, piercings or hair must be sensitive to the population and program.
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or breach of trust under any circumstances;

- Committing of or involvement in any act of unlawful harassment or another individual; and
- Failing to promptly report work-related injury or illness.
- Breaching confidentiality of client or agency information.
- Possession or use of illegal drugs or alcohol in the workplace.

RCS will address violations of this Conduct and any other violations of any policies on an individual basis. Pursuant to RCS's at-will employment policy, RCS reserves the right to impose whatever form of discipline it chooses, or none at all, in a particular instance. Although RCS may attempt to correct unsatisfactory performance, work habits, attitude, conduct and behavior prior to termination, RCS reserves the right to terminate employment without cause or notice.

PUBLIC RELATIONS

RCS encourages staff to participate in community activities and volunteer their services to further promote the Mission of RCS on an individual basis.

This is a reminder to all RCS employees that your behavior and the way you express yourself regarding RCS or any other agencies may be viewed by others as representative of RCS and our employees. It is inappropriate to speak in a derogatory manner, undermine, or criticize other agencies, their staff, management or foster parents. RCS believes in developing collaborative (not competitive) relationships whenever possible.

Employees may be approached for interviews or comments by the news media. No employee has permission to represent RCS to the media without the expressed authorization from the Executive Director.

OFF-DUTY CONDUCT

While Redwood Children's Services, Inc. does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with RCS's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect RCS's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects RCS's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

OTHER EMPLOYMENT

While employed by Redwood Children's Services, Inc., employees are expected to devote their energies to their jobs with RCS. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at RCS;

- Additional employment that creates a conflict of interest or is incompatible with the employee's position with RCS;
- Additional employment that impairs or has a detrimental effect of the employee's work performance with RCS;
- Additional employment that requires the employee to conduct work related activities on company property during the employer's working hours or using facilities and/or equipment; and
- Additional employment that directly or indirectly competes with RCS or the interests of RCS.

Employees who wish to engage in additional employment must submit a written request explaining the details of the additional employment to the Human Resources Department & be approved by the Directors. If the additional employment is authorized, Redwood Children's Services, Inc. assumes no responsibility for it. Redwood Children's Services, Inc. shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

SMOKE FREE POLICY

The following policy will be strictly enforced. RCS supports a smoke-free environment for its employees, foster parents, clients and guests. Smoking is not permitted on company premises at any of our locations or in our vehicles. Smoking during outings with youth is also prohibited. This ban on smoking applies to all employees, foster parents, clients and guests. Violation of this policy, based on the circumstances of the individual case, could result in corrective action up to and including termination.

Health and Safety Code Section 118948 which made it unlawful to smoke a pipe, cigar, or cigarette containing tobacco or any other plant material in a motor vehicle whether in motion or at a rest in which there is a minor. The nonsmoking requirement is mandatory for all children's foster homes and residential facilities' buildings and grounds.

These regulations, promulgated by the Department of Social Services ensure youth have the right to be accorded safe, healthful and comfortable home accommodations and be free from the risks and toxic exposure of secondhand smoke.

DRUG AND ALCOHOL POLICY

RCS is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to RCS. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other clients and employees and exposes RCS to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance, seriously impair the employee's value to RCS, and expose the risk of injury to other persons.

The following rules and standards of conduct apply to all employees either on company property or during a work shift (including meal and rest periods). Behavior that violates company policy includes:

1. Possession, offer for sale or use of alcohol, or being under the influence of alcohol while on the job (including meal and rest periods).
2. Possession or use of illegal drugs, alcohol or controlled substances, or being under the influence of illegal drugs or controlled substances while on the job (including meal and rest periods).
3. Driving a vehicle while under the influence of alcohol, illegal drugs, or controlled substances.
4. Distribution, sale or purchase of an illegal or controlled substance while on the job; and

Violation of the above rules and standards of conduct will not be tolerated. RCS reserves the right to require employees to submit to drug or alcohol testing when there is a reasonable suspicion that an employee is in any way impaired by or under the influence of any controlled substance, drug or alcohol while on the job.

RCS also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Redwood Children's Services, Inc. reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off company property will not be tolerated because such conduct, even though off duty, reflects adversely on RCS. In addition, RCS must keep people who sell or possess controlled substances off company premises in order to maintain compliance with Community Care Licensing standards and keep controlled substances themselves off the premises.

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 notify a supervisor of such use immediately before starting or resuming work.

Redwood Children's Services will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. RCS is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol abuse, nor is RCS obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of

dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect RCS's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

The Directors may make exceptions to rule #1 for special occasions, (i.e., special events). At such events, personnel are expected to exercise good judgment and moderation. In no event may any underage individual consume alcohol and all personnel are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol) and to take safety precautions including arranging for a designated sober driver.

EQUIPMENT POLICY

Some employees are provided with company cell phone and/or other equipment to assist in performing job functions. Equipment Check out forms are issued to all employees who receive any company property and will be kept in their personnel file. You are responsible for the safekeeping of company equipment assigned to you. If you destroy or lose the equipment or it is otherwise damaged or lost through your gross negligence, you will be required to pay the cost of replacing the equipment.

We are all expected to use proper care when using company equipment and property. No equipment or property may be removed from the premises without the prior authorization of your supervisor. If you lose, break, or damage any of the companies' equipment or property, report it to your supervisor immediately. Personal tools of employees brought on the premises are the responsibility of the employee to whom the tools belong. RCS is not responsible for such tools (Refer to the **Equipment Policy & Equipment Check-Out Forms**).

Use of RCS's property and materials is limited to office areas and job sites & conducting business. The approval of the employee's supervisor or manager must be obtained before using any property for any reason or at any place other than those outlined above. Anyone violating this policy is subject to immediate termination and possible prosecution. It will be upon the discretion of RCS to deduct from employee's paycheck any amount believed to be the result of gross negligence, willful misconduct, or dishonesty.

EMPLOYER PROPERTY

Computers, desks, vehicles, cell phones, memory sticks, stationery, supplies, copy machines, scanners, video cameras, projectors, and postage meters, are for RCS's business and must not be used for personal needs. They must be kept clean and are to be used only for work-related purposes. Redwood Children's Services, Inc. reserves the right to inspect all of the companies' property to ensure compliance with its rules and regulations, without notice to the employee at anytime, not necessarily in the employee's presence.

Company voice mail and/or electronic mail (e-mail, text messaging) are to be used for business purposes only. Redwood Children's Services, Inc. reserves the right to monitor voice mail

messages, e-mail and text messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on equipment or property provided by RCS unless the employee furnishes a copy of the key or the combination to the lock to the Human Resources Department. Unauthorized use of a personal lock by an employee may result in losing the right to use personal locking equipment.

Redwood Children's Services, Inc. may periodically need to assign and/or change "passwords" and personal codes for voicemails, emails, computers, computer systems, etc. These communication technologies and related storage media and databases are to be used only for RCS business and they remain the property of Redwood Children's Services, Inc. RCS reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any company property may be removed from the premises with the exclusion of company cell phone devices.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

PERSONAL USE OF COMPANY CELL PHONES

Some employees, depending on their position may be issued company cell phones for business purposes. Employees are expected to use cell phones for business purposes only and may use the cell phone for personal use on a limited basis except in the event of an emergency.

Employees are expected to pay any additional charges for overage use, text messaging overages, toll fees, personal use outside the service calling area or any other use that results in additional fees that are not business related.

Employees who wish to use their personal cell phones for company use with approval from their supervisor will receive a monthly reimbursement that will be paid on a quarterly basis. Personal cell phone numbers that are used for company use will be listed on the company phone list for these purposes only.

PROHIBITED USE OF CELL PHONES WHILE DRIVING

In the interest of the safety of our clients, employees and other drivers, Redwood Children's Services, Inc. employees are prohibited from using cell phones while driving on company business and/or company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on company business and/or company time. Violating this policy is a violation of law beginning January 1, 2008 and a violation of company policy

RCS recommends preprogramming frequently used numbers into your phone rather than dialing 411 or looking up numbers before dialing them.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, and e-mail – on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law beginning January 1, 2009 and a violation of company policy.

Please safely pull off the road before conducting business.

Any traffic violations or infractions incurred by employees violating the use of this policy will result in disciplinary action, up to and including termination of employment.

Redwood Children's Services, Inc. will not pay, reimburse or be responsible for any fines or tickets that result in the above stated information. All fines are the sole responsibility of the employee.

USE OF CELL PHONE WHILE DRIVING (UNDER AGE 18)

Beginning July 1, 2008, a person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law beginning July 1, 2008 and a violation of Company policy.

Writing, sending or reading text-based communication – including text messaging, instant messaging, and e-mail – on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law beginning January 1, 2009 and a violation of company policy.

Redwood Children's Services, Inc. will not pay, reimburse or be responsible for any fines or tickets that result in the above stated information. All fines are the sole responsibility of the employee.

E-MAIL, INTERNET AND COMPUTER SYSTEM

Currently many employees are provided the use of a personal computer and access to the Internet, including World Wide Web and e-mail, as a resource to perform their designated job functions. Use of the personal computer and Internet must be related to an employee's job function.

