

paRa loS niños



for the childRen

EMPLOYEE HANDBOOK

EFFECTIVE NOVEMBER 2022



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for the childRen

Dear Para Los Niños team members,

Para Los Niños is fortunate to have an extraordinary staff that is truly dedicated to the children and families we serve. You put children first, creating safe and nurturing environments and building on the strengths and potential of our students and their families. Thank you for all that you do.

As one of the leading nonprofit organizations in Los Angeles, Para Los Niños is committed to excellence in all areas – for clients and staff alike. Para Los Niños' team is made up of dedicated, experienced professionals who value making a difference in the lives of the children, youth and families we serve. We foster a spirit of teamwork because it is the combined work of all of our employees that makes our mission to help children succeed a reality.

This Handbook outlines our policies and expectations. It is designed to provide PLN employees an overview of our approach to our work and to describe our employment guidelines.

Please use this Handbook as a resource. If you have ideas about how to improve PLN, we welcome your feedback, comments and suggestions.

On behalf of the PLN team and the children and families we serve, gracias!

The PLN Human Resources Team

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OUR MISSION

Our model fosters pathways to success through excellence in education, powerful families, and strong communities for children and youth to thrive.

OUR VALUES

Excellence · Constant Learning · Teamwork · Community · Inclusion · Trust

WHO WE ARE

Founding in Skid Row in 1980, Para Los Niños provides education and wraparound support to over 6,000 of L.A.'s neediest children, youth, and families each year. PLN fosters pathways to success by striving for excellence in education, family support and comprehensive social-emotional, and community based services.

Our unique approach is effective because of these aspects working together:

Excellent Education: Our schools and youth centers offer high-quality education and wraparound support to educate the whole child from 6-weeks to 24 years-of-age. Using an inquiry-based approach with social-emotional integration we nurture a child's healthy academic, physical, and social-emotional development to success in school, work, and life.

Powerful Families: We partner with parents to disrupt generational poverty and ensure students thrive. Providing opportunities to build strengths in leadership, stress management, and education, plus offering counseling and clinical support – our families are empowered to be self-sufficient.

Strong Communities: We are active in our communities to connect those in need with education and resources to succeed. We have strategic partnerships with dozens of agencies across LA to build trust and give voice to diverse perspectives.

OUR GOVERNANCE STRUCTURE

Para Los Niños is a California nonprofit public benefit corporation governed by a Board of Directors, which has legal authority and responsibility for all corporate affairs including the approval of personnel policies. The Board employs the President/Chief Executive Officer and delegates him/her responsibility for all operations. Except in cases where external regulatory or governing bodies must approve, the President/Chief Executive Officer has the authority to make decisions about personnel policies not addressed in this handbook and to make exceptions to policies, as necessary. If a particular program has provisions that are more restrictive than those in this handbook, the more restrictive provisions will be followed only for that program.

The President/Chief Executive Officer hires executive staff and other key managers and assigns them responsibility over PLN's schools, programs and departments, including the authority to hire.

NOTE: PLN will comply with Head Start/Early Head Start HR GIM Organizational Structure requirements.

Human Resources Department

The Human Resources Department supports staff recruitment and employee development, recommends and administers personnel policies and practices, ensures compliance with internal operating policies, administers personnel-related legal and regulatory requirements, and oversees employee relations and conflict resolution as outlined in the section of this Handbook entitled "Discipline."

The Human Resources Department advocates both for PLN and its individual employees, according to the mission, values, policies and procedures of the agency. The Human Resources Department maintains an objective posture while carrying out these and related responsibilities.

Head Start Policy Committee

The purpose of the Head Start Policy Committee is to maximize the involvement of parents in the education of their children. The responsibilities of the committee include, but are not limited to:

- Advising staff in the development and implementation of local program policies, activities and services;
- Planning, conducting and participating in informal as well as formal programs and activities for parents and staff;
- Participating in the recruitment and screening of Head Start employees (including the Head Start Director), within established guidelines) and
- Reviewing and approving applicable policies related to the Program

The Head Start Policy Committee works closely with the PLN Board of Directors to ensure that the program is meeting all academic goals and regulatory requirements.

WORKING AT PARA LOS NIÑOS

We expect all staff at PLN to meet the following expectations:

- Unwavering belief in and commitment to fulfill the mission of PLN.
- Deep commitment to the success of children and families served by PLN.

- Commitment to excellence and high standards -- for self, students, and colleagues.
- Continuous learning by engaging in reflection, self-assessment, and individual professional development.
- Use of data to inform decisions and drive continuous improvement.
- Ability to thrive as a member of a collaborative team.
- Self-motivation and initiative with solutions-oriented disposition.
- Belief in and ability to develop respectful relationships with parents and children with sensitivity to students' cultural and socioeconomic characteristics.

THIS HANDBOOK

This employee handbook is presented for your information. We hope that it will introduce you to Para Los Niños and enhance your job performance and satisfaction. However, this handbook is not a contract of employment and does not guarantee your continued employment.

This handbook supersedes any prior employee handbook, verbal or written policy or procedure that may conflict with its provisions. This handbook, however, does not supersede any arbitration agreement that may have been presented to employees as part of or in conjunction with any employee handbook. We reserve the right to modify or change any of the policies or procedures contained in this handbook as necessary. Any changes will be in writing. No oral statements, representations, conduct or practices of any officer or employee of PLN will modify any of these policies.

None of these policies is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

EMPLOYMENT AT-WILL

All employees of PLN, including you, are employed at-will. This means that we may change your terms and conditions of employment at any time, with or without advance notice or cause. It also means you may terminate your employment at any time, for any reason, and we have the same right to terminate your employment at any time for any reason. Nothing in this Employee Handbook or any oral statement will limit the right to terminate the at-will employment relationship. This at-will employment policy is the sole and entire agreement between the employee and PLN as to the duration of employment

and the circumstances under which employment may be terminated. This at-will relationship cannot be modified during your employment unless we enter into a detailed written agreement signed by you and the President/Chief Executive Officer.

