



AL WOOTEN JR. HERITAGE CENTER

EMPLOYEE HANDBOOK

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THE AL WOOTEN CENTER

Chapter 1 Essential Legal Provisions

1.0 INTRODUCTORY STATEMENT

Welcome to the Al Wooten Jr. Youth and Adult Cultural/Educational Center, also known as the Al Wooten Jr. Heritage Center, and hereinafter referred to as the **Wooten Center**. You are an important member of our team effort here at the Wooten Center. We hope that you will find your position here 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 the Wooten Center.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time employees..

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described within. Your supervisor will be happy to answer any questions you may have.

Naomi McSwain
Executive Director

John G. Lapham III
Chairperson, Board of Directors

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1.1 AT-WILL EMPLOYMENT STATUS POLICY

Company personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Wooten Center. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Wooten Center has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director of the Wooten Center has the authority to make any such agreement, which is binding only if it is in writing.

1.2 RIGHT TO REVISE POLICY

This employment handbook contains the employment policies and practices of the Wooten Center in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Wooten Center reserves the right-to-revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in 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 CEO/President or Executive Director of the Wooten Center.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or 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 the Wooten Center 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.

1.3 EMPLOYMENT EQUAL OPPORTUNITY POLICY (EEO)

The Wooten Center 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. The Wooten Center policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical-condition including genetic characteristics, sexual orientation. It also includes a 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.

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The Wooten Center is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Wooten Center and prohibits unlawful discrimination by any employee of the Wooten Center, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Wooten Center will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Wooten Center determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Wooten Center will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

1.4 UNLAWFUL HARASSMENT POLICY

The Wooten Center 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, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Wooten Center's anti-harassment policy applies to all persons involved in the operation of the Wooten Center and prohibits unlawful harassment by any employee of the Wooten Center, including supervisors and co-workers. It also includes a 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;

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- 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; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other Company supervisor, the President, or the Executive Director of the Wooten Center as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the personnel administrator, investigative officer, or the President of the Wooten Center. The Wooten Center will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Wooten Center determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Wooten Center to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Wooten Center will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Wooten Center encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment 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.

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Chapter 2 Employment Policies and Practices

2.0 EMPLOYEE CLASSIFICATIONS POLICY – New Hires -- All new hires must pass a background check before their start date. The background check consists of a LiveScan fingerprinting to be paid for by the Wooten Center. In addition, new hires must pass a drug/alcohol screening test before their start date, also paid by the center. The first 60 to 90 days of continuous employment at the Wooten Center is considered a trial period. During this time you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Upon completion of the trial period, the Wooten Center will review your performance. If the Wooten Center finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At that time, you may express suggestions to improve the Wooten Center's efficiency and operations. Completion of the trial period does not entitle you to remain employed by the Wooten Center for any definite period of time, but rather allows both you and the Wooten Center to evaluate whether or not you are right for the position. After completion of the trial period, eligible employees will receive the benefits described in this handbook.

- **Regular Employees** – Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.
- **Full-time Employees Classification Policy** – Regular full-time employees are those who are scheduled for and do work 40 hours per week. Following the completion of the trial period, regular full-time employees are eligible for most employee benefits described in this handbook.
- **Part-time Employees Classification Policy** – Part-time employees are those who are scheduled for and do work less than 40 hours per week, but not less than 20 hours.
- **Temporary Employees Policy** – Temporary employees are those employed for short-term assignments. Short-term assignments generally are a period of three months or less; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

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2.1 JOB DUTIES POLICY

During the trial period, your supervisor will provide you with a job description. 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 your department or the Wooten Center. Your cooperation and assistance in performing such additional work is expected.

The Wooten Center 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.

2.2 WORK SCHEDULE POLICY

The Wooten Center is normally open for business Monday through Friday between the hours of 9:00 a.m. to 6:00 p.m. During the summer months our hours are 7 a.m. to 6 p.m. Some weekend days are scheduled for special events. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts and ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

2.3 MEAL AND REST PERIODS POLICY

Employees who work an 8 or more hour work day are provided with a 30-minute paid meal period, to be taken no later than 5 hours after the employee begins his or her work day. The employee is free to leave the premises for this meal break. You must clock out for your lunch break each day.