Employees are strictly prohibited from accessing, storing, creating, generating, reproducing, or transmitting any material which is offensive, including material which is sexually explicit, racially offensive, or which may be reasonably construed as offensive to another employee (see also Non-Harassment Policy, above). If any such material is sent to an employee by e-mail, or otherwise, the material shall be immediately deleted and/or destroyed. Because all computers, storage media, and communication devices are the property of RCS, they are subject to search at any time, with or without advance notice or consent. Employees should have no expectation of

privacy as to any electronic files, data or materials. Employees must also take care not to allow the introduction of computer viruses into office equipment or systems. Employees are required to update their virus definitions weekly. Employees should contact the Information Technologies person for any questions.

Employees are not authorized to use unlicensed software on RCS's computer system at any time. Any software or other material downloaded onto company computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Information Technology persons is required before introducing any software into the company's computer system. Employees may not download music, entertainment software or games.

Only authorized employees may communicate on the Internet on behalf of RCS. Employees may not express opinions or personal views online that could be misconstrued as being those of RCS.

Any violation of this policy may result in loss of computer access and disciplinary action, including immediate termination.

SOCIAL MEDIA

RCS does neither use nor does it condone the use of social media in the workplace for personal use. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Use of Internet based programs such as Facebook, Linked In, My Space, and Twitter is prohibited (this is not meant to be an exhaustive list – if you have specific questions about which programs RCS deems to be social media, consult with your supervisor or the Human Resources Department).

RCS may use social media in limited circumstances for defined business purposes. Use of Internet based programs such as those stated above may be used in furtherance of RCS's mission and values. The Directors will authorize you if you can use these tools to perform your job duties. Your authorization is limited to business purposes and personal use of the above stated is a violation of company policy.

EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive their own vehicle on business will be required to show proof of a current, valid California driver's license, current effective insurance with minimum limits of liability of \$100,000/\$300,000, a clear DMV record printout, and a vehicle safety check once every three years unless they obtain a different vehicle. Employees who drive RCS vehicles ONLY will be required to show proof of current, valid California driver's license, current effective insurance and a clear DMV record printout.

RCS participates in a system that regularly checks the DMV records of all employees who drive as part of their job. Employees must be over 18 years of age and licensed for at least two (2) years to be eligible to drive company cars or their own vehicle during their work shift. Employees who have violations in RCS vehicles are required to report this to the Human

Resources Department immediately. Any traffic violations that affect the employees driving record will result in the requirement of attending a defensive driver course provided by RCS.

Employees who drive in the course of employment must report any suspension or revocation of their driving privilege to their supervisor no later than the work day following the suspension or revocation. RCS retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, suspended, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the RCS's policy.

VEHICLE ACCIDENTS

If an employee is involved in a motor vehicle accident while driving RCS vehicles or his/her own vehicle while conducting business on behalf of RCS, the police must be summoned to the accident scene whenever possible, and an accident report must be obtained. The employee's insurance policy provides primary coverage in the event an employee is involved in a motor vehicle accident while driving his/her own vehicle while conducting business on behalf of RCS. RCS insurance policy provides primary coverage in the event an employee is involved in a motor vehicle accident while driving company vehicles.

MILEAGE

Employees who drive their own vehicles on business will be reimbursed at the "per mile" rate determined by the RCS. Employees who use their vehicle for company use will be reimbursed for mileage starting from one work location to the other work location. Employees will not be reimbursed mileage for driving from home to their work location. Employees may claim mileage if they are driving from their home to somewhere that is not an RCS location such as a conference. Employees must record their mileage on a Mileage Form and submit it to their Supervisor with their timecard at the end of every pay period.

RCS may provide a car when it is available. Only RCS employees are permitted to drive company vehicles. Please review the Policy and Procedure for Vehicle Usage.

Volunteers will be allowed to drive company vehicles as long as they have submitted their DMV information and are listed as drivers for the company.

RCS does not approve the use of cell phone devices while driving a vehicle for business on behalf of RCS. For safety reasons, please pull off the road to answer or return a call. Please review the policy and procedure for cell phone use.

ERGONOMICS

Redwood Children's Services, Inc. is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. RCS will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. RCS encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Redwood Children's Services, Inc. believes that reduction of ergonomic risk is instrumental in maintaining personal safety and well-being, and is essential to RCS. We intend to provide appropriate resources to create a risk-free environment.

The Human Resources Department will conduct or send a third party to conduct Ergonomic Assessment of your work station annually and more than once per year if employees report a work related injury related to ergonomics. If you have any questions about ergonomics, please contact the Human Resources Department.

WORKPLACE 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. Report all work-related injuries or illnesses immediately to your supervisor or to the Human Resources Department. In compliance with California law, and to promote the concept of a safe workplace, Redwood Children's Services, Inc. maintains an Injury and Illness Prevention Program, which is the Safety Manual. The Injury and Illness Prevention Program (Employee Safety Manual) is available for review by employees and/or employee representatives in the Employee Policy Manual binder. Employees are required to read and understand the Employee Safety Manual.

Employee's rights and responsibilities:

- Obeying all workplace safety and health laws, standards, orders and regulations issued;
- Using protective methods or processes, safety belts, etc.;
- Not interfering with other's use of safeguards;
- Not removing, damaging or destroying safety devices, warnings or notices;
- Reporting hazardous conditions to the supervisor or site safety officer;
- Reporting job-related injury or illnesses to a Supervisor and/or Human Resources Department; and
- Cooperating with the OSHA Safety Officer.

HEAT ILLNESS

RCS is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. Please refer to the Employee Safety Manual or talk to your site Safety Officer for details on how to ensure you are protected from heat illness dangers.

INCLEMENT WEATHER/NATURAL DISASTER

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following policies will apply:

- **Inclement weather:** Conditions that excuse absence from work include: snow, road closure, announced avalanche danger, whiteout, heavy rain, or severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your supervisor by phone immediately, if telephone service is functional, or by any other available means.

Natural disasters: In the event of a natural disaster such as earthquake, fire, or explosion the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact your supervisor by phone immediately or as soon as reasonable possible. Case Managers are responsible to check in with families by phone and report any information to their supervisors.

RECREATIONAL ACTIVITIES AND PROGRAMS

Redwood Children's Services, Inc. or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of any employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

SECURITY

Redwood Children's Services, Inc. has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to a supervisor. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our clients, employees, foster parents and all others depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, cell phones, ID badges and other company property are missing.

WORKPLACE VIOLENCE

Redwood Children's Services, Inc. has adopted the following workplace violence policy to ensure a safe working environment for everyone.

RCS has a zero tolerance policy for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts of threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary action, up to and including termination of employment.

Possession of non-work related weapons on RCS's premises and at company sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor, Director, or the Human Resources Department.

A threat includes, but is not limited to, any indication of intent to harm a person or damage company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example:	Type of Threat:
Saying, “Do you want to see your next birthday?”	Indirect
Writing, “Employees who kill their supervisors have the right idea.”	Indirect
Saying, “I’m going to punch your lights out.”	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

MANDATORY REPORTING REQUIREMENTS

Section 11166 of the California Penal Code requires any child care custodian or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes licensees, administrators and employees of licensed community care or child day care facilities, foster parents, group home personnel, and personnel of residential care facilities.

The positions of RCS employees fall within the definition of “child care custodian.” Therefore, employees of RCS are mandated to comply with the child abuse reporting requirements as stated above. Failure to comply with the requirements of Penal Code section 11166 is a misdemeanor, punishable by up to six (6) months in a county jail, by a fine or one thousand dollars (\$1,000), or by both imprisonment and fine.

CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding RCS, its clients, foster parents and employees. The purpose of this confidentiality clause is to protect confidential information regarding RCS, it’s clients, and current and former

employees. This clause applies to each and every employee both during employment and after employment has ended.

It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by the Directors. Any breach of this policy will not be tolerated, may result in termination or other disciplinary action, and may lead the company to take legal action.

The following is intended to outline some of the situations you may face while working for RCS. This list is not exhaustive. If an employee comes across a situation which he/she does not know how to handle, the employee should discuss it with their supervisor or one of the Directors.

1. Personnel information (employee addresses, phone numbers, salaries, health insurance, etc.) is confidential. RCS wants to preserve its current and former employees’ privacy rights. Accordingly, RCS personnel information is not to be disclosed or disseminated to anyone outside the company. Direct all requests for personnel information to the Human Resources Department.
2. Information relating to a former employee’s employment with RCS is also confidential. All requests for employment references and inquiries of any kind relating to a former employee are to be directed to the Human Resources Department. Under no circumstances are employees to provide any information. At the same time, do not discuss anything relating to a former employee’s employment with anyone outside of RCS.
3. Direct all telephone calls, writings or other contacts from a newspaper, magazine or other publication, a reporter or an investigator, to the Directors. Under no circumstances are non-Directors to provide any information regarding RCS activities, clients, or current or former employees.

If an employee has any questions regarding the foregoing, he/she should contact the Directors.

HIPAA/HITECH PRIVACY AND SECURITY

In the course of your work, you may have access to protected health information. Protected health information is individually identifiable health information that is created, maintained or used for client or staff purposes related to job duties. Special precautions are necessary to protect this type of information from unlawful or unauthorized access, use, modification, disclosure or destruction.