TRANSLATION

PLN will translate this handbook as accurately as possible into any language necessary for the benefit of our employees. If there is any conflict between the translation and the English version of PLN's handbook, the English version will control.

I. COMMITMENT TO DIVERSITY

1.1 Discrimination, Harassment, Abusive Conduct and Retaliation Prevention

1.1.1 Equal Employment Opportunity

PLN is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on based on any legally-recognized basis, including, but not limited to, their race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation, national origin, ancestry, physical or mental disability, medical condition, genetic information/characteristics, marital status/registered domestic partner status, age (40 and above), sexual orientation, military or veteran status, and any other basis protected by applicable federal, state or local law or ordinance or regulation ("Protected Characteristics").

PLN also prohibits discrimination and harassment based on the perception that anyone has any of the of the above Protected Characteristics or is associated with a person who has or is perceived as having any of these Protected Characteristics.

PLN allows employees to self-identify their preferred gender, name and/or pronoun, including gender-neutral pronouns. The Company will use an Employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the Employee in accordance with the Employee's current gender identity and preferred name.

Equal employment opportunity will be extended to all persons in all aspects of the employer-Employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, compensation, benefits, discipline, layoff, recall, and termination.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act, other equivalent state law, and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, PLN is not obligated to disclose the wages of other Employees.

PLN will not tolerate discrimination or harassment based upon these Protected Characteristics or any other characteristic protected by applicable federal, state or local law. PLN also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal employment opportunity applies to all persons involved in our

operations and prohibits unlawful discrimination and harassment by any employee (including supervisors and co-workers), agent, client, guest, or vendor.

1.1.2 Prohibited Harassment

PLN is committed to providing a work environment that is free of illicit harassment based on any Protected Characteristics. As a result, PLN maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation, national origin, ancestry, physical or mental disability, medical condition, genetic information/characteristics, marital status/registered domestic partner status, age (40 and above), sexual orientation, military or veteran status, and any other basis protected by applicable federal, state or local law or ordinance or regulation.

ALL SUCH HARASSMENT IS PROHIBITED.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with PLN ("third parties") and prohibits proscribed harassing conduct by any employee or third party of PLN, including nonsupervisory employees, supervisors and managers. If such harassment occurs on PLN's premises or is directed toward an employee or a third party interacting with PLN, the procedures in this policy should be followed.

1.1.2.1 Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements. Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if PLN had no knowledge of such conduct.

1.1.2.2 Other Types of Harassment

Prohibited harassment on the basis of any legally protected classification, including, but not limited to: race, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including domestic partnership status), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law, includes behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status.

1.1.3 Abusive Conduct and Bullying Prevention

It is expected that PLN and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they and refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our PLN culture, create false rumors, disrupt workplace operations, interfere with others' privacy and hurt other people. You may not bully, gossip, engage in abusive conduct or make unnecessary, profane or disrespectful comments about other employees of PLN.

1.1.4 Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by PLN for using PLN's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

1.1.5 Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with PLN in violation of the foregoing policies, or who is aware of such behavior against others, should immediately submit an oral or written complaint to your immediate supervisor, next-level manager, the Human Resources Department, or an officer of PLN as soon as possible after the incident. Your Supervisor will investigate your concerns and provide you with an answer as quickly as possible. Any supervisor or manager who receives a complaint of discrimination, harassment, bullying or retaliation must immediately report that complaint to the Human Resources Department, or an officer of PLN.

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to the Human Resources Department, or an officer of PLN. who will attempt to resolve issues internally.

When a report is received, PLN will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. PLN expects all employees to fully cooperate with any investigation conducted by PLN into a complaint of proscribed harassment, discrimination or retaliation or regarding the alleged violation of any other Company policies. PLN will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, PLN will communicate its conclusion as soon as practical. If PLN determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or www.dfeh.ca.gov.

1.2 Disability Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, PLN will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of his or her job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when PLN receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. PLN will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on PLN and/or a direct threat to the health and/or safety of the individual or others, PLN will generally make the accommodation or it may propose another reasonable accommodation that may

also be effective. Employees are required to cooperate with this process by providing all necessary supporting documentation of supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

PLN will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation if supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to the Human Resources Department regarding a proposed accommodation. PLN will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

1.3 Religious Accommodation

PLN will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to PLN.

PLN has developed an accommodation process to assist employees, management and Human Resources. Through this process, PLN establishes a system of open communication between employees and PLN to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and his or her request for accommodation to the attention of the Human Resources Department to initiate the accommodation process. PLN requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

PLN will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

1.4 Lactation Accommodation

PLN complies with all applicable laws relating to lactation accommodation. In accordance with that compliance, PLN will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant children while at work.

Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time

should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for nonexempt employees.

Employees will be relieved of all work-related duties during any unpaid break. When unpaid breaks or additional time beyond an employee's scheduled meal and rest breaks are required, employees should work with their supervisor or Human Resources regarding scheduling and reporting the extra break time. Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

PLN will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. PLN will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. This location may be the employee's private office, if applicable. The lactation location will: be safe, clean and free from toxic or hazardous materials; contain a surface (e.g., a table or shelf) to place a breast pump and other personal items; contain a place to sit; and have electricity. PLN will also provide, in close proximity to the employee's work area, access to a refrigerator or cooler where employees can store breast milk, and access to a sink with running water.

Requesting an Accommodation

Employee have a right to request a lactation accommodation. To request a lactation accommodation, employees should discuss with the Human Resources Department. PLN will respond to a request for accommodation within five (5) business days and will engage in an interactive process with the employee to determine the appropriate break periods and the lactation location for the employee. If PLN denies a request for lactation accommodation, it will provide a written response identifying the reason(s) for doing so.