Employees who work less than an 8 hour work day are provided with a 30-minute unpaid meal period. Employees must take a 30 minute unpaid meal break if they work more than 6 hours and less than 8 hours on any day.

Non-Exempt employees must take a 10-minute paid break for each four hour period worked. Employees must remain on the premises for rest breaks.

Your supervisor will coordinate your meal and rest periods.

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You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

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2.4 TIMEKEEPING REQUIREMENTS POLICY

All non-exempt employees are required to use a time clock to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Wooten Center business. Any handwritten marks or changes on a timecard must be initialed by a supervisor. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Salaried and exempt employees also may be required to record their time on duty using either a timecard or a timesheet.

Any errors on your timecard should be reported immediately to your supervisor.

2.5 PAYMENT OF WAGES POLICY

Paydays are bi-weekly. If a regular payday falls on a holiday, employees will be paid on the preceding workday.

2.6 OVERTIME FOR NON-EXEMPT EMPLOYEES POLICY

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. The Wooten Center will attempt to distribute overtime evenly and accommodate individual schedules. All overtime must be previously authorized by a supervisor. The Wooten Center provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime.
- 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.

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- Exempt employees may have to work hours beyond the normally scheduled hours, as work demands require. No overtime compensation will be paid to exempt employees.
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.
- The employee will be paid at the his/her regular rate of pay for time spent at meetings, lectures and training programs if the employee does not perform any productive work during such attendance;

2.7 PERSONNEL RECORDS POLICY

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a representative of the Wooten Center, 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.

The Wooten Center will restrict disclosure of your personnel file to authorized individuals within The Wooten Center. Any request for information contained in personnel files must be directed to the Executive. Only the Executive Director, is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, The Wooten Center will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

2.8 NAMES AND ADDRESSES POLICY

The Wooten Center is required by law to keep current all employees' names and addresses. Employees are responsible for notifying The Wooten Center in the event of a name or address change.

2.9 PERFORMANCE EVALUATIONS POLICY

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place after completion of your trial period. Subsequent performance evaluations will be conducted annually, on or about the anniversary date of your employment with The Wooten Center. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

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Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude and your attitude toward 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 or promotions. Salary increases and promotions are solely within the discretion of The Wooten Center and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report 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.

2.10 OPEN-DOOR POLICY

Suggestions for improving The Wooten Center are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or the treatment you are receiving. Your good-faith complaints questions and suggestions also are of concern to The Wooten Center. We ask you to first discuss your concerns with your supervisor, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
2. If the problem persists, you may describe it in writing and present it to the Executive Director, who will investigate and provide a solution or explanation. We encourage you to bring the matter to the Executive Director as soon as possible after you believe that your immediate supervisor has failed to resolve it.
3. If the problem is not resolved, you may present the problem in writing to the Chairman of the Board of The Wooten Center, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and The Wooten Center, cannot guarantee that every problem will be resolved to your satisfaction. However, The Wooten Center values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

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2.11 EMPLOYMENT OF RELATIVES POLICY (NEPOTISM)

Relatives of employees may be eligible for employment with The Wooten Center only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The Wooten Center defines “relatives” as spouses, children, siblings, parents, in-laws, nieces, nephews, cousins and step-relatives. Present employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

2.12 CONFLICTS OF INTEREST POLICY

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with an employee, subordinate employee, competitor or supplier of The Wooten Center, which impairs an employee’s ability to exercise good judgment on behalf of The Wooten Center, 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.

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 other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, The Wooten Center may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

These types of relationships are therefore prohibited and violations of this policy will subject an employee to disciplinary action, up to, and including termination.

This statement of prohibited conduct does not alter The Wooten Center’s policy of at-will employment. Either you or The Wooten Center remains free to terminate the employment relationship at any time, with or without reason or advance notice.