In accordance with HIPAA/HITECH privacy and security rules employees must agree to:

- Access, use or modify protected health information only for the purposes of performing job related duties;
- Never access or use protected health information out of curiosity, or for personal interest or advantage;

- Never show, discuss, or disclose protected health information to or with anyone who does not have the authority;
- Never retaliate, coerce, threaten, intimidate or discriminate against or take other retaliatory actions against individuals or others who file complaints or participate in investigations or compliance reviews;
- Never remove protected health information from the work area without authorization;
- Never share passwords with anyone or store passwords in a location accessible to unauthorized persons.
- Always store protected health information in a place physically secure from access by unauthorized persons.
- Dispose of protected health information by utilizing an approved method of destruction, which includes shredding, or witnessed destruction. Do not dispose of such information in wastebaskets or recycle bins;
- Penalties for violating one of the above limitations may include disciplinary action, up to and including termination of employment.
- Treat passwords as confidential information and change them on a regular basis;
- Take reasonable precautions to ensure the protection of data from unauthorized access, disclosure or destruction;
- Never disable virus protection software on computers to avoid contamination of data; and
- Notify my supervisor and the Quality Assurance Department of a possible security violation including unauthorized access, loss, disclosure or destruction of equipment, data, misuse, theft, or unauthorized modification of such information, including information stolen in conjunction with the theft of a computer or any other portable device containing data, and of any possible virus attacks.

FALSE CLAIMS WHISTLEBLOWER PROTECTION

RCS follows State and Federal mandated regulations in order to detect and prevent fraud and abuse of Medi-Cal billing. RCS provides training and educates employees regarding the nature and requirements of compliance with the Deficit Reduction Act of 2005 and the False Claims Act. Such training occurs through the initial orientation process and is ongoing through various compliance type activities.

The False Claims Act is a federal law that prohibits an individual organization who receives money from the federal government from submitting a request for payment knowing that such request contains false information. An organization, such as RCS, may be held liable under the False Claims Act if it knows, should have known, or disregarded information indicating that a

claim submitted to the federal government for payment of health care services contained false information.

The False Claims Act provides protection for employees who report suspected false claims. Employees who are terminated, demoted, suspended, or otherwise mistreated for reporting suspected false claims are entitled, under the False Claims Act, to reinstatement of their earlier position, back pay, and compensation for any other damages which result from retaliation.

EMPLOYEE REFERENCES

All requests for references must be directed to the Human Resources Department. No other employee is authorized to provide information regarding current or former employees. RCS's policy to references for former employees is to disclose only the dates of employment and the title of the last position held. If an employee authorizes disclosure in writing, the company will also provide a prospective employer with information on the amount of salary or wage the employee last earned.

FOSTER PARENT REFERENCES

Foster parents are not employees of RCS. All requests for references regarding foster parents must be directed to the Foster Family Agency Program Supervisor or Financial Department.

CONFLICT OF INTEREST

All employees must avoid situations involving actual or potential conflict of interest. As a condition of employment, the employee agrees not to establish or work in any competing business while employed by RCS which creates a conflict of interest with the employee's job with RCS. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Redwood Children's Services, Inc., which impairs an employee's ability to exercise good judgment on behalf RCS, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems. In addition, engaging in other employment or personal activity during work hours or using company property in other employment is prohibited.

Employees may not accept gifts of any kind from foster parents or clients if they are involved in an employment related relationship. Employees should avoid any situation that would create a suspension of impropriety.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor or any Director for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Redwood Children's Services, Inc. may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

NONDISCLOSURE OR USE OF TRADE SECRETS

During the course of employment with Redwood Children's Services, Inc., employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is or may be either applicable or related to the present or future business of RCS, its research and development, or the business of its clients. For example, trade secret information includes but is not limited to, devices, inventions, processes and compilations of information, records, specifications, and information concerning clients, contracts and vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except as required in the course of employment with RCS. The above agreement should not be construed as constituting a promise or continued employment for at-will employment purposes.

Client/Employee/Foster Parent lists – The employee understands that lists of Redwood Children's Services, Inc., for which the employees has or will have access to during the employee's employment, are trade secrets and shall be solely the property of RCS.

The employee agrees that he/she shall neither directly nor indirectly solicit business as to products or services competitive with those of RCS based on information from the lists stated above.

IF YOU LEAVE RCS

Voluntary resignation results when an employee voluntarily quits his or her employment with RCS, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All company-owned property, including vehicles, keys, and ID badges credits cards, computers, cell phones, etc. must be returned immediately upon termination of employment.

When an employee wishes to terminate his/her employment, a signed letter of resignation indicating the date of resignation and reason must be submitted to the Human Resource Department. The final paycheck will include the days worked during the last payroll period and unused accrued PTO and any banked holiday's if available.

Reductions in workforce- Under some circumstances, Redwood Children's Services, Inc. may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, RCS 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 foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Redwood Children's Services, Inc. will take into account, among other things, operation and requirements, the skills, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Prior to the last day of employment, the employee will be contacted by the Human Resources Department to schedule an exit interview. At this time the employee will be advised of his/her

insurance conversion rights with regard to applicable insurance, life insurance and long term disability, and distribution of 401(k) contributions, if applicable.

Involuntary Termination and Disciplinary Actions- Violation of Redwood Children’s Services, Inc. policies and procedures may warrant disciplinary action. RCS may utilize a system of discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and Redwood Children’s Services, Inc. may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. RCS’s system of discipline in no way limits or alters the at-will employment relationship.

SECTION III EMPLOYEE STATUS

EXEMPT/NON-EXEMPT EMPLOYEES

Exempt employees are those salaried employees in executive, administrative or professional positions who are exempt from certain wage and hour requirements of state and federal law. Exempt employees are not eligible for overtime pay.

Non-exempt employees are those employees whose positions do not meet the tests for being exempt under state and federal law. Non-exempt employees are eligible for overtime pay.

FULL-TIME EMPLOYEES

Full-time employees are those who are scheduled for and do work 40 hours per week. Following the completion of 90-days, full-time employees are eligible for most employee benefits described in this handbook.

THREE-QUARTER TIME EMPLOYEES

Three-quarter time employees are those who are scheduled to work between thirty hours (30) and thirty-nine (39) hours per week. Following the completion of 90-days, three-quarter time employees are eligible for most employee benefits described in this handbook.

PART-TIME EMPLOYEES

Part-time non-exempt employees are normally scheduled to work up to twenty-nine hours per week. Part-time employees are not eligible for benefits described in this handbook. Some part-time employees may be eligible for 401(k), please refer to the Insurance Benefits section regarding eligibility for 401(k) benefits or call the Human Resources Department.

ON-CALL EMPLOYEES

On-Call employees work sporadic schedules and have flexible hours that may be from 0-40 hours on an irregular or temporary basis. Some on-call employees may be eligible for 401(k),

please refer to the Insurance Benefits section regarding eligibility for 401(k) benefits or call the Human Resources Department.

TEMPORARY EMPLOYEES

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

SECTION IV WORKING HOURS

WORKING HOURS

RCS's standard office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except those days on which the offices are closed. Your supervisor will assign your individual work schedule. Some employees may be required periodically to work on a weekend or non-regularly scheduled workdays for special events. All employees may be requested to attend and/or work at summer camp for one to four days, including overnight stays due to the distance from home. RCS summer camp program is of great benefit to the children and provides much needed respite for the foster families.

Some direct service employees may require flexible hours as required by the families and children on your caseload. Some employees are also required to provide 24 hour on-call service currently designed to rotate and allow for weeks on-call.

Employees, whatever their work schedule, are expected to report to their designated work location, ready to work at their scheduled starting time. If for some reason an employee is unable to adhere to his/her schedule on a particular day, he/she should notify his/her supervisor. If the employee's supervisor is not available, he/she must notify their supervisor's supervisor.

Employees that work outside the 8:00-5:00 schedule or outside the office shall provide a written schedule to their Supervisor before the start of each week.

If an employee fails to report for work without any notification to his/her supervisor and his/her absence continues for a period of three (3) days, RCS will consider that the employee has abandoned his/her employment and has voluntarily terminated.

Work schedules may vary in response to business conditions. Your cooperation with these changes is appreciated. We will do our best to give you as much advance notice as reasonably possible. Requests that you may have for days off must be received by your supervisor in writing two weeks in advance in order to be considered. RCS will make a reasonable attempt to accommodate your particular requests, but the needs of RCS will be given priority.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Due to client needs and other business reasons, you may be required to work beyond your scheduled hours as a condition of employment. Although you will be given advance notice of the requirement to work overtime where feasible, this is not always possible. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Redwood Children's Services, Inc. will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Redwood Children's Services, Inc. provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal laws as follows:

- All hours worked in excess of eight hours (with the exception of Residential Care employees) in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

OVERTIME FOR NON-EXEMPT THERAPEUTIC RESIDENTIAL COUNSELORS (GROUP HOMES)

The IWC created an overtime exemption for residential care employees. The exemption applies to employees with direct responsibility for children receiving 24-hour residential care. All of the following rules above apply except the above bulleted rules. Residential Counselors may be paid overtime as follows:

- One-and-one-half times the employee's regular rate of pay for all hours over 40 in the workweek;
- Double the employee's regular rate of pay for all hours over 48 in the workweek; and
- Double the employee's regular rate of pay for all hours over 16 in a workday.

