



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

<p>Subject:</p> <p>CPAD PERSONNEL POLICIES for EMPLOYEES</p>	<p>Policy Number: 1.5 . .</p> <p>Page 1 of 11</p> <hr/> <p>Date Adopted: 7-27-2020</p>
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Introduction

These following policies are hereby adopted relating to the administration and management of employed personnel of the Cameron Park Airport District.

General Policy

Policy 1. At-Will Employment. The Cameron Park Airport District is an Equal Opportunity Employer. The District is also an “at will” employer with employees. The General Manager, except as otherwise provided by the Board of Directors, has full power to employ and discharge all employees and assistants, and directs their duties.

Policy 2. Normal Work Week, The normal work week for full time employees is 8 hours a day, 40 hours per week.

Policy 3. Overtime Pay, Overtime pay will be paid to all hourly employees at a rate of 1.5 times their hourly wages for all hours worked in excess of forty per week. Vacations, holiday and sick leave hours are not counted towards a forty hour week for overtime pay purposes.

Policy 4 Vacation, Full time employees shall earn paid vacation on a pro rata basis per pay period based upon the following schedule:

YEARS OF SERVICE	HOURS EARNED PER YEAR
1	40
2	80
3 or more	120

Policy 5. Accumulated Vacation. A maximum of 240 vacation hours may be accumulated. If at that time an employee has not used the excess vacation, he/she will not earn paid vacation until he/she has fewer than 240



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hours accumulated. An employee who leaves the District shall be paid for accrued vacation up to 240 hours at his/her current wage rate. Vacation may be used during the first six months of employment at the discretion of the Manager. Vacation must be scheduled in advance and approved by the Manager. The Manager's vacation and/or compensatory time must be scheduled in advance and approved by the President or Vice-President.

Policy 6. Availability. Excessive absenteeism is a detriment to the operations of the Airport, and an inconvenience to those who must cover for an absent employee. The District will therefore keep a record of availability of each employee for his or her scheduled shift. If, within any six month interval, an employee has three (3) separate occasions where he or she is unavailable for work because of failure to show without notification, or inability to contact when scheduled on call, that person shall be considered unfit for his/her position. At the Manager's discretion, the employee may be placed on probation, issued a written warning, suspended, or terminated.

Policy 7. Jury Duty. Jury duty time off with a regular day's pay shall be granted to employees for each scheduled work day spent in court by a summons to appear, up to a maximum of two weeks. The summons and a "Time Released Note" from the Clerk of the Court are required for Manager's authorization.

Policy 8. Absence Without Pay. Absence without pay may be granted at employee's request at the discretion of the Manager

Policy 9. Full Time Employees – Holiday Pay, Holiday pay is paid at regular time for the following days: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and two floating holidays, to be taken at the discretion of the General Manager/Board.

Holidays that fall on Sunday will be observed on the following Monday. Holidays that fall on Saturday will be observed on the preceding Friday. All employees shall be paid at the standard rate for eight (8) hours during the eight holidays regardless of the work schedule. Employees who are scheduled to work holidays shall also receive their regular pay for that day. The Manager will maintain a liberal leave policy for the day before Thanksgiving and the day before Christmas.

Policy 10. Temporary/part time Employees, Temporary and part-time employees shall not earn any paid vacation or sick leave. No pay shall be granted for Jury Duty. Absence without pay and compensatory time shall be at the discretion of the Manager.



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Policy 11. Employee Evaluations, All employees shall be evaluated at least once a year by the General Manager and reviewed by the Board of Directors. The Airport Manager shall be evaluated annually by the Board of Directors.

Policy 12. Unlawful Harassment.

1. The Cameron Park Airport District prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, sexual orientation of any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of the District, including supervisors and co-workers.

2. Prohibited unlawful harassment because of sex, race, ancestry, physical handicap, mental condition, marital status, age or any other protected basis includes, but is not limited to the following behavior:

- a. Verbal conduct such as unwanted sexual advances, invitations or comments;
- b. Written or visual conduct such as sexually suggestive or obscene letters, notes or invitations, derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or and other protected basis;
- d. 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
- e. Retaliation for having reported or threatened to report harassment.

3. Policy Publicizing

a. All employees shall be informed of the District's unlawful harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

b. All new employees shall be given a copy of the unlawful harassment policy at the time of hiring and said



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policy's contents shall be discussed with said employee at that time by the General Manager or his designated representative.

c. Within three (3) working days after any complaint has been filed in accordance with this policy, a bulleting shall be prepared and distributed to all employees re-informing them of the District's unlawful harassment policy.