Employees should discuss with Human Resources the location for storage of expressed milk. In addition, employees should contact Human Resources during their pregnancy or before their return to work to identify the need for a lactation area.

Employees are encouraged to contact Human Resources directly if they believe they are being denied reasonable break time or adequate space to express milk. Employees, however, are advised that they may report a complaint to California's Labor Commissioner if they believe they are being denied any benefit or accommodation under applicable lactation accommodation laws.

PLN prohibits discrimination or retaliation against employees who request a lactation accommodation, file a complaint or otherwise report an alleged violation of applicable lactation accommodation law, cooperate in an investigation of an alleged violation of applicable lactation accommodation law, or inform another person about his or her rights under applicable lactation accommodation laws.

1.5 Accommodation for Adult Literacy Programs

PLN provides reasonable accommodation and assistance to an employee who reveals a literacy problem and requests assistance to enroll in an adult literacy education program unless doing so will result in an undue hardship to PLN's business operations. Examples of assistance include providing employees with the location of local literacy programs and arranging for jobsite visits by literacy education providers.

Employees who wish to self-identify as an individual with a literacy problem and request an accommodation should contact the Human Resources Department. PLN will take reasonable steps to safeguard the privacy of any employee who self-identifies. In addition, employees who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While PLN encourages employees to improve their literacy skills, PLN will not reimburse employees for the costs incurred in attending a literacy program except as otherwise provided herein. Time off to attend literacy programs may be provided as a reasonable accommodation unless doing so will result in an undue hardship. However, if time off is provided, the time off may be unpaid. If time off is unpaid, employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off.

1.6 Accommodation for Victims of Domestic Violence, Sexual Assault, or Stalking

PLN will make reasonable accommodations for any employee who reports that he or she is the victim of domestic violence, sexual assault or stalking and requests that PLN accommodate his or her safety while at work, unless providing the accommodation will impose an undue hardship on PLN's business operations or violates PLN's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs at the workplace; safety procedures; or any other adjustment to a job structure, workplace facility or work requirement in response to a domestic violence, sexual assault or stalking or referral to a victim assistance organization.

Employees may also be entitled to a leave of absence under PLN's Domestic Violence, Sexual Assault or Stalking Victim Leave policy and should consult that policy and/or Human Resources for additional information.

PLN may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. PLN may also require an employee to provide a certification, such as police report, court order or documentation from a medical professional, that the employee is the victim of domestic violence, sexual assault or stalking and may request recertification every six months.

Employees must notify PLN if their needs change or if they no longer need an accommodation.

PLN will keep all information submitted in connection with an employee's request for an accommodation confidential to the extent permissible by law. If the law requires disclosure of information, PLN will notify the employee before any information is released.

PLN will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests a reasonable accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

II. GENERAL EMPLOYMENT PRACTICES

2.1 Compliance With Laws

We expect all employees to conduct PLN business in compliance with federal, state and local laws. PLN assets shall not be used for any unlawful or improper purpose.

2.2 Employment Status / Classification

2.2.1 Regular Full-Time Employee

Regular full-time employees are scheduled to work between 30 to 40 hours in a work week. Regular full-time employees are entitled to all PLN-sponsored benefits described in this handbook, as specified by our current carriers or as required by law.

2.2.2 Regular Part-Time Employee

Regular part-time employees are scheduled to work less than 30 hours in a work week. Regular part-time employees will not be eligible for the PLN-sponsored benefits described in this handbook, except as required by law.

2.2.3 Temporary Employee

Temporary employees are scheduled to work a limited period of time, usually during peak workloads or for vacation relief. A temporary employee may be either full-time or part-time. A temporary employee will receive no PLN-sponsored benefits except as required by law.

2.2.4 Exempt Employee

An exempt employee is one whose wages and duties are not covered by certain wage and time requirements of applicable local, state or federal regulations. An exempt employee does not receive overtime and does not follow the same time card procedures as a non-exempt employee. Exempt employees will be notified of their exempt status by management.

2.2.5 Non-Exempt Employee

A non-exempt employee is paid on the basis of hours worked per pay period and receives compensation for overtime. Non-exempt employees must follow the timekeeping procedures set forth in this handbook. All employees are non-exempt unless notified otherwise by management.

2.3 Immigration Law Compliance

We are required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identity and their right to employment in the United States.

Your employment is contingent upon providing this documentation and keeping it current with us throughout your employment.

To meet this obligation, you must provide the Human Resources Department with documentation establishing your identity and legal right to work in the United States within three working days after your hire date. If you have not completed this verification within three days, you may not work until the verification process has been completed.

The Human Resources Department will monitor the expiration dates of identity and legal authorizations to work in the United States. You must keep this documentation updated throughout your employment to maintain your continued employment status. You must also notify the Human Resources Department of any change in your immigration status.

If your right to work documentation expires, you will be put on inactive status, and you will have five business days to submit renewed documentation of your right to work. If you do not do so, we are required to terminate your employment.

2.4 Employment Orientation

We will provide orientation to all newly hired full-time, part-time and temporary employees prior to commencement of duties. Transferred or promoted employees will receive a program/department orientation. Certain consultants will be provided an abbreviated orientation to PLN's philosophy, goals and objectives. The objectives of the orientation program are:

- To promote the safe and effective performance of job duties;
- To inform new employees about PLN's organization, mission and values;
- To inform new employees about their respective program philosophy, goals and objectives;
- To inform the employee about his/her role within the organization;
- To inform the employee about personnel policies, procedures, and applicable employee benefits;
- To ease the employee's entry into the work group; and
- To enhance the professional and personal growth and self-development of all new and transferred employees.

2.5 Interns

We offer internships to bachelors, masters and pre-doctoral students. Interns are subject to many of the same screening requirements, behavioral standards and expectations required of employees, including training on mandated child abuse reporting.