Residential Counselors may not work more than 24 consecutive hours until the employee receives at least eight consecutive hours off-duty immediately following the 24 consecutive hours of work. Time spent sleeping is not considered hours worked.

PAY DIFFERENTIALS

Therapeutic Residential Counselors who are scheduled to work graveyard shifts shall receive an additional \$0.50 cents added to their hourly wage. This pay differential does not apply to on-call staffs that fill in for the graveyard shift.

MEAL AND REST PERIODS FOR NON-EXEMPT EMPLOYEES

All non-exempt employees are entitled to periodic rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods and you will not “clock out.” Rest periods cannot be broken up or combined, and may not be utilized to come to work late, leave early, or to extend the meal period. Your supervisor may advise you of the best time and duration of your breaks and you are expected to return to work promptly at the end of any rest break.

Generally, you will be entitled to one (1) 10-minute rest break for every four (4) hours you work (or for working a “major fraction” of hours, interpreted generally as working at least 2 hours). Employees must work at least 3.5 hours in a day to receive any rest break at all. Employees should receive (1) one 10-minute break if they work between 3.5 and 6 hours, two 10 minute breaks if they work between 6 and 10 hours, and three 10-minute breaks if they work between 10 and 14 hours.

If you work more than five (5) hours in a workday, you are also entitled to an unpaid meal period of at least 30 minutes. If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one and only if you work less than 12-hour in the day. You must be off company work time for your meal period. Your supervisor will advise you of the scheduling of your meal period. You must not perform any work during your meal period, and you must stop working for at least 30 full, consecutive minutes. Meal periods must be taken before the 5th consecutive hour worked. If you work only 6 hours for the day, you may waive your un-paid meal break.

All rest breaks and meal periods should be taken away from the regular work area if applicable. You may leave the premises for your meal periods.

If for any reason you do not take the applicable rest breaks and/or meal periods, you must notify your supervisor immediately.

Therapeutic Residential Counselors may be required to work on-duty meal periods when necessary to meet regulatory or approved program standards and one of the following two conditions is met:

- The employee eats with residents during residents’ meals in which case RCS will provide the same meal to the employee at no charge; or
- The employee is in sole charge of the resident(s) and, on the day shift, RCS provides a meal at no charge to the employee.

Residential Counselors will be paid for “on duty meal periods” at the employee’s regular rate of pay.

Residential Counselors, except for the graveyard shift, may have an off-duty meal period with 30 days’ written notice to their supervisor for each instance where an off-duty meal is desired. However, there may be no more than one off-duty meal period every two weeks.

Always notify your supervisor before taking a meal break. Employees who feel for any reason that they are unable to take their required breaks or meal period must contact their immediate supervisor before the scheduled break or meal period. The supervisor will attempt to arrange the schedule so that all employees may take their breaks. You must make sure not to be absent from your work area beyond the allotted break time. This is a self-policing policy—please don’t abuse it.

TIME RECORDING

Exempt and non-exempt employees are responsible for keeping accurate time records so their pay can be calculated accurately and in compliance with state and federal law.

Non-exempt employees must record their own time in and out at the beginning and end of your scheduled workday, meal breaks, all departures from work for personal reasons, and any holidays or PTO taken.

Employees are also required to record their time records to reflect meal and rest breaks taken during the workday. **Time recording must be done at the beginning and end of each workday, meal break, and departure from work for personal reasons.** Check with your supervisor whenever you leave the office on personal business and when you depart at the end of your work day.

Due to federal and state requirements for accurate record keeping, you are not, under any circumstances, to record work hours for another employee. Failure to complete a timecard, falsifying a time record, completing another employee’s time card, allowing another employee to complete your timecard, or altering a time card may result in discipline, up to an including termination. Review your time record carefully at the end of each pay period and make sure to verify its accuracy. Employees are trained to use a web-based timecard record system. Any errors on your timecard should be reported immediately to your supervisor who will attempt to correct legitimate errors.

ATTENDANCE AND PUNCTUALITY

As an employee of Redwood Children’s Services, Inc., you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work may have to be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized company business. Late arrival, early departure,

or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor as soon as possible before the time you are scheduled to be working for that day. Employees who call in after they are expected to be at work may receive disciplinary action from their supervisor. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

Failure to report for work without any notification to your supervisor and your absence continues for a period of three consecutive days, Redwood Children's Services, Inc. will consider that you have voluntarily abandoned your position with RCS.

Although paid time off is available for illness, non-scheduled absences from work of more than 5 events per year or requiring unscheduled time off with or without pay for reasons other than legally authorized leave or accommodation is considered excessive and may result in disciplinary action.

FLEX-TIME FOR NON-EXEMPT EMPLOYEES

Alternative working hours which do not result in the accrual of overtime may be requested on a case-by-case basis so long as the needs of the business are met. Any such request must be made in writing to and authorized by your supervisor in advance.

MAKE-UP TIME FOR NON-EXEMPT EMPLOYEES

Redwood Children's Services, Inc. allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the Request to Makeup Work form. Requests will be considered for approval based on the legitimate business needs of RCS at the time the request is submitted. A separate Request to Makeup Work form is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request as soon as possible of the desired time off so your supervisor can make other arrangements if needed. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. RCS's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid, unless you are a benefited employee, then PTO will be applied if needed to meet your weekly hours status. However, your supervisor may arrange with you another day to make up time if possible, based on the scheduling needs. If you work makeup time in advance of the time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. Redwood Children's Services, Inc. does not encourage, discourage, or solicit the use of makeup time.

TELECOMMUTING

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location. Telecommuting must be pre-approved by an employee's supervisor and cannot be initiated without a *Telecommuting Agreement*.

Redwood Children's Services, Inc. retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. Telecommuting must be approved by an employee's supervisor and the Human Resources Department. Telecommuting does not change the conditions of employment or required compliance with all RCS policies and procedures. RCS reserves the right to change or terminate the *Telecommuting Agreement* at any time, without cause or advance notice. An employee's ability to work under a *Telecommuting Agreement* rests in the sole discretion of RCS. Telecommuting is a privilege and may not be appropriate for all employees. If an employee wishes to request a *Telecommuting Agreement* s/he should contact his or her supervisor and ask for a *Telecommuting Request* form.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work environment. However, because RCS is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, RCS reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled by the Human Resources Department. Telecommuters are protected by the RCS's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working.

The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Telecommuting Plan

All Telecommuters will be required to sign a *Telecommuting Agreement* with their supervisor that outlines the days and work hours (as applicable) of the Telecommuter; equipment the

Telecommuter will need; how the Telecommuter will communicate with others for work purposes; use of support staff; and other appropriate information.

Hours of Work

Unless otherwise agreed in the *Telecommuting Agreement*, hours and days of work will not change. Employees agree to apply themselves during work hours. Telecommuting is not intended as a substitute for child care or care for another adult.

Attendance at Meetings

Telecommuters are expected to attend all required meetings.

Costs Associated with Telecommuting

RCS shall not incur additional costs due to a *Telecommuting Agreement*. The *Telecommuting Agreement* will specify any costs RCS will cover. All other expenses are the responsibility of the Telecommuter.

SECTION V JOB DUTIES

As you begin your employment with RCS, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of Redwood Children's Services, Inc. Your cooperation and assistance in performing such additional work is expected.

Redwood Children's Services, Inc. reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

PERFORMANCE EVALUATIONS

Employees will be observed closely the first 3 months of employment and performance evaluations will be conducted annually at the anniversary of your date of hire or date of title change thereafter. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

The employee's performance evaluation may review several factors including, but not limited to:

- quality and;
- quantity of the work you perform;
- your knowledge of the job;

- your initiative;
- your work attitude;
- your attitude toward others, and
- Your ability to work with others.

The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance.

Favorable performance evaluations do not guarantee increases in salary, promotions, or continued employment with RCS. Salary increases and promotions are solely within the discretion of RCS management and depend upon many factors in addition to performance.

All performance reviews must have a Directors signature prior to presenting the review to the employee. After the review, you will be required to sign the evaluation form simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents. Once the review is signed, it will be sent to the Human Resources Department for your personnel file.

TRAINING

Newly hired employees are required to have Orientation and Initial Safety training. Employees are required to have ongoing training throughout their employment as mandated by state, county and licensing regulations and other applicable laws. Staff are required to complete all required trainings by the due dates established by the Human Resources/Training Department. Required trainings have been scheduled to be completed throughout the year. Staff that do not complete their required trainings by the due dates may be suspended without pay until they complete their required training.

Additional information regarding training and licensing requirements will be provided to employees at the time of hire. Questions about training can be addressed to the Human Resources/Training Department. Training requirements may vary for each position.

PERSONNEL INFORMATION

Redwood Children's Services, Inc. is required by law to keep current all employee's names and addresses. Employees are responsible for notifying the Human Resources Department in the event of a name or address change.

It is important that personnel data of all employees including addresses, telephone numbers, name change and number of dependents be kept accurate and up to date. RCS will not release such personnel data to non-employees or to outside agencies without the prior approval of the employee (unless required to do so by legal process or to respond to a request by an administrative agency). The Human Resources Department provides your name, address, and home telephone number for use by office personnel to enable them to contact you in times of emergency. If you have a change of address, telephone number or name change please fill out the

Personal Information Change Form and submit it to Human Resources as soon as possible for processing.