4. Complaint Process-Any employee who believes he is the victim of unlawful harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

a. An informal complaint is made verbally by the employee to the Manager, supervisor, or to the Board.

b. A formal complaint is made in writing. The written complaint should be submitted by the employee to the immediate supervisor. Although submitting the formal complaint with said immediate supervisor is preferred, the employee is free to submit a formal complaint to the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

5. Complaint Response Process - When the Manager or Board receives a formal or informal unlawful harassment complaint they shall at all times maintain the confidentiality, to the greatest extent possible under the given circumstances, of the plaintiff,

a. Within three (3) days of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the General Manager. Said investigation shall be conducted by the President of the Board of Directors if the General Manager is unavailable or personally involved in said complaint.

b. A written record of any investigation of alleged unlawful harassment shall be maintained. Findings will be sent to the President of the Board of Directors

c. All discussions and any written record resulting form said investigation shall be kept confidential to the greatest extent possible under the given circumstances

d. The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

6. Disciplinary Procedures and Sanctions- Upon conclusion of the investigation of an alleged unlawful



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harassment, appropriate action shall be taken by the General Manager of President of the Board of Directors against the where unlawful harassment is found. Whatever punishment is meted out to the harasser shall be made know to the victim of the harassment.

- a. Approximate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion etc.
- b. Action taken to remedy an unlawful harassment situation shall be done in a manner so as to protect potential future victims.
- c. Employees complaining of unlawful harassment shall be protected thereafter form any form of reprisal and/or retaliation.

Policy 13. Rules of Conduct and Disciplinary Procedures. The Board of Directors shall establish rules of conduct and disciplinary procedures for its employees.

Policy 14. Confidential Information. Information regarding a staff member, Board of Directors, customer, tenant, or vendor is not to be given out. ALL outside inquiries are to be directed to the attention of the General Manager or his designee.

Public Records information request forms should be completed and submitted to the General Manager or his designee before any information is released.

Policy 15. Personnel Files. Employees may inspect records that they have a lawful right to see, on off-duty time, and to take notes on any material contained therein. If you wish to inspect your file, please let your supervisor know so an appointment may be scheduled. If you wish copies made of any document, a reasonable fee will be charged.

Materials maintained in an employee's personnel file will be disclosed to anyone outside the District except upon prior written authorization of the employee, in compliance with a lawfully served subpoena or other authority upon prior approval of the District.



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PROFESSIONAL CONDUCT

You will conduct yourself in a manner that will not embarrass or discredit the good reputation of Cameron Park Airport District. You are expected to give loyal and efficient service and to cooperate in properly doing the work to which you are assigned. Remember your conduct on and off the job is a direct reflection of the Cameron Park Airport District.

Because you represent the Cameron Park Airport District, the community’s impression of you will often be their impression of our entire organization. In your relations with others whether they are co-workers, vendors, or customers you are asked to be courteous, tactful and fair.

STANDARDS OF CONDUCT

Offenses which will result in progressive discipline, beginning with a written warning, include but are not limited to, those violations of group “B” of the District’s work rules.

Group “A”

Offenses which will result in immediate discharge include, but are not limited to, violations of this Group “A”.

1. Proven theft.
2. Proven dishonesty.
3. Refusal to obey reasonable orders of Supervisor.
4. Fighting on District property.
5. Carelessness or misconduct, resulting in injury to other District personnel, visitors, or customers.
6. Intoxication, drinking, possession, use of, or sale of alcoholic beverages or illicit drugs on District premises, or and/in District owned or leased vehicles.
7. Giving out confidential information, or records, personal, resident, or employee records or information, to any unauthorized person
8. Falsification of personnel or other Records, falsification of testimony or any violation of the oath as a



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witness or party in any action, proceeding of hearing brought against the District, either directly or indirectly.

9. Possession of weapons on District premises or on, or in, District owned or leased vehicles
10. Allowing anyone other than District employees to be in, or on, any District owned or leased industrial vehicle or equipment (i.e. dump truck, loader, grader, snow blower), not including aircraft refueler trucks.
11. Engaging in deliberate sabotage, or acts of malicious mischief.
12. Willful of gross mistreatment of tenants, clients, vendors, or co-workers
13. Involvement in two (2) at fault accidents
14. Any violation following the issuance of three (3) written warnings.

Group “B”

Offenses for which a warning will be issued include, but are not limited to, those violations of this Group “B”. Any violation following issuance of three (3) written warnings will result in immediate discharge

1. Failure to follow timekeeping rules
2. Failure to begin work promptly at start of shift, and of meal period, and end of breaks
3. Failure to work until time designated as quitting time.
4. Absence from assigned work station during working time, without authorization of Supervisor.
5. Gambling on District premises.
6. Causing or creating any unsafe condition which could cause injury to anyone.
7. Disregard of safety rules or common safety practices.
8. Engaging in any personal work on District premises without prior management authorization
9. Using any District equipment of supplies without written authorization of management for other than District Business
10. Creating or contributing to unsanitary conditions
11. Failure to notify District of reason for absence from work by the scheduled starting time



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12. Failure to keep office informed of you current address and telephone number
13. Smoking in any Cameron Park Airport District facility or vehicle
14. Personal use of any Cameron Park Airport District facility
15. Performing unreasonable personal business on District time
16. Personal use of District vehicles and equipment vehicles and equipment
17. Flying while on time clock and/or during normal duty hours, without prior permission of the General Manager
18. Failure to follow specific telephone usage as outlined
19. Any rude or offensive activities, which would create a hostile environment for tenants, customers, clients, vendors, or co-workers

SUBSTANCE ABUSE

We are concerned about the use of alcohol in the work place. This concern is based upon the effect that the use of alcohol has on and employee's work performance, efficiency, safety and health and therefore seriously impairs the employee's value to the District. In addition, the use of alcohol on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage or injury to other persons.