2.6 Introductory Period

You are considered an introductory employee during your first 180 days of employment with us. During this period, we will evaluate your work attitude, attendance, performance and ability to work with other employees and supervisors. Likewise, during this period, you have the opportunity to determine if you are satisfied with your position and working environment.

While in your introductory period, you will receive PLN-sponsored benefits as noted in this employee handbook or as mandated by law.

We may extend your introductory period one or more times if we deem it necessary to do so. When you have satisfactorily completed your introductory period, you will become a regular (full or part-time) employee. Completing your introductory period does not alter your at-will employment status. You retain the right to terminate your employment at any time, with or without cause or notice, and we have a similar right throughout your employment with us.

2.7 Promotion, Transfers and Job Openings

A promotion involves moving to a position of higher responsibility and duties, and is usually accompanied by a higher rate of pay. A transfer involves moving to a job within PLN at the same (or lower) rate of pay as the present position.

Whenever a job opening arises or a new position is created, the position may be posted, and current employees may be given first consideration. New jobs at PLN may not be posted when these positions have been created due to reassignments, reorganizations, and/or when it is in the best interest of PLN. To apply, you must submit an Employment Application to the Human Resources Department.

Job offers may be awarded to qualified employees after consideration of such factors as education, experience, performance record, ability, and skills.

Before applying for an open position, you must have successfully completed at least six (6) months of employment in your current position and be free from any formal disciplinary action during the previous six (6) months of employment.

PLN is committed to promoting its current employees whenever appropriate, though under some circumstances promotions or transfers may occur at the discretion of management.

When a promotion or transfer occurs, a new 180-day introductory period will begin. The new introductory period gives your supervisor an opportunity to evaluate you in the new position.

The agency may simultaneously recruit, externally and internally, to insure an adequate supply of candidates. Current employees are strongly encouraged to discuss with supervisors the intent to apply for another position. If you are selected to fill a job vacancy, the hiring supervisor must consult with your current supervisor prior to the job being offered to give both supervisors the opportunity to agree on a time frame for the transfer. This period of time generally should not exceed one month.

NOTE: Head Start Key Personnel new hires must be approved by the Board.

2.8 Job Descriptions

New employees and any employee who is transferred, promoted or demoted to a different job will receive a written job description. This will help you understand the duties and responsibilities of your position. If you have a question about your job description, you should discuss it with your immediate supervisor.

As PLN requirements change, it may be necessary occasionally to revise your job description. If this happens, you will be given a written copy of the revised job description to review and discuss with your immediate supervisor.

You must sign an acknowledgment of receipt of your job description (and any subsequent job descriptions), must returned the signed copy to the Human Resources Department.

NOTE: Head Start/Early Head Start job descriptions must meet the Human Resources GIM requirements.

2.9 Employment of Relatives/Personal Relationships

Because of the potential for conflicts of interest and employee morale problems, we will not employ relatives, spouses, registered domestic partners or employees who share a significant relationship if:

- one of the employees will be supervised by the other, or
- a conflict of interest arises or could arise between the employees, or with any other employee.

If these situations arise between you and another employee, we will consider transferring one of the employees who share a significant relationship. If transferring is not an option, we may ask you to choose which of you will resign. If neither of you resigns voluntarily,

we may choose to terminate one of you. If you are terminated in this situation, you will remain eligible for rehire to a position for which you are qualified.

2.10 Fraternization

We strongly discourage personal and social relationships between supervisory and non-supervisory employees because they may lead to misunderstandings, complaints of favoritism, lack of objectivity, sexual harassment, or severe employee morale problems.

You may not date or ask to date, make sexual overtures toward or accept sexual overtures from, or attempt to establish a romantic or sexual relationship with any employee working under your direct or indirect supervision or management. If you do, you must immediately disclose the circumstances to the Human Resources Department.

Your relationship with another employee (including sexual or romantic relationships, family relationships, close friendships, roommates or similar relationships, whether or not one of you is a supervisor or manager of the other) must not disrupt PLN operations or violate our policy against harassment contained in this handbook.

2.11 Outside Employment & Other Activities

PLN respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth below in this Handbook or adversely affect the employee's ability to perform his or her job. Under certain circumstances, if an employee's personal conduct begins to adversely affect his or her performance on the job, or begins to make it impossible for him or her to carry out any or all of his or her job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

An example of an activity that might adversely affect an employee's ability to perform his or her job duties is outside employment. While **PLN** does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with PLN;
- Employment that requires employees to conduct work or related activities during working times or using any of PLN's tools, materials or equipment; and
- Employment that directly or indirectly competes with the business or the interests of PLN.

For the purposes of this policy, self-employment is considered outside employment.

PLN will not assume any responsibility for employees' outside employment. Specifically, PLN will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

2.12 Employee Separation

Termination is the severance of our employee-employer relationship, whether by resignation, layoff, discharge, retirement or death.

Resignation: In the event of resignation, PLN requests (but does not require) a minimum of two (2) weeks' written notice. Thirty (30) days' notice is requested (but not required) from management and professional positions such as teachers, therapists, etc. Leaving PLN in good standing requires carrying out all duties and functions through the effective date of termination. This includes completing all work assignments and returning Para Los Niños property. All financial obligations to PLN shall be settled to the last date worked.

An employee leaving PLN who is enrolled in direct payroll deposit will have this benefit terminated before the last day worked. In order to calculate accurately vacation accrued through the last day worked, and any other financial obligations owed to PLN, you will receive your final check at the exit interview.

Discharge: PLN's termination policy is one of "at-will" employment. This means that you have the right to terminate your employment at any time and PLN may terminate your employment for any reason at any time.

Layoffs/Reorganization: In the event a reduction in staff or a reduction in hours for a particular position becomes necessary, you will be selected for layoff or reduction in hours based on your job performance, qualifications, PLN's need for particular skills and experience, and other reasons.

Subject to applicable law, if you are rehired or reinstated from layoff within sixty days of the date of termination you will receive credit for previous service.