PERSONNEL RECORDS

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Director or Human Resources Department at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

Redwood Children's Services, Inc. will restrict disclosure of your personnel file to authorized individuals within RCS. Any requests for information contained in personnel files must be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Redwood Children's Services, Inc. will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

SECTION VI COMPENSATION

PAY DAYS

All employees are paid on the 10th and 25th day of the month. Payroll checks are distributed on pay day, unless pay day falls on a weekend or holiday in which case the checks are distributed on the business day preceding the pay day. Any employee who is out of the office when the payroll checks are distributed should pick up his/her check from the employee's supervisor. Payroll checks will not be released to any person other than the employee. Employees absent on payday may have their check released to someone else if the request is in writing and signed by the employee. In such cases, the written consent must identify the name of the employee, the name of the person to whom the check may be released and the date(s) the person is authorized to pick up the check(s). Employees are not permitted to open their paystubs/paychecks regardless of whether they have direct deposit or a manual check.

PAY CORRECTIONS

RCS takes all reasonable steps to make sure you receive the correct amount of pay in each pay check and that you are paid promptly on the scheduled pay day. In the event that there is an error in the amount of your pay, you must immediately bring it to the attention of the Financial Department so that corrections can be made as quickly as possible.

CASH ADVANCES

Employees may request a cash advance two (2) times per calendar year. Employees requesting the advance may not request more than one (1) week of pay. Employees must fill out an Application for Advance and submit it to the Human Resources Department. The advance must then be approved by the Directors and can be given in a regular check or direct deposit. Cash advances are only to be requested for emergencies and done sparingly.

DEDUCTIONS FOR EXEMPT EMPLOYEES

Employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Redwood Children’s Services, Inc. benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for a 4-hour increment or more of work (PTO may be available);
- Is absent for jury duty or military duty for a full week and performs no work during the week; (Jury Duty pay may be available) or;
- Works less than a full week during the initial or final week of employment.

Exempt employees must apply PTO to any absence from work greater than four hours. No deductions will be made for partial day absences if PTO is exhausted. It is RCS’s policy to comply with these salary basis requirements. Therefore, Redwood Children’s Services, Inc. prohibits from making any improper deductions from the salaries of exempt employees. RCS wants employees to be aware of this policy and encourages exempt employees to report any improper deduction to the payroll department so the matter can be investigated and if necessary a correction made.

ON-CALL PAY

Case Managers, Youth Advocates, and Behavioral Aides and other employees may be asked to be on-call for client emergencies outside of their normal work hours. As compensation for their availability, RCS will pay a per-day rate based upon the employees’ exempt or non-exempt status, and the day of the week that the on-call service is performed. In addition, non-exempt employees will also receive their normal hourly wage for the time spent resolving the issue or crisis.

Non-exempt staff may be entitled to overtime pay if an on-call situation results in hours that qualify for overtime pay per RCS’s policy and labor laws.

To claim on-call pay, the employee must indicate the specific date on their timecard. On-call pay will be included on the employee’s regular payroll check each payroll.

SECTION VII EMPLOYEE BENEFITS

PAID TIME OFF

Employees are entitled to paid time off based on their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary, part-time and on-call employees do not accrue paid time off.

RCS provides Paid Time off (PTO) benefits to eligible employees to enable them to take paid time off for rest, recreation, the employee's illness, or the illness of the employee's child, parent, spouse, registered domestic partner, or the child of a registered domestic partner. RCS believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with RCS personally satisfying.

PTO shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Where practicable, requests for time off must be submitted in writing at least two weeks in advance of the intended day(s) off, to the employee's supervisor and Director. All requests, except those based on illness, must be pre-approved by the employee's supervisor. Staff that call in sick the day their shift is to begin must fill out a PTO request the following day and give it to their supervisor.

RCS reserves the right to require a satisfactory statement of a Medical Provider whenever an employee misses work due to an illness, injury or disability. When requested, such verification may be a condition of receiving PTO benefits or returning to work. Absences of 3 consecutive days missed from work for employee illness or injury will require a doctor's note to be sent to the Human Resources Department. RCS requires such a statement in any situation deemed appropriate. See attendance and punctuality above.

PTO begins to accrue on the employee's first day of employment, but cannot be used until the employee has completed 90 days of service. If the employee's employment terminates prior to his/her ninety (90) days of service, the employee will be paid for accrued unused PTO days on a pro rata basis.

Employees on unpaid leave do not accrue paid time off. An employee may not use paid time off before its accrual. Employees will not be paid for any time in excess of accrued paid time off.

Employees are strongly encouraged to use PTO throughout the year and not to wait until November and December to use the full amount of PTO due them as staffing and professional needs may interfere.

PTO Cash outs- Employees are not permitted to cash out their PTO. Agency Directors may exercise their right to cash out up to 2-weeks of PTO per year due to nature of their positions and the inability to take time off from work.

Weekly Schedules & PTO- Employees may not use PTO in excess of their schedule hours worked per week. For example, if an employee is a ¾ time, they should not use PTO to exceed 30-32 hours as this would be the equivalent of cashing out PTO. Under special circumstances, if PTO was planned in the same pay period of the special circumstance it will be up to the Directors to allow employees to use PTO pay in excess of their pay status, not over 40 hours per week.

PTO & Termination of employment- Upon cessation of employment, an employee will be entitled to receive pay for his/her unused accrued PTO leave at the employee's regular rate of pay.

Employee status of full-time to part-time- PTO accrues according to the following schedules depending on an employee's status. If an employee switches from full-time to part-time status or from ¾ status to part-time status, the employee will be paid for all accrued, unused PTO at that time.

PTO/ Employee Transfers- When employee changes programs/departments within RCS, the PTO will be paid from the program that it was originally earned, and at the rate of pay of the previous program. Upon notification to the Payroll Department, the Financial Department will calculate the number of accrued hours up to the date of transfer.

Some of the PTO hours can be bought back by the employee at their new rate of pay and based upon the accrual limitations of their new position. These hours will be available to use for future time off.

Employee PTO Status- One of the factors determining an employee's amount of PTO accrual is employment status- full-time or ¾ time. Hourly non-exempt staff members are expected to work and/or take enough PTO to satisfy their status requirement. If the status is not met, the PTO accrual will be pro-rated based on the number of hours actually worked vs. the number of hours required to meet the status. For example, if the pay period is an 80-hour pay period for a full-time 40-hour per week employee, and the employee only works/takes PTO for a total of 72 hours, the employee would only receive 90% of their normal PTO accrual for that pay period. Please note that this policy does not apply to salaried exempt staff, only hourly non-exempt full time and ¾-time staff.

Paid time off will be accrued on the following basis:

Full-time 40-hour per week exempt Directors:

0-2 years 4 weeks/20 day cap= 160 hours
2+ years 5 weeks/ but can max out at 450 hour cap= 11 weeks and 2.2 working days

Full-time 40-hour per week exempt Supervisors:

0-2 years 4 weeks/20 day cap= 160 hours
2+ years 5 weeks/400 hour cap= 10 weeks

Full-time 40-hour per week exempt employees (non-supervisory):

0-2 years 4 weeks/20 day cap= 160 hours
2+ years 5 weeks/25 day cap= 200 hours

Full-time 40-hour per week non-exempt employees:

0-2 years 3 weeks/120 hour cap
2+ years 4 weeks/160 hour cap

¾-time 30-39 hours per week exempt & non-exempt employees:

0-2 years 3 weeks/90 hour cap
2+ years 4 weeks/120 hour cap

Once the cap is reached on the above listed PTO rates, no further PTO will accrue until some PTO is used. When PTO is used, PTO will begin to accrue again. RCS does not grant PTO accrual for any period of time during which the accrued PTO compensation is at the cap.

REHIRED EMPLOYEES

Redwood Children’s Services, Inc. will give credit to employees were previously employed by RCS either ¾-time or full-time provided the break in service does not exceed a twelve month period.

Employees re-hired must still complete 90 days of service with RCS before using PTO time but will accrue at the “credited” rate of time they worked previously. Bereavement leave and holidays will be available immediately.

UNPAID TIME OFF (NON-MEDICAL)

Except as provided below, employees who have accrued PTO are not eligible to take unpaid time off. The decision to allow an employee to take unpaid time off is within the discretion of the employee’s supervisor and Director usually for special circumstances.

Employees on medical leaves of absence (PDL/FMLA/CFRA) will not be required to exhaust their accrued PTO, but may choose to use PTO in lieu of taking the time unpaid.

Employees that have exhausted their PTO will not be paid for absences. In other words, if you put PTO time on your time sheet and do not have accrued PTO time, RCS will not allow employees to be “in the negative” for PTO pay.

Employees must fill out the *Time off without Pay* form 30-days prior to taking time off. The form must be filled out in order to make arrangements for payment of insurance premiums and other deductions. PTO will not accrue at the employee’s regular rate for taking time off without pay.

Employees who are regularly scheduled to work and take time off without pay before or after a paid holiday will not be paid for the holiday and the holiday will not be eligible to be banked.