2.13 REDUCTIONS IN FORCE POLICY

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

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

2.14 INVOLUNTARY TERMINATION AND PROGRESSIVE DISCIPLINE POLICY

Violation of Company policies and rules may warrant disciplinary action. The Wooten Center has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and The Wooten Center may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including termination of employment. The Wooten Center's policy of progressive discipline in no way limits or alters the at-will employment relationship.

2.15 VOLUNTARY TERMINATION POLICY

Voluntary termination results when an employee voluntarily resigns his or her employment, 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, uniforms, identification badges and credit cards, must be returned immediately upon termination of employment.

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3.0 PROHIBITED CONDUCT POLICY

The following conduct is prohibited and will not be tolerated by The Wooten Center. This list of prohibited conduct is illustrative only; other types of conduct that threatens security, personal safety, employee welfare, and The Wooten Center's 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 time card, either your own or another employee's;
- Theft, deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- 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 (3) consecutive scheduled workdays;
- 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 or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;

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- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working;
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of unlawful harassment of another individual.

3.1 OFF-DUTY CONDUCT POLICY

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

While employed by The Wooten Center, employees are expected to devote their energies to their jobs with The Wooten Center. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our Company;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our Company;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our company;
- Additional employment that requires the employee to conduct work or related activities on The Wooten Center's property during the employer's working hours or using our Company's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our Company.

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Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to The Wooten Center explaining the details of the additional employment. If the additional employment is authorized, The Wooten Center assumes no responsibility for it. The Wooten Center 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.

3.2 DRUG AND ALCOHOL ABUSE POLICY

The Wooten Center 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 detract from an employee's work performance, efficiency, safety and health, and therefore seriously impair the employee's value to The Wooten Center. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes The Wooten Center 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 and may seriously impair the employee's value to The Wooten Center.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

If any employee is found in possession of drugs or alcohol at the workplace, the Wooten Center has the right to terminate the employee immediately.

The Wooten Center has the right to request an employee be tested for alcohol or drugs at a designated clinic, at any time during work hours. If test results are positive, the employee will be terminated immediately. An employee will also be terminated if he/she refuses to take the alcohol/drug test.

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Violation of these rules and standards of conduct will not be tolerated. The Wooten Center also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, The Wooten Center 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 The Wooten Center. In addition, The Wooten Center must keep people who sell or possess controlled substances off The Wooten Center's premises in order to keep the 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.

The Wooten Center 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. The Wooten Center is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is The Wooten Center 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 The Wooten Center'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.

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3.3 PUNCTUALITY AND ATTENDANCE POLICY

As an employee of The Wooten Center, 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, others must perform your assigned work.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are 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 at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. 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. This company defines excessive absenteeism as more than 2 days absence in a 1-month period.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, The Wooten Center will consider that you have abandoned your employment.

3.4 PERSONAL STANDARDS POLICY (DRESS CODE)

Employees are expected to wear business-casual attire. Athletic clothing is acceptable for recreational staff. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard.

Oversize baggy shirts are not permitted. Oversize baggy pants, or sagging pants, are not permitted. T-Shirts are not permitted except for those with Wooten Center logo. Undershirts worn alone are not permitted. Short-Shorts or Daisy Duke shorts are not permitted. Shorts and skirts are not to be more than 2-1/2 inches above the knee. Flip flop shoes, thong shoes, and slippers are not permitted. Hats are not permitted inside the building.

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Jeans are permitted on Fridays only, if worn with an appropriate shirt, blouse or jean ensemble. Khaki pants, or slacks are recommended. Polo shirts, blouses and dress shirts are recommended. Tattoos should not be visible. Body parts which are considered private must not be revealed (i.e. backs, breasts, cleavage, stomachs, belly buttons). Department managers may issue more specific guidelines. Athletic clothing is acceptable for regular staff during summer months.

3.5 CUSTOMER RELATIONS POLICY

Employees are expected to be polite, courteous, prompt, and attentive to every student, parent, donor and vendor. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, contact your supervisor immediately.