NOTE: For Head Start Key Personnel terminations must be approved by the Board.

2.13 Exit Interviews

You are given an opportunity for an exit interview by the Human Resources Department to discuss employment-related concerns and offer suggestions for improvement. The Human Resources Department is responsible for scheduling an exit interview on your last day of employment and for arranging the return of PLN property including:

- PLN Access Card
- Picture Identification Card

- Office Keys
- PLN Issued Credit Cards
- PLN Manuals
- Laptops, tablets, and any other PLN-owned or issued property

2.14 Reference Checks/Clearances/Licenses

We verify the educational background, employment and personal references of all applicants prior to hire, subject to and in accordance with applicable law. We will verify at least two (2) professional references prior to hiring. If we discover after your hire that you submitted incomplete or false information with your application, you will be disciplined or terminated.

PLN will screen all Mental Health Program employees, interns, volunteers and contractors prior to hire and on a monthly basis against the state and federal sanctions list, in compliance with applicable law.

If you are required to drive PLN or personal vehicles on PLN business, you must have and maintain a valid California driver license and remain eligible for coverage under our insurance policy. You must also provide a valid insurance declaration establishing your own insurance coverage for your personal vehicle, if applicable. If your job requires you to drive PLN-owned vehicles, PLN will enroll you in the Employer Pull Notice (EPN) program sponsored by the DMV and you will sign an authorization for release of your driver record information to PLN.

If a license or certification is required to perform your job duties, you are responsible for obtaining and maintaining that license or certification.

Subject to applicable law, all employees are required to undergo mandatory FBI, Department of Justice, Sex Offender Registry Check (if required by contract) and Child Abuse Central Index background checks prior to commencement of employment. Employment is contingent upon being cleared by the state and federal agencies and upon successful completion of a drug and alcohol test, and a tuberculosis test. In addition, you must submit a tuberculosis test report every two (2) years as a condition of continued employment.

Early Education employees, interns and volunteers are required to provide proof of immunization against Influenza (between August 1 and December 1 of each year), Pertussis (Whooping Cough) and Measles within 30 days from the date of hire.

Following PLN's submission of an applicant's or employee's LiveScan, the U.S. Department of Justice, Bureau of Criminal Identification and Information will furnish PLN all subsequent arrest/conviction notifications as permitted by law. This means PLN will receive arrest/conviction information, both prior to employment and as long as you are employed by PLN. (Such information will be maintained in a file separate from your personnel file.)

If you have been convicted of a crime and work in licensed facilities, or are associated with the licensed facilities, you will be immediately terminated when requested/required by California Community Care Licensing.

Subject to applicable law, PLN will terminate the employment of any person with a conviction involving drugs, sexual or child abuse crimes or any other crime PLN deems too risky for the well-being of the students/clients.

You must inform the Human Resource Department immediately in writing of any and all criminal convictions.

If PLN receives notification of arrest and conviction prior to or while you are employed at PLN, PLN may evaluate continuation of employment based on:

- The nature of the crime;
- Period of time since the crime was committed;
- Circumstances surrounding the commission of the crime that would demonstrate the unlikelihood of repetition;
- Activities since conviction;
- Whether you disclosed prior conviction(s) on your employment application;
- Your attitude and demeanor; and
- Applicable law.

If PLN decides to continue your employment, you must meet with Human Resources and be informed that you must fulfill all terms and conditions of employment, meet all sentencing/probation requirements, and if you commit another crime, immediate employment termination could occur.

2.15 Work Schedules

The work schedule for full-time employees of PLN is in most instances thirty (30) to forty (40) hours per work week. Our offices are normally open from 7:00 a.m. to 5:00 p.m. Monday through Friday, except for specified holidays. You will be assigned to work an initial schedule when you start your job, but your supervisor may change your work schedule to meet the needs of PLN. You will be given written notice of any changes to your schedule.

Based upon operational needs, PLN may schedule extended work hours, including weekend assignments.. If you are requested to work extended hours by your supervisor, you are required to do so.

The nature and responsibilities of certain designated professional, supervisory and administrative staff often require longer and irregular. These positions, as designated by PLN, are typically exempt from the overtime provisions of state and federal law.

2.16 Work Assignments

We reserve the right at any time to alter or change your job responsibilities, reassign you to other programs or shifts, transfer you to a different job or position, and assign you additional job responsibilities.

2.17 Attendance

2.17.1 Absences

Regular and timely attendance is an essential function of every position at PLN. We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered “excused” only if you have received prior approval from your supervisor.

If the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a work day for any reason, you must notify your supervisor least two (2) hours prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to the immediate supervisor in charge.

If you are absent more than one (1) day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for three consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor’s certificate for any absence due to illness or injury. We also may require a doctor’s certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances, it is found to be disruptive to PLN, your co-workers or our children/families or to cause an undue hardship to PLN.

2.17.2 Tardiness

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized company business or otherwise authorized to leave. Non-approved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

Excessive absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment. Abuse of available time off or missing more than two (2)

unexcused workdays per month, missing more than the hours/days accrued and available for use for particular kinds of absence, or a pattern of absences or tardiness in a one-month period is considered excessive absenteeism or tardiness, subject to applicable law.

2.18 Performance Reviews

Performance reviews provide you with feedback on your job performance, and enable you to give feedback to your supervisor. They also enable you to discuss your professional development, clarify your job expectations, and raise any concerns.

New employees and current employees who are promoted or transferred to new jobs will be reviewed at the end of the one hundred eighty (180) day introductory period. Your performance is evaluated informally by your supervisor on a continuing basis. In addition, a formal, written performance evaluation is conducted at least annually by your supervisor, or more frequently as needed. You will have a personal interview to review, discuss and sign your evaluation.