HOLIDAYS

RCS observes the following holidays. Where a holiday falls on a Sunday, the office will be closed on the following Monday unless otherwise notified

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

Each full-time and $\frac{3}{4}$ time non-exempt employee's eligibility for holiday pay begins after completion of 30-calendar days of employment.

Each full-time and $\frac{3}{4}$ -time exempt employee's eligibility for holiday pay begins immediately upon hire.

All full-time 40 hour per week employees will receive an 8-hour holiday. All $\frac{3}{4}$ -time 30-39 hour employees will receive a 6-hour holiday.

If the employee is required to work on a holiday, he/she will be given another day off, as approved in advance by the employee's supervisor. If a holiday falls on the employee's normal day off, the employee will be allowed an extra day off with pay to be used within the next 60-days.

If a holiday falls on a regularly scheduled ten (10) hour day for non-exempt staff, employees may choose to make up two hours instead of using PTO time as long as the makeup hours are made in the same workweek.

SECTION VIII LEAVES OF ABSENCE

LEAVES OF ABSENCE

Redwood Children's Services, Inc. may grant leaves of absence to employees in certain circumstances. All employees requesting leaves of absence must contact the Human Resources Department as soon as possible. Staff must provide the Human Resources Department with a doctor's note from they're physician giving the date the employee will be going on leave and

must provide a doctor's note before they are able to return to work. Request any leave in writing as far in advance as possible, keep in touch with your supervisor or the Human Resources Department during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your supervisor or the Human Resources Department, RCS will assume that you do not plan to return and that you have **terminated your employment**. Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.

Redwood Children's Services, Inc. will continue to pay their portion of medical premiums (2/3rds for 40 hour per week staff; ½ for 30-39 hour per week staff) for employees on leaves of absence for up to a maximum of 12 weeks. After that, you must self-pay premiums under the provisions of COBRA. The Human Resources Department can give you more information.

FAMILY/MEDICAL LEAVE ACT (FMLA)

RCS fully complies with the federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), collectively referred to in this policy as Family and Medical Leave, both of which require RCS to grant eligible employees leaves of absence for specified purposes, including leave associated with military service. To the extent permitted by law, all federal and state mandated leaves will run concurrently. FMLA is a law that provides job protection for an eligible employees absence for up to twelve (12) work weeks per rolling calendar year while an employee attends to their own serious medical condition or the serious medical condition or disability of a family member. It may also be used for the birth, adoption or acceptance of a child as a foster care placement. An eligible employee who takes Military Caregiver leave is entitled to a combined total of 26 workweeks of Family and Medical Leave during a single 12-month period for Military Caregiver Leave, FMLA Leave, and Military Qualifying Exigency Leave. For this purpose, the 12-month period is the 12-month period measured forward from the date an employee's first Military Caregiver Leave began.

All FMLA/CFRA leave is subject to medical verification. During an approved FMLA/CFRA absence, RCS will pay the employer's share of medical insurance premiums. FMLA/CFRA covers qualifying consecutive weeks of absence and intermittent absence of ½ hour increments for modified or reduced work schedules.

Qualifications- To be eligible for FMLA/CFRA leave, employees must:

- Have been employed by RCS for at least twelve (12) cumulative months.
- Have worked 1,250 hours in the twelve (12) months proceeding commencement of leave.
- Need to take leave due to the employee's serious health condition or to care for an immediate family member with a serious health condition or for the birth or placement of a newborn, adopted or foster child.
- Provide a doctor's note or medical certification to the Human Resources Department in a timely manner.

Maximum Benefit- FMLA/CFRA will provide job protection for a maximum of twelve (12) work weeks within a twelve month period or the work weeks' hour equivalency if taken intermittently. Example: part-time employees who work 20 hours per week would receive 12 work weeks of job protection or 240 hours if the absence is taken intermittently. Full time employees who work 40 hours per week would receive 12 work weeks of job protection or 480 hours if the absence is taken intermittently.

Verification Standards-

- When medical leave is anticipated employees must notify their supervisor, obtain a doctor's note or certification and send it to the Human Resources Department as soon as reasonably possible.
- Unanticipated medical leaves or medical emergencies require employees to notify their direct supervisor of the illness at the first reasonable opportunity. Absences of more than three (3) consecutive work days will require a doctor's note be sent to the Human Resources Department. The Human Resources Department will determine if the employee will need to be put on FMLA/CFRA leave. Doctor's notes must be returned to Human Resources at the earliest opportunity, typically no later than 15 days after notification.
- All related forms and doctor's notes must be returned to the Human Resources Department. All requests will be processed and notification of denial or approval of the leave will be provided to the employee.
- Approved leave under FMLA/CFRA coincides with medical certification; employees will be responsible for providing medical certification if additional leave is needed.
- Employees are responsible for applying for State Disability Insurance or Paid Family Leave Insurance benefits on their own and will be provided with SDI/PFL brochures and information to assist them with applying for benefits while on leave. Employees may at their own discretion use PTO during the 7-day waiting period and coordinate their SDI/PFL payments with PTO in order to receive 100% of their salary while on leave. Employees may also use PTO to pay for insurance premiums while on leave. Please contact the Payroll or Human Resources Department for further information or assistance.

Overlapping Coverage- FMLA covers medically verified absences, whether PTO accruals are used during the absence or whether an employee is on a leave of absence without pay. FMLA may run concurrently with Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA) Workers Compensation leave or SDI/PFL payments.

Medical Insurance- RCS will continue to pay its share of employees' insurance premiums while an employees' absence is covered under FMLA/CFRA. Employees' whose absence is covered under FMLA/CFRA will be responsible to continue payment of their portion of their insurance premiums to the Financial Department. Checks will be payable to Redwood Children's Services.

Employees must make arrangements with the Financial Department in a timely manner to avoid cancellation of their insurance policies while on leave.

Return to Work- Redwood Children's Services, Inc. requires a doctor's note or medical certification to verify an employee is able to return to work if the reason for the leave is the employee's own serious health condition. Such certification should be sent to the Human Resources Department at least one full business day prior to the date the employee is scheduled to return to work. The employee's direct supervisor will be notified if the employee is returned to work with restrictions, modified duties and/or reduced schedule.

Further Definitions-

Serious Health Condition: Any period of incapacity or treatment connected with inpatient care (hospital); and absence of three (3) or more consecutive work days that involves continuing treatment by, or the supervision of, a health care provider, any period of incapacity due to pregnancy, or for prenatal care.

Health Care Provider: Doctor or medicine or Osteopathy, Podiatrist, Dentist, Clinical Psychologist, Optometrist, some chiropractors, Nurse Practitioner, Nurse Midwife, Clinical Social Worker, Christian Science practitioner, or any other health care provider accepted by the company or RCS's group health insurance plan.

Family Member: An employee's child, spouse, parent, or grandparent or registered domestic partner. Child is defined as a biological, foster or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Parent is defined as a biological, foster, or adoptive parent, or a legal guardian. The Human Resources Department may require confirmation of family relationship through a birth certificate or court document.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

The California Family Rights Act (CFRA) is a state law also known as the Moore-Brown-Roberti Family Rights Act of 1993. CFRA is very similar to FMLA and typically runs concurrently with the exception of pregnancy disability. It allows 12 weeks of job protected absence to care for one's qualifying self or family member's injury or illness. After the birth of a child, a mother may remain in an unpaid absence for bonding under CFRA after Pregnancy Disability Leave ends for up to 12 weeks. After the birth of a child, a father may utilize CFRA benefits to be absent from work to bond with his newborn child. CFRA may be utilized to protect absence during a block of time not to exceed 12 consecutive weeks. The mother or father also have the option to take intermittent leave under CFRA; the leave must be taken in a minimum of 2 week increments with the exception of the first two incidents of leave. In the event the mother and father share the same employer, the 12 weeks of CFRA benefits must be split between the parents. CFRA benefits are also utilized for the adoption and placement of a child.

Qualifications- Employees must:

- Have been employed with RCS for more than twelve (12) consecutive months.

- Have worked 1,250 hours in the twelve months preceding commencement of leave.
- Have a qualifying situation.
- Provide a doctor's note or medical certification to the Human Resources Department in a timely manner.

Maximum Benefit- CFRA will provide job protection for a maximum of 12 work weeks within a 12 month period or the work weeks' hour equivalency if taken intermittently. Example: part-time employees who work 20 hours per week would receive 12 work weeks of job protection or 240 hours if the absence is taken intermittently. Full time employees who work 40 hours per week would receive 12 work weeks of job protection or 480 hours if the absence is taken intermittently.

Medical Insurance- In the event of consecutive absence covered under CFRA when FMLA does not run concurrently and the employee is on leave without pay, the employee will be responsible to continue payment of the full (employee & RCS portion) portion of their insurance premiums. RCS will only continue to pay their portion of an employee's insurance premiums if the leave is covered under FMLA. In the event an employee is on leave without pay or whose PTO accruals do not cover their insurance premiums must contact the Payroll Department to make payment arrangements; arrangements must be made in a timely manner to avoid cancelation of the employees' insurance policies.

Overlapping Coverage- CFRA covers medically verified absences, whether PTO is used during the absence or if they are on leave without pay. CFRA may run concurrently with FMLA, Workers Compensation or SDI/PFL payments. CFRA will not run concurrently with Pregnancy Disability Leave.