Students and parents are to be treated courteously and given proper attention at all times. Never regard a student or parents question or concern as an interruption or an annoyance. You must respond to inquiries from them, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a parent. If a problem develops or if a parent remains dissatisfied, ask your supervisor or the Executive Director to intervene.

3.6 CONFIDENTIALITY POLICY

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 The Wooten Center, its students, its parents, its donors, its vendors or perhaps even fellow employees. You have the responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Any breach of this policy will not be tolerated and legal action may be taken by The Wooten Center.

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3.7 BUSINESS CONDUCT and ETHICS POLICY

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with The Wooten Center because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with The Wooten Center in advance.

3.8 NEWS MEDIA CONTACTS POLICY

Employees may be approached for interviews or comments by the news media. Only the Executive Director or Associate Director may comment to news reporters on Company policy or events relevant to The Wooten Center.

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4.0 EMPLOYER PROPERTY POLICY

Lockers, desks, computers, vehicles, and other such property are Company property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Wooten Center reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

The company reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the company's media systems and services at any time, with or without notice.

E-mail and voice mail messages, internet use and communication and computer files are considered part of the company's business and client records. Such communications are not to be considered private or personal to any individual employee.

The principal purpose of electronic mail (e-mail) is for company business communications.

The Wooten Center may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail and computer. These communication technologies and related storage media and databases are to be used only for company business and they remain the property of The Wooten Center. The Wooten Center 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.

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.

Terminated employees should remove any personal items at the time they leave The Wooten Center. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

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4.1 USE OF ELECTRONIC MEDIA POLICY/SECURITY

The Wooten Center uses various forms of electronic communication including, but not limited to computers (personal, lap-top), e-mail, telephones (cellular, cordless), Internet, voicemail, fax machines and online services. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of The Wooten Center and are to be used only for company business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, against company policy or not in the best interest of The Wooten Center.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Company computer systems.

All electronic information created by any employee using any means of electronic communication is the property of The Wooten Center and remains the property of The Wooten Center. Personal passwords may be used for purposes of security, but the use of a personal password does not affect The Wooten Center's ownership of the electronic information.

The Wooten Center will override all personal passwords if necessary for any reason.

The Wooten Center reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communication as necessary to ensure that no misuse or violation of Company policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management.

Employees who use cell phones, cordless phones, portable computers, and fax communications should not use these methods for communicating confidential or sensitive information or any trade secrets.

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Access to the Internet, websites, and other types of Company-paid computer access are to be used for company-related business only. The Executive Director must approve any information about The Wooten Center, its products or services, or other types of information that will appear in the electronic media about The Wooten Center before the information is placed on an electronic information resource that is accessible to others.

The security of the office premises is of paramount importance to the Wooten Center for purposes of protecting confidential client and organization information, as well as for the safety of organization employees and the protection of organization property. Therefore, employees should understand that security cameras, both visible and hidden, may be situated throughout the premises (including in hallways, offices, balconies and storage areas and by all entrances, but excluding all restrooms). Employees should have no expectation of privacy while on the premises of the firm or in areas immediately adjacent to it.

Questions about access to electronic communications or issues relating to security should be addressed to the Executive Director.

4.2 OFF-DUTY USE OF FACILITIES POLICY

Employees are prohibited from remaining on Company premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

4.3 EMPLOYEE PROPERTY POLICY

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Company property.

4.4 SECURITY AND WORKPLACE VIOLENCE POLICY

The Wooten Center 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 security personnel. 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 employees 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, security passes, or identification badges are missing.

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4.5 HEALTH AND SAFETY POLICY

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. In compliance with California law, and to promote the concept of a safe workplace, The Wooten Center maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the corporate office.

In compliance with Proposition 65, The Wooten Center will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

4.6 ERGONOMICS POLICY

The Wooten Center is subject to Cal/OSHA ergonomics standards for minimizing workplace Repetitive Motion Injuries (RMIs). The Wooten Center will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. This Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Wooten Center believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the Executive Director.

4.7 SMOKING POLICY

Smoking is not allowed anywhere in the facility.