Your performance review assesses the quality and effectiveness of your work, your skills and job-specific knowledge, and your ability as a leader and team member, among other factors. In addition, the review is a chance to clarify your goals and your supervisor's performance expectations. Your performance review results will also be used to develop training and professional development plans. The outcome of your performance review will not alter your status as an at-will employee.

NOTE: Keep HS/EHS performance reviews on file for duration of employment and for the record retention period outlined in the LACOE Contract, but not less than three years after termination of employment

2.19 Staff Training

Depending on the nature of your position, you may be offered or required to complete assigned training.

NOTE: For Head Start there are LACOE mandated trainings per the LACOE GIM.

2.20 Conferences and Workshops

We are committed to your professional development. Whenever appropriate and as allowed by the budget, PLN may send you to, or help defray the cost of, conferences, workshops or professional seminars. All external trainings require the advance approval of your supervisor.

III. PAY PRACTICES

3.1 Compensation

PLN's intention is to recruit and retain qualified staff through a competitive compensation package that includes salary, benefits, paid time-off, etc. Compensation is based on:

- Political and economic trends;
- The agency's financial position;
- Periodic comparisons with published industry benchmarks; and
- Individual performance.

Periodically the Human Resources Department will conduct or review industry-specific compensation surveys to determine current market rates; Human Resources will confirm that the PLN salary scale meets any requirements set forth by funding or regulatory bodies. The PLN salary scale will be reviewed by the PLN Board of Directors.

Starting salary is recommended by the supervisor and approved by Human Resources. Salaries/wages are based on an approved compensation scales. Any exceptions require approval from an Executive Team member.

Salary is set according to training, experience, education, length of service, and prevailing market conditions affecting the availability of qualified employees.

Pay increases for employees are not automatic and may be granted at the discretion of PLN. All regular employees are eligible for pay increases with satisfactory service and in accordance with established compensation policies.

Salary adjustments may also be granted for promotions or professional milestones. Any salary adjustment you receive will not alter your status as an at-will employee.

3.2 Policy Against Pay Discrimination

Unlawful pay discrimination is strictly prohibited by law and PLN policy. We will not pay any of our employees wage rates that are less than what we pay employees of the opposite sex, of another race, national origin or ethnicity, or based on any other protected classification, for substantially similar work involving the same skill, effort, and responsibility, and performed under similar working conditions. Differences in compensation rates will be based upon legitimate business considerations such as education, experience, skill, productivity, and other performance qualities unrelated to the personal characteristics of any particular employee.

3.3 Workweek/Workday

Our work week begins at 12:01 a.m. on each Monday and ends at midnight (12:00 a.m.) the following week (168 hours later). Our workday begins at 12:01 a.m. on each day and ends at midnight (12:00 a.m.) the next day.

3.4 Pay Period/Pay Day

You will receive your paycheck every two weeks on Friday. If a PLN or bank holiday falls on a designated pay day, we will issue paychecks on the day before whenever possible.

You must pick up your paycheck in person or provide your signed written authorization for another person to do so. You may choose to have your paycheck deposited automatically into your bank account. Forms for enrolling in the Automatic Deposit program are available through the online payroll system and from the Human Resources Department. If you choose direct deposit, you may choose to receive your wage statements in electronic or paper form.

3.5 Payroll Deductions

We will make payroll deductions as required by state and federal law, including Social Security (FICA), State Disability (SDI), and state and federal income taxes. Other deductions, such as employee health insurance contributions, may also be made if you authorize them in writing.

PLN Charter School certificated staff participate in the State Teachers Retirement System (STRS). Employees contribute the required percentage of their salary and PLN contributes the employer's required amount. All withholdings from certificated employees will be forwarded to STRS as required.

3.6 Pay Advances, Loans or Check Cashing

We do not grant pay advances, loans or check cashing to employees.

3.7 Garnishments

When your wages are garnished by a court order to repay a debt that you have incurred, we are legally bound to withhold those funds from your paycheck. If you object to the garnishment, you must take independent action to have it lifted; we cannot intervene on your behalf.

If your financial concerns do not interfere with your job performance, we will make the deductions and payments as required and there will be no job-related repercussions. However, if an excessive number of wage garnishment orders or involvement in legal matters related to your garnishments causes administrative hardship and unnecessary cost for us, you may be disciplined or your employment terminated.

3.8 Duty-Free and Uninterrupted Meal Periods

Non-Exempt Employees. Non-exempt part-time employees are entitled to take an unpaid duty-free and uninterrupted meal period of no less than thirty (30) minutes whenever you work more than five hours in a workday. This meal period is to begin no later than four (4) hours and fifty-nine (59) minutes into your day. Full-time employees are provided one (1) hour of meal break, duty-free and uninterrupted, every day. Subject to operational demands, employees may elect to take an unpaid duty-free and uninterrupted meal period of either 30 minutes or one (1) hour for their first meal break of the day (in no case should any meal period be less than 30 minutes). This duty-free and uninterrupted meal period is to begin no later than the end of the fifth hour of work.

All non-exempt employees are entitled to take a second unpaid duty-free and uninterrupted meal period of no less than thirty (30) minutes, whenever you work more than ten hours. This meal period is to begin no later than nine (9) hours and fifty-nine (59) minutes into an employee's work day. You are entitled to take a third duty-free and uninterrupted unpaid meal period of thirty (30) minutes whenever you work more than fifteen hours. This meal period is to begin no later than the 15th hour of work.

PLN does not pay non-exempt employees for meal periods. All non-exempt employees must accurately record the start and stop times of their meal breaks. This means clocking out for your meal break and clocking in before returning to work.

If you perform any work for any reason during your meal period(s), you must record it on your electronic time card or the Timesheet Exception form so that you can be paid for your time. **Working off-the-clock during any meal period is strictly prohibited.**

If your work shift will be six (6) hours or fewer, or you work more than ten but fewer than twelve hours in one shift and have already taken your first duty-free and uninterrupted meal period of the day, the law permits you to waive your meal period at your option. If this occurs, or if you choose not to take the duty-free and uninterrupted meal period(s) we have provided to you, you must note that you voluntarily waived your meal period on the meal waiver form.