PREGNANCY DISABILITY LEAVE (PDL)

Pregnancy disability leave permits a female employee up to four months leave for the period during which she is disabled due to pregnancy, childbirth, or a related medical condition. An employee is considered disabled if she is unable to perform one or more essential functions of her job due to her pregnancy or related health condition. The employee is required to provide medical verification from her doctor. PDL is an unpaid leave that provides job protection while the mother is disabled; it can be taken in a block of time, intermittently in ½ hour increments or through a reduced work schedule. During this period, the mother may be eligible to receive partial wage-replacement through CA State Disability Insurance (SDI)

Employees who need to take pregnancy disability must inform Redwood Children's Services, Inc. when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with their supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize the disruption to the operations of RCS. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the Human Resources Department with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued PTO during pregnancy disability leave.
- Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to 4 months (17 weeks/88 working days). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of ½ hour.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no great right to reinstatement than if the employee had been continuously employed.

Qualifications- Any female employee who has a medically verifiable disability related to pregnancy that inhibits her from performing one or more essential functions of her job.

Maximum Benefit- PDL can be for a period of up to 17 weeks depending on the mothers medical condition before and/or after childbirth.

Medical Insurance- In the event of consecutive absence covered under PDL, when FMLA does not run concurrently and the employee is on leave without pay, the employee will be responsible to continue payment of the full (employee & RCS portion) portion of her insurance premiums. RCS will only continue to pay their portion of employees' insurance premiums if the leave is covered under FMLA.

Employees are responsible for applying for State Disability Insurance on their own and will be provided with SDI brochures and information to assist them with applying for benefits while on leave. Employees may at their own discretion use PTO during the 7-day waiting period and coordinate their SDI/PFL payments with PTO in order to receive 100% of their salary while on leave. Employees may also use PTO to pay for insurance premiums while on leave. Please contact the Payroll or Human Resources Department for further information or assistance.

Overlapping coverage- PDL covers medically verified absences due to a pregnancy disability, whether PTO accruals are utilized during the absence or whether an employee is on leave without pay. PDL may run concurrently with FMLA, SDI/PFL payments. CFRA will not run concurrently with Pregnancy Disability Leave.

Return to Work- Redwood Children's Services, Inc. requires a doctor's note or medical certification to verify an employee is able to return to work. The employee's direct supervisor will be notified if the employee is returned to work with restrictions, modified duties and/or reduced schedule.

ADA AND FEHA

The Americans with Disabilities Act (ADA) is a Federal law that prohibits discrimination based on disability. Disability is defined by the ADA as a physical or mental impairment that substantially limits major life activity. The determination of whether any particular condition is considered a disability is made on a case by case basis through an interactive process. The California Fair Employment and Housing Act (FEHA) is the CA statute used to fight various forms of unlawful discrimination (including disability) in employment and housing. Medical leave for a period of time or on an intermittent or reduced schedule basis, may be requested during the interactive process as a reasonable accommodation for a qualified employee with a disability. RCS will consider such requests for leave and will grant those that do not pose an undue hardship. Requests for indefinite leave of absence are not granted.

Qualifications- Any regular full time, part time, on-call or temporary employee is protected under ADA and FEHA laws provided they have a disability as defined by the law.

Verification Standards- Employees requesting an accommodation under ADA/FEHA must participate in the ADA interactive process and complete all required documentation with the specified time frames. Medical verification will be required to verify disability and medical need of accommodation.

Medical Insurance- If medical leave under ADA is granted as a reduced schedule, employees need to speak with the Human Resources Department to determine if their reduced schedule will affect their eligibility to receive benefits and their percentage of premium costs. Reduced schedules may also affect employee's PTO and other benefits. Please contact the Human Resources Department for further information.

Overlapping Coverage- Medical leave protected under ADA/FEHA may run concurrently with FMLA, CFRA and Workers Compensation. Permanent reductions in schedules will result in changing the positions allocation to reflect less than full time; at which time an employee would only be able to use PTO accruals for a maximum amount equivalent to the position allocation. Employees who go from full or ¾ time to part time status will have their PTO cashed out.

BEREAVEMENT LEAVE

In the event of the death of an employee's current spouse, registered domestic partner, child, parent, step-parent, legal guardian, brother, sister, grandparent, grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in-law, full-time and three-quarter time employees will be eligible to take up to two consecutive scheduled work days off with pay with the approval of the employee's supervisor. Employees are eligible for Bereavement Leave after they have completed 30 days of service.

DOMESTIC VIOLENCE LEAVE

Employees who are victims of domestic violence are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing on court to obtain relief to ensure your health, safety, or welfare, or that of your child.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Redwood Children's Services, Inc. will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

EXTENDED MEDICAL LEAVE

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Unless such leave is mandated by law, the grant or denial of such leave is discretionary with RCS. Employees should request any leave in writing as far in advance as possible. You may use any paid time off previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. The Human Resources Department may supply you with a form for your doctor to complete, showing the date you were disabled and the estimated day you will be able to return to work if requested, otherwise a doctor's note is sufficient enough. An employee returning from a medical disability leave must present a doctor's note which indicates the employee can return to work.

If returning from a non-work-related medical leave at or before your leave has expired, you will be offered the same position you held at the time your leave began, if available. If your former position is not available due to program structure, change or closure, a comparable position may be offered. If neither the same nor a comparable is available, your return to work will depend on job openings existing at the time of your scheduled return. Redwood Children's Services, Inc. makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leave taken because of pregnancy, childbirth, and related medical conditions.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

JURY DUTY AND WITNESS LEAVE

Redwood Children's Services, Inc. encourages employees to serve on jury duty when called. Exempt and non-exempt full-time and ¾-time employees who have completed thirty days of employment will receive full pay while serving up to five (5) days of jury duty. No exempt employee will have their weekly salary reduced for any workweek in which they serve on jury duty and also perform work.

You should notify your supervisor of the need for time off for jury duty as soon as a notice of summons from the court is received. You are required to provide written verification from the court clerk of performance of jury service. If an employee does not turn in a written verification as soon as possible to the Human Resources Department, jury duty will not be paid and the payroll department will notify the employee of their requirement to use PTO for time missed from work before the end of the payroll period in order to avoid use of PTO. If you are unclear on what you need to get from the court, please contact the Human Resources Department.

Employees who are on call for jury duty are to work their regularly scheduled hours until such time that they must leave work to report for jury duty. If work time remains after any day or jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact the Human Resources Department for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

MILITARY SPOUSE LEAVE

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Human Resources Department within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

CIVIL AIR PATROL LEAVE

No employee with more than 90-days of service shall be disciplined for taking time off to perform civil air patrol duty, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by RCS.

PERSONAL LEAVE

A personal leave of absence without pay may be granted at the discretion of RCS. Employees must have completed 12 months of continuous service when the operational needs allow. Requests for personal leave should be limited to unusual circumstances requiring an absence of no longer than 30 days. Approved personal absences of shorter duration are not normally treated as leaves, but rather as absences without pay.

Time off without pay forms must be completed and approved by a Supervisor and Director 30-days prior. See unpaid time off policy above.

COORDINATION OF PTO AND STATE BENEFITS

You may use accrued and unused Paid Time off (PTO) before taking leave or having unpaid absences. Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits or to care for an ill immediate family member or for the birth, adoption or placement of a child may be eligible for Paid Family Leave Insurance benefits (PFL). SDI/PFL payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued PTO, PTO may be used for the first 7 days before SDI/PFL payments begin unless you are receiving wage replacement through another disability leave plan.

SDI/PFL benefits do not replace all of your usual wages, you may choose to supplement your SDI/PFL benefits with accrued PTO.

TIME OFF WHEN A CHILD HAS BEEN SUSPENDED FROM SCHOOL

If an employee who is the parent or guardian facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

VICTIMS OF CRIME LEAVE

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner or a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before you are absent for such a reason, you must provide documentation of the scheduled proceeding to the Human Resources Department. Such notice is typically given to the victim of the crime by a court government agency setting the hearing, a district attorney or prosecuting attorney's office of a victim/witness office.

If advance notice is possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off.

VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. If you are an official volunteer firefighter, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

ORGAN AND BONE MARROW DONOR LEAVE

Organ donors will be provided a 30-day (workdays) leave of absence in any one-year period. Bone marrow donors will be provided with a leave of absence up to five workdays in any one-year period. Such leave does not run concurrently with the Family and Medical Leave Act (FMLA). However, state law cannot override federal law. Therefore, leave for the purpose of donating bone marrow or an organ may run concurrently with FMLA if the employee is eligible for FMLA.

ACCOMMODATION FOR ILLITERACY

RCS will reasonably accommodate any employee who reveals a problem of illiteracy and requests assistance in enrolling in an adult literacy education program, unless this would cause an undue hardship. RCS will make reasonable efforts to safeguard the employee's privacy regarding the employee's illiteracy problem.

ACCOMMODATION FOR EXPRESSING BREAST MILK

RCS will reasonably accommodate employees who wish to express breast milk at work. They will provide a reasonable amount of break time and the use of a private place, other than a toilet stall, for employees to express breast milk. Employees are required to use the paid rest break time already provided, if possible. RCS will provide a reasonable amount of additional time beyond the normal paid rest break for expressing milk; however, the additional time provided will be unpaid.