4.8 HOUSEKEEPING POLICY

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

4.9 PARKING POLICY

The Wooten Center is not responsible for any loss or damage to employee vehicles or contents while parked on Company property. The Wooten Center is not responsible for any parking or driving tickets employees may receive during work hours.

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4.10 SOLICITATION AND DISTRIBUTION of LITERATURE POLICY

In order to ensure efficient operation of The Wooten Center's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. The Wooten Center has enacted rules applicable to all employees governing solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

4.11 CONDUCTING PERSONAL BUSINESS POLICY

Employees are to conduct only Company business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

4.12 EMPLOYEES WHO ARE REQUIRED TO DRIVE POLICY

Employees who are required to drive a Company vehicle must be approved for coverage by Wooten Center insurance. Employees are not to carry students in their personal cars to activities.

The Wooten Center will participate in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

The Wooten Center retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, or who is uninsurable under The Wooten Center's policy.

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4.13 EXPENSE ACCOUNTS POLICY

The Wooten Center reimburses employees for business expenses on the 1st of each month. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the required form to the Executive Director no later than the 25th of each month.

If you have any questions about The Wooten Center's expense reimbursement policy, please contact the Executive Director.

4.14 TELECOMMUTING POLICY

The Wooten Center permits some employees to telecommute.

All costs for equipment associated with telecommuting are the responsibility of the employee. Costs include purchase price, maintenance, and insurance coverage for all necessary equipment.

Employees who telecommute still may be required to attend meetings at the office or other designated location.

Telecommuting does not change the employee's work location and employees are still responsible for all costs associated with travel to and from the office, when they are required to report to their work location.

Employees who telecommute will not conduct meetings with customers or clients in their home nor will they perform any manufacturing work at home.

Employees are responsible for contacting local governmental agencies for required licenses (if any) needed to maintain a home office.

Employees are responsible for any costs of obtaining tax advice about a tax deduction for a home office. Employees are responsible for any tax liability should they claim such an expense and it is later disallowed by the Internal Revenue Service.

Employees who telecommute must maintain the security of all confidential and/or sensitive information and other proprietary information, as if they were working in the office. All security procedures apply, regardless of whether the employee is in the workplace or telecommuting.

Employees who telecommute are responsible for following all safety rules. The Wooten Center may conduct unannounced visits to telecommuting worksites, including to employees who telecommute from home, to ensure that all safety and security procedures are being followed.

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The ability to telecommute does not change the performance level expected from an employee.

Employees that are subject to overtime laws still are required to adhere to their beginning and ending work times, break times and meal breaks. Telecommuting employees must continue to maintain required time records.

The Wooten Center retains the right to require telecommuters to report to the office to work.

Violation of any telecommuting policies may result in the loss of an employee's telecommuting privileges.

4.15 BULLETIN BOARDS POLICY

The Wooten Center maintains bulletin boards located in the library, recreation room and front office.

Bulletin boards are used to provide information to employees concerning Company events, activities (past, present and upcoming) and employee information.

Employees may not post items on the bulletin boards unless the following conditions are met:

1. Postings may be made by Company employees only;
2. The information to be posted must first be approved by a supervisor;
3. Posted items will be dated and will be removed after the expiration date.

4.16 CELLULAR PHONE USAGE

The Wooten Center requires that employees act responsibly when using cellular telephones. Common courtesy dictates that employees not use cellular telephones in the common areas of the office so as not to disturb other employees during working time. Further, employees who utilize cellular telephones in the office should place the ringers on vibrate or other silent notification so the work of other employees is not interrupted.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cellular telephones while driving. Accordingly, employees must not use cellular telephones if such conduct is prohibited by law, regulation, or other ordinance.

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Employees may not use hand held cellular telephones while driving, for business purposes. Employees whose job responsibilities include regular driving and who choose to accept or make business calls during that time, are required to use hands-free telephone equipment to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who may use a cellular telephone for calls related to company business, are also required to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of a cellular telephone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline up to and including termination.