You are entitled to leave the premises for your duty-free and uninterrupted meal period(s). You may not skip your meal period(s) in order to work unauthorized overtime, to come in late or to leave early without the prior approval of your supervisor. You may not extend your meal period by combining meal periods or by adding rest periods to a meal period.

If you are unable to take a desired duty-free and uninterrupted meal period for at least 30 consecutive minutes, in a timely manner, for any reason, inform your supervisor or the Human Resources Department immediately so that we can ensure that your meal periods are always available to you. Any nonexempt employee who is not provided with a timely, uninterrupted and at least 30-minute duty-free meal period is immediately entitled to a meal period premium to be paid at the regular rate of pay. Any supervisor who knows or should reasonably know that a meal period was not provided in accordance with this policy

should arrange for a premium to be issued to the employee. Employees are responsible for reporting to their supervisor any meal period that was not provided in accordance with this policy where the supervisor would have no reason to otherwise know of this fact. Any employee who feels that he or she is owed a premium as a result of this policy, but has not received the premium, should report the missing premium immediately to his or her supervisor or the Human Resources Department.

Any employee, supervisor or manager who fails to observe meal break policies will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to any manager or Human Resources. Every report will be fully investigated, and corrective action will be taken if appropriate.

In addition, PLN will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the PLN's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Exempt Employees. Exempt employees are entitled to take meal periods at reasonable intervals as needed. If your workload prevents you from taking meal periods, let your supervisor know immediately so that we can address the situation.

3.9 Duty-Free and Uninterrupted bes

Non-Exempt Employees. Non-exempt employees are entitled to take a paid duty-free and uninterrupted ten-minute rest period for every four hours worked, or major portion of 4 hours (i.e., more than 2 hours), except that employees whose work shift will end in less than 3.5 hours are not entitled to a rest period. Duty-free and uninterrupted rest periods are provided as follows: (1) employees working between 3.5 hours to less than 6 hours are entitled to take one rest period of ten minutes; (2) employees working shifts from 6 hours to less than ten hours are entitled to take two rest periods of ten minutes each; (3) employees working shifts of ten hours to less than fourteen hours are entitled to take three rest periods of ten minutes each, and so on.

Your duty-free rest period should be taken in the middle of each 4-hour work period whenever possible. You may not extend the time you have available to you for a rest period by combining rest periods or by adding rest periods to a meal period.

If you are unable to take a duty-free and uninterrupted rest period in a timely manner for any reason, please discuss it immediately with your supervisor or the Human Resources Department so that we can ensure that your rest periods are always available to you. Any nonexempt employee who is not authorized and permitted to take a rest break according to this policy, is immediately entitled to a rest break premium. Any supervisor who knows or should reasonably know that a rest break was not provided in accordance with this policy should arrange for a premium to be issued to the employee. Employees are responsible for reporting to their supervisor any rest break not authorized and permitted where the supervisor would have no reason to otherwise know of this fact. Any employee

who feels that he or she is owed a premium as a result of this policy, but has not received the premium, should report the missing premium immediately to his or her supervisor or the Human Resources Department.

Any employee, supervisor or manager who fails to observe rest break policies will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to any manager or Human Resources. Every report will be fully investigated, and corrective action will be taken if appropriate

In addition, PLN will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in PLN's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Exempt Employees. Exempt employees are entitled to take rest periods at reasonable intervals as needed. If your workload prevents you from taking rest periods, let your supervisor know immediately so that we can address the situation.

3.10 Lactation Accommodation Breaks

If you are a nursing mother, you are entitled to a reasonable break to express milk in private, in an area (other than a bathroom) designated by PLN. You should use your regular paid rest periods for this purpose. Additional break periods necessary to express milk will be unpaid. We will not discriminate or retaliate against you based upon your lactation needs or activity. Please see PLN's Lactation Accommodation policy, above, for additional information.

3.11 Overtime; Day of Rest

Non-Exempt Employees: Business circumstances may require that employees work overtime hours, and we expect you to do so when called upon unless there are exceptional circumstances.

Non-exempt employees will be paid for overtime hours worked as required by applicable law. Generally, this means that you will earn overtime pay at the rate of time-and-a-half your usual rate for hours worked over eight (8) in one workday, over forty (40) in one workweek, and for the first eight (8) hours of work on the seventh day of work in the same workweek. You will receive overtime pay at the rate of double-time for hours worked over twelve (12) in one workday, and for all hours worked in excess of eight (8) hours on the seventh workday in the same workweek. Only hours actually worked are counted toward overtime. Holidays, vacation, sick leave or other approved paid absences are not counted as "time worked" for the purposes of calculating overtime.

We will work with you so that you have at least one full workday completely off duty during each workweek. If the nature of your employment reasonably requires you to work more than six days in the payroll workweek, then we will work with you so that you receive

the equivalent of at least one day completely off duty for every 7 days in the calendar month. While employees are normally required to work overtime when requested, this requirement does not apply if working the extra overtime hours would result in you failing to receive one full workday completely off duty during each workweek. Although, you are entirely free to make your own choice to accept those extra overtime hours, you will not be required to do so, nor will you be viewed negatively for choosing not to accept the extra hours.

All overtime hours must be authorized in advance by your supervisor. You may not skip your meal periods in order to work unauthorized overtime. If you work unauthorized overtime, you will be paid for your time, but you may be disciplined or terminated for doing so Exempt employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

3.12 Make-Up Time

If you wish to take off a few hours during a workweek for personal reasons, you may request to make up the time off on another day(s) during the same workweek to avoid loss of pay or reductions to your accrued paid time off. Your request must be made in writing on PLN's Make-Up Time Form and must be approved in advance by your supervisor.