SECTION IX. INSURANCE BENEFITS

BENEFIT DISCLAIMER

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

In addition, while it is RCS' present intention to continue these benefits, RCS reserves the right to modify, curtail, reduce or eliminate any benefit, in whole or part, either with or without notice. We recognize our responsibility to provide you reasonable notice of all material changes that may affect you.

INSURANCE BENEFITS

RCS provides a comprehensive health, dental & vision insurance plan for eligible employees and their dependents. Full-time and three-quarter time employees are eligible for insurance coverage after the employee has completed 90 days of employment following the first day of the month. Rehired employees are eligible after 90 days of work at $\frac{3}{4}$ -time or full time following the first of the month. Part-time and On-call employees are not eligible for insurance benefits.

Part-time and On-call employees who become three-quarter time or full-time employees are eligible for insurance coverage on the first day of the month after completing 90 days of full-time or $\frac{3}{4}$ time employment.

Employees who go from On-call or Part time to Full time or $\frac{3}{4}$ time that have been consistently covered under RCS' COBRA will be eligible for benefits effective immediately following the first of the month from the date of their reinstatement to full time or $\frac{3}{4}$ time.

All age changes begin the month following the month of birth (Example: April 1st birthday will be a May 1st insurance rate change).

The cost of the insurance premium is shared by RCS and the eligible employee who chooses to participate in insurance plans. The employee's share of the premium is paid via payroll deduction. Information concerning the employee's share of the insurance premium will be distributed to the employee when the employee becomes eligible for the benefit and prior to any increase or decrease in the employee's share of the premium.

Any employee who works less than the 30 hours per week minimum required for benefits for four (4) consecutive weeks will receive a warning and will be in jeopardy of forfeiting their benefits. After the sixth (6) consecutive week worked under the hours required, the employee's insurance benefits will be revoked (Unless on a Family Medical Leave, Pregnancy Disability Leave).

Once benefits have been cancelled, the employee will not be eligible to apply for them again until they have consistently worked the required hours per week for 90 days. Once this time period has been satisfied the employee can re-apply for benefits to begin following first (1st) day of the month. Employees who forfeit their benefits are eligible for COBRA. If an employee has had more than one instance where benefits have been forfeited, RCS will take appropriate corrective action up to and including discharge.

Employees who are considered On-call and Part time may at times work 30-40 hours per week. This DOES NOT qualify them for insurance benefits until such time as their payroll status is officially changed. Employee status changes are submitted to the Payroll Department by the Human Resources Department signed by the employee, Supervisor and Director.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the Human Resources Department. Any and all benefits offered may be subject to change at any time.

SECTION 125

By participating in the Section 125 plan, you may pay your portion of any qualifying insurance premiums on a pre-tax basis. Depending on your tax bracket, your tax savings could equal up to approximately 25%.

If you decide to terminate any coverage that is subject to section 125, it must meet the qualifying event criteria such as termination of employment or reduction of fewer than 30 hours per week. Please contact the Human Resources Department if you have any questions.

DOMESTIC PARTNERS

Employees may enroll their domestic partners and their domestic partners dependents on their insurance using the dependent slot allocated to the spouse. Employees must meet the eligibility requirements on the Domestic Partner Affidavit form and return it to the Human Resources Department in a timely manner to avoid non-coverage. Domestic Partner's insurance deductions will be taken out post-tax in accordance with the Internal Revenue Service. Please contact the Human Resources Department for verification of eligibility of these benefits.

AFLAC SUPPLEMENTAL INSURANCE

Redwood Children's Services, Inc. offers AFLAC supplemental insurance benefits to all full-time and ¾-time employees. Employees are eligible after completing 90-days of service following the first of the month and during open enrollment periods. These benefits are 100% employee paid and pay the employee/policy holder cash at the time of a claim to cover lost pay and other expenses associated.

401(K) BENEFITS

Redwood Children's Services, Inc. provides a 401(k) plan for eligible employees, ages 21 and older, in order to assist in planning for their retirement. New employees (full-time, three-quarter time, part-time, on-call) hired will become eligible to sign up for 401(k) benefits the first of the month following the completion of 1,000 working hours during their first 12 consecutive months. If the employee does not complete 1,000 working hours during 12 consecutive months, the employee's eligibility will be measured by calendar year until eligibility requirements are completed. Benefit packages will be mailed, 90-days before the employee's eligibility date, for the option to enroll in these benefits. An employee may enroll in 401(k) benefits any time after their eligibility date. Eligible employees will also be sent reminders by the Human Resources Department during the upcoming open enrollment period.

FLEXIBLE SPENDING

Full time & ¾ time employees will be eligible for Flexible Spending after they have been with RCS for one (1) year at the time of open enrollment. Employees re-hired full time or ¾ time will be credited for their time they worked previously and time they have served since their rehire to total one year of service with RCS at the time of open enrollment. Eligible employees will be

notified of the open enrollment period. Employees wishing to enroll for Flexible spending must submit their forms before the first of the month of the enrollment period. Failure to submit forms will result in forfeiture of Flexible Spending until the next plan year.

CALSTAR & REACH

Redwood Children's Services, Inc. has enrolled in a group membership with CALSTAR and REACH to allow employees to benefit from this supplemental coverage at a discounted rate. Please contact the Human Resources Department for further information.

TIME LIMIT FOR ENROLLMENT OF INSURANCE BENEFITS

Employees hired full time or ¾ time or employees who go from On-call or Part time to full time or ¾ time will receive insurance information sent to the address given to the Human Resources Department on file on their 30th day of employment. Employees must submit insurance paperwork to Human Resources no later than their 60th day of employment. Employees who do not submit their insurance applications will be sent a warning letter from the Human Resource Department certified mail. Failure to submit insurance paperwork on the due date will result in forfeiture of insurance benefits until the next open enrollment period. Employees who do not sign up for insurance on their eligibility date may be subject to pre-existing limitations or preventative care only coverage.

Please review specific insurance plan requirements with the information sent by the Human Resource Department.

STATE DISABILITY INSURANCE (SDI) & PAID FAMILY LEAVE (PFL)

SDI and PFL is an insurance that employees pay into and that provides compensation when you are unable to work due to your own injury, illness or disability or to care for a family member who is injured, ill or disabled and during bonding time. SDI and PFL benefits are regulated by CA state law and administered through the CA Employment Development Department (EDD). Qualification and compensation of SDI and PFL benefits are based upon your earnings during a specific period prior to filing a claim.

Qualifications- To qualify for SDI or PFL employees must meet requirements specified through the EDD.

Maximum Benefit- SDI and PFL benefits are based on your earnings during a specific period prior to filing a claim and are paid in weekly increments; maximum rates are applied. Employees may use their PTO in addition to receiving SDI/PFL to achieve full pay. Total SDI benefits are not to exceed 52 times the weekly rate and cannot be more than your total wages in your base period; total PFL benefits is 6 weeks of the weekly increment.

Verification Standards- Employees will be required to provide medical certification to the EDD.

Medical Insurance- RCS will continue to pay their portion of an employee's health insurance premium if the leave is covered under FMLA or Workers Compensation. Employees must

contact the Payroll Department to make payment arrangements in a timely manner to avoid policy cancellation.

Return to Work- A doctor's note will be required to return to work when SDI was utilized for an employee's own injury or illness. The Human Resources Department will notify the employees' direct supervisor if the employee is released with restrictions.

Employees are responsible for applying for State Disability Insurance on their own and will be provided with SDI brochures and information to assist them with applying for benefits while on leave. Employees may at their own discretion use PTO during the 7-day waiting period and coordinate their SDI/PFL payments with PTO in order to receive 100% of their salary while on leave. Employees may also use PTO to pay for insurance premiums while on leave. Please contact the Payroll or Human Resources Department for further information or assistance.

Overlapping Coverage- FMLA, CFRA, PDL, Workers Compensation.

SOCIAL SECURITY

Social Security is an important part of every employee's retirement benefit as required by law. RCS pays a matching contribution to each employee's Social Security taxes.

WORKERS' COMPENSATION

You are protected by RCS's workers' compensation insurance policy while employed. The policy covers you in case of occupational injury or illness. Each and every occupational injury or illness, no matter how minor, must be reported immediately to your supervisor and the Human Resources Department.

In accordance with state law, RCS provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor and the Human Resources Department.
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers Compensation Benefits* (DWC form 1) and return it to the Human Resources Department; and

- Provide the Human Resources Department with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

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

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of physical or mental disability, RCS's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

WORKERS COMPENSATION AND FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period.

EMPLOYEE POLICY MANUAL ACKNOWLEDGMENT AND RECEIPT

I have received a copy of the Employee Policy Manual effective December 1, 2011. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by RCS. Redwood Children’s Services, Inc. reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Executive Director, no manager, supervisor, or representative of RCS has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Executive Director has the authority to make such agreement and then only in writing, signed by the Executive Director.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment that employment at Redwood Children’s Services, Inc. is employment at-will; employment may be terminated at the will of either RCS or myself. My signature certifies that I understand the foregoing agreement on at-will status is the sole and entire agreement between Redwood Children’s Services, Inc. and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Redwood Children’s Services, Inc.

Employees signature

Date

Printed Name