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5.0 HOLIDAYS POLICY

The Wooten Center observes the following paid holidays:

- New Year's Day - January 1st
- Martin Luther King Jr.'s Birthday – (January)
- President's Day – (February)
- Memorial Day – (May)
- Independence Day - July 4th
- Labor Day – (1st Monday in September)
- Veterans Day – (November)
- Thanksgiving Day - (4th Thursday in November)
- The day after Thanksgiving – (Friday)
- Christmas Day – December 25th
- 2 Personal holidays

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday.

Each employee's eligibility for holiday pay begins after completion of his or her trial period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

5.1 VACATION POLICY

Regular full-time employees accrue paid vacations in accordance with the following policy:

1 st year through 3 rd year:	10 days per year
4 th year through 7 th year:	15 days per year
8 th year through 15 th year	20 days per year
16 th year and thereafter	30 days per year

Temporary and part-time employees do not accrue paid vacation time. No vacation time may be taken until after completion of the first year of employment.

Vacations should be coordinated and cleared with your supervisor.

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The Wooten Center encourages employees to take vacation annually. Vacation time must be taken within the year following accrual. No additional vacation will be earned until accrued vacation time is used. You have the responsibility to keep track of your accrued vacation time.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The Executive Director will make final determinations and must approve your vacation schedule in advance.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during your vacation period, you will be granted one additional day of vacation, to be taken at a time approved in advance by your supervisor.

5.2 INSURANCE BENEFITS POLICY

Medical Insurance:

The Wooten Center provides a comprehensive medical insurance plan for eligible employees. Eligible employees are employees that are full-time employees. Employees become eligible for a comprehensive medical insurance plan upon completion of the trial period. The premium is paid at full cost by The Wooten Center. 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 corporate office.

Disability Insurance:

Each employee contributes to the State of California to provide disability insurance mandated by the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at The Wooten Center or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the Executive Director.

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Unemployment Compensation:

The Wooten Center contributes thousands of dollars each year to the California unemployment Insurance Fund on behalf of its employees.

Social Security:

Social Security is an important part of every employee's retirement benefit. The Wooten Center pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation:

You are protected by The Wooten Center's workers' compensation insurance policy while employed by The Wooten Center, at no cost to you. The policy covers you in case of occupational injury or illness.

5.3 RETURN FROM PREGNANCY LEAVE POLICY

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise the Executive Director as early as possible. The individual should make an appointment with the Executive Director to discuss the following conditions:

- Employees who need to take pregnancy disability must inform The Wooten Center 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 the Executive Director regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of The Wooten Center. 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;

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- 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 Wooten Center with a certification from a health care provider. The certification indicating disability should contain:
 1. The date on which the employee became disabled due to pregnancy;
 2. The probable duration of the period or periods of disability; and
 3. A statement that, due to the disability, the employee is unable to perform one or more of 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 required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a 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 four months. 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.

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 greater right to reinstatement than if the employee had been continuously employed rather than on leave.

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Return from leave after 6 to 12 months shall result in the assignment of the employee to any vacant position as a regular job, provided the job can be performed satisfactorily.

5.4 SICK LEAVE POLICY

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. The Wooten Center will not tolerate abuse or misuse of your sick leave privilege.

The Wooten Center offers paid sick leave to regular full-time employees who have completed their trial period. After completion of your trial period, you accrue paid sick leave at the rate of four hours per thirty days. Accrued sick leave does not carry over from year to year.

If you are absent longer than 3 days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactorily to The Wooten Center will be required before The Wooten Center honors any sick pay requests. The Wooten Center may withhold sick pay if it suspects that sick leave has been misused. If you are absent due to sickness in November or December, a doctor’s note must be submitted to receive sick pay.

5.5 EXTENDED MEDICAL LEAVE POLICY

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 two months with a doctor’s written certificate of disability. Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, The Wooten Center will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time 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 two months of leave, whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor’s certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The Wooten Center 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 leaves taken because of pregnancy, childbirth, and related medical conditions.

5.6 BEREAVEMENT LEAVE POLICY

The Wooten Center grants leave of absence to employees in the event of the death of the employee's current spouse, child, parent, legal guardian, brother, sister, grandparent, grandchild and in-laws. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of The Wooten Center. The employee's supervisor may approve additional unpaid time off.