Similarly the District requires and demands a work force and work place free of illegal substances (any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes. It also includes marijuana.) This requirement is based upon the fact that any measurable amount of illegal drug may render the employee physically or mentally impaired. While the District recognizes its employee's right to their own lifestyle, the District will not accept the risk that on-the-job or off-the-job drug abuse by employees may cause or contribute to accidents or other job performance problems

Furthermore, the use or being under the influence of any legally obtained drugs by you while performing



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District business or while in a District facility is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, your job performance, or the safe or efficient operation of the District facility. The term “legal drug” includes prescribed mugs and over-the-counter drugs which have been legally prescribed or manufactured. Employees who feel or have been informed that the use of a legal drug may present a safety risk, are to report such drug use to your supervisor.

In order to provide employees some guidance concerning Unacceptable behavior, the following are strictly prohibited by the District:

Possession, use or working under the influence of alcohol and/or an illegal substance

Distribution, sale or purchase of an illegal substance while on the job

Driving a District vehicle or equipment or your personal car on District time, while under the influence of alcohol or an illegal substance.

In order to enforce this procedure/the District reserves the right to conduct searches of District property and to implement other measures necessary to deter abuse of this procedure

The District will encourage and assist employees with chemical dependencies (alcohol or drugs) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave.

Any employee who violated the above rules and standards of conduct is subject to discipline, up to and including immediate discharge, even for a first violation. The District may also bring the matter to the attention of appropriate law enforcement authorities.

PERSONAL BUSINESS AT WORK

You are at a place of work. You are expected to take care of your personal affairs when you are not at work. This includes receiving personal mail, cashing personal checks and using the District telephone for personal reasons.

You are permitted to use the District phones to place or receive personal calls while you are on the job as long as this practice does not become excessive. All calls to family and friends will be held on an absolute minimum.



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Long distance personal calls will be made in cases of immediate need only. All long distance calls will be logged on a telephone log providing all the requested information; purpose shall be PERSONAL. The calling party will be responsible for reimbursing CPAD for the call. Payment for these calls will be made as soon as the employee receives notice of amount due.

We are all proud of our facility, and know that employees will want to show their working location to both family and friends. Your supervisor will gladly arrange for such visits at a time which is convenient to all concerned.

This is privilege extended by the District and should not be abused.

ATTENDANCE

Attendance and punctuality are required and must be maintained. If you must be late or absent from work with a good reason, a previous arrangement with your supervisor is required. If this is not possible, you must call your supervisor or the administrative offices PRIOR to the start of your work day.

Always state the reason for your late arrival or absence and your expected date of return or when you should be expected to arrive at work. Excessive absenteeism or tardiness will not be tolerated and will lead to disciplinary action up to and including discharge.

If you fail to call in or show up for three (3) consecutive days you will be considered to have voluntarily quit at the close of business on the third (3) day, unless the reason for your absence has been accepted by your supervisor.

CUSTOMER AND CO-WORKING RELATIONS

Every contact with a customer should result in a satisfied customer. Customers and co-workers should always be treated with the highest of professionalism and courtesy, even if the customer does not reciprocate.

Remember the customers are the reason for the Cameron Park Airport District.

A violation of this procedure will result in disciplinary action, up to and including discharge.



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OUTSIDE EMPLOYMENT

Cameron Park Airport District has no objection to you holding another job as long as you meet the performance standards for your job with the District. The District asks that you think seriously about the effects that such extra work may have on the limits of your endurance, your overall personal health and your effectiveness with the Cameron Park Airport District. The District will hold all employees to the same standards of performance and scheduling demands and cannot make exceptions for employees who also hold outside jobs.

No employee while on the clock may actively solicit any customer of the District to perform and work, service, installation, or repair of any equipment.

Violation of this procedure may lead to disciplinary action up to and including discharge.

APPEALS PROCEDURE

Any employee disciplined, suspended or discharged in accordance with the Rules of Conduct may appeal such action to the Board of Directors. The Board shall hold a hearing on such a matter as soon as practicable. The employee may be represented by legal counsel or any other person of their choice at said hearing. The Board shall hear the evidence and make written findings and conclusions regarding such. The decision of the Board shall be final