The Wooten Center grants leave of absence to employees in the event of the death of the employee's current domestic partner, child, parent, legal guardian, brother, sister and in-laws. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of The Wooten Center. The employee's supervisor may approve additional unpaid time off.

5.7 PERSONAL LEAVE POLICY

A personal leave of absence without pay may be granted at the discretion of The Wooten Center. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

5.8 MILITARY LEAVE POLICY

Employees who wish to serve in the military and take military leave should contact the Executive Director 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.

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Military Injury Care Leave

An unpaid leave of absence may be granted to employees who have worked for the Company for at least twelve (12) months and a minimum of 1,250 hours in the twelve months preceding the leave. Eligible employees may be provided with up to 26 weeks (one-half year) of leave during a rolling twelve month period to care for a spouse, son, daughter, parent or nearest blood relative who is recovering from a serious injury or illness which occurred in the line of duty on active duty in the Armed Forces and which prevents the service member from performing his or her military duties.

An employee may take a maximum combined total of 26 weeks of leave for Military Injury Care Leave and Medical or Family Care Leave or Active Duty Military Leave in a rolling twelve month period.

Active Duty Military Leave

An unpaid leave of absence may be granted to employees who have worked for the company for at least twelve (12) months and a minimum of 1,250 hours in the twelve months preceding the leave. Eligible employees may be provided with up to twelve weeks of leave in a rolling twelve (12) month period when the employee has a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is n active duty or has been called to active duty in the Armed Forces. Time off for Active Duty Military Leave counts towards the twelve week allowable time for Medical or Family Care Leave.

5.9 JURY DUTY AND WITNESS LEAVE POLICY

The Wooten Center encourages employees to serve on jury duty when called. However, there will be no paid compensation for jury duty.

You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Benefit accruals, such as vacation, sick leave, or holiday pay will be suspended during unpaid jury selection or jury duty leave and will resume upon return to active employment.

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5.10 TIME OFF FOR VOTING POLICY

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.

5.11 VOLUNTEER FIREFIGHTERS POLICY

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter. You are also eligible for unpaid leave 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.

5.12 SCHOOL ACTIVITIES POLICY

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades 1 thru 12 may take time off for a school activity;
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If both parents are employed by The Wooten Center, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use vacation leave in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay; and

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- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

5.13 EXTERNAL EMPLOYEE EDUCATION POLICY

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of The Wooten Center or the individual employees. Attendance at such activities, whether required by The Wooten Center or requested by individual employees, requires the written approval of the Executive Director.

To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by The Wooten Center, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the Executive Director in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

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This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While The Wooten Center generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

5.14 RECREATIONAL ACTIVITIES AND PROGRAMS POLICY

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

5.15 WORKERS' COMPENSATION POLICY

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

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

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

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide The Wooten Center 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.

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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 The Wooten Center'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 a physical or mental disability, The Wooten Center's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act (ADA).

5.16 INCLEMENT WEATHER/NATURAL DISASTERS POLICY

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

- **Inclement weather:** Conditions that excuse absences from work include: (road closure, heavy rain and severe flooding). If weather conditions prevent you from safely traveling to work, you must notify the office by phone, if telephone service is functional, or by any other available means. Employees will not be paid for absences due to inclement weather.
- **Natural disasters:** In the event of a natural disaster such as (earthquake, fire, 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 the office immediately, if possible.

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Chapter 6 Essential Legal Provisions

6.0 RECEIPT OF HANDBOOK

I have received my copy of The Wooten Center’s employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by The Wooten Center. The Wooten Center reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Executive Director of The Wooten Center, no manager, supervisor, or representative of The Wooten Center 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 any 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 and that employment at The Wooten Center is employment at-will; employment may be terminated at the will of either The Wooten Center or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between The Wooten Center and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. This agreement supersedes all prior agreements, understandings and representations concerning my employment with The Wooten Center.

Employee Signature

Date