If your request is approved, you may take the time off and work the extra time in any order you wish, as long as both are completed in the same workweek. Once you have made up working time, you must also take off the requested time, and vice-versa. You may not work more than 11 hours in any one workday, or more than 40 hours in any one workweek. If you work approved make-up time, you will be paid for your missed hours without having to apply any accrued paid time off, and you will not receive overtime pay, even if the work would otherwise create an overtime situation.

3.13 Policy Against Pay Discrimination

Unlawful pay discrimination is strictly prohibited by law and PLN policy. We will not pay any of our employees wage rates that are less than what we pay employees of the opposite sex, of another race, national origin or ethnicity, or based on any other protected classification, for substantially similar work involving the same skill, effort, and responsibility, and performed under similar working conditions. Differences in compensation rates will be based upon legitimate business considerations such as education, experience, skill, productivity, and other performance qualities unrelated to the personal characteristics of any particular employee.

3.14 Time Records

Non- Exempt Employees

All non-exempt employees must use the electronic time card or appropriate PLN forms to accurately record their daily hours worked, including starting and stopping times and all meal break times. You must accurately record the time you begin your workday, the time you leave for a meal period, the time you return from a meal period, the time you stop work at the end of the day, and whenever you leave the premises for any reason other than rest breaks or PLN business. In some cases, activity reports may be required to associate specific activities with reported time. This requirement is dependent on the regulations of specific funding sources.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked. If you forget to record your time or if there are errors on your time record, report these to your supervisor immediately so that your supervisor can correct your time record. If you believe that you were not paid correctly for all hours worked, you should immediately report this information to Human Resources or a supervisor. Reports of incorrect payment will be promptly investigated. If it is determined that an incorrect payment has occurred, the employee will promptly be paid to reflect all hours worked.

You may not be on PLN premises or begin working earlier than your authorized starting time, and you may not remain on PLN premises or stop working later than your authorized ending time, without prior approval of your supervisor.

Working “off-the-clock” is strictly prohibited. (Off-the-clock means work performed but not reported.) Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge. Employees who have questions about when or how many hours they are expected to work should contact their supervisor or the Human Resources Department.

Unauthorized use of or tampering with the timekeeping system, marking another employee's time record (even with that employee's permission) or allowing another employee to mark your time record is prohibited. It is a violation of PLN's policy for anyone to instruct or encourage another employee to work “off the clock,” to incorrectly report hours worked or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked or to alter another employee's time records, he or she should report the incident immediately to a supervisor of the Human Resources Department.

All employees must approve their timecards at the end of each bi-weekly payroll cycle. All employees utilizing timesheets to track and report time worked and absences from work must complete, approve, and submit timesheets to their direct supervisor for review and approval at the end of each pay period.

If you have any questions or problems, or believe your time records to be inaccurate at any time, please discuss such issues immediately with your supervisor or the Human Resources Department.

Exempt Employees

Certain funders require exempt employees to track their hours worked or specific activities.

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive his or her salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation or paid time off (PTO) to make up for the reduction in salary;
- When an exempt employee takes one or more full days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time to make up for the reduction in salary;
- When an exempt employee works only part of the week during his or her first and last week with PLN, the employee will be paid only for the days actually worked; and
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, PLN will not pay for such days/hours of absence.

PLN may require an exempt employee to use available vacation, as a replacement for salary, when the employee takes less than a full-day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, as a witness or in the military or for lack of work.

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. PLN prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to Human Resources or a supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

3.15 Payroll Errors

If you have questions about errors, inclusions or omissions on your paycheck, promptly contact the Payroll Department or the Human Resources Department. Any necessary corrections will be made immediately.

3.16 Unclaimed/Lost Paychecks

If you do not pick up your paycheck within three days of the date issued, we will send a letter to your last known address reminding you to pick up your paycheck or to give written instructions to PLN to mail it to an address you have designated. You must report lost or missing paychecks immediately so that we can stop payment on the check. If appropriate, we will issue a new check to replace a lost or missing check.

3.17 Recovery / Cool-Down Periods

PLN permits employees who work outside to spend not fewer than five minutes in the shade to cool down when necessary to avoid heat illness, during which they are relieved of all duties. There is no set schedule for recovery/cool-down periods and there is no limit on how many recovery/cool-down periods employees may take when performing work outside. Any employee experiencing any signs or symptoms of heat illness must immediately contact his or her supervisor or the Human Resources Department.

Time spent taking a recovery/cool-down period in compliance with this policy is considered "hours worked" and will be paid. PLN will assume that any nonexempt employee who fails to advise of a missed cool-down period missed the cool-down period voluntarily.

3.18 Rates of Pay

PLN, in its discretion, may choose to pay employees different wage rates for different jobs performed during a pay period. For example, an employee may work in a certain role on weekdays, but in a different role on the weekends. Employees will be advised of any such arrangement in advance, and in writing, and should understand which rates apply to which of their job duties. In no circumstance, will any PLN employee ever earn less than the applicable minimum wage. If you have any question about the rate(s) of pay applicable to your work for PLN, do not hesitate to contact your supervisor or Human Resources Department.

IV. BENEFITS AND LEAVES OF ABSENCE

This section provides eligible employees with a brief summary of PLN-sponsored benefits and federal, state, or local mandated leaves. More detailed information is contained in the official plan documents, insurance policies, and from the Human Resources Department. If there is any conflict between the brief summaries contained in this handbook and the official plan documents, the official plan documents will control.

4.1 Vacation

We provide paid vacation time to regular full-time employees to provide them with periods of rest and relaxation away from their regular job duties. Eligible employees do not accrue paid vacation time during the first 90 days of employment.

If eligible, a regular full-time employee who is normally scheduled to work 40 hours or greater per work week will earn paid vacation time as follows:

Years of Service	Annual Vacation Accrual
First day following completion of 90 days of the introductory period through completion of 12 months of employment	Up to 60 hours (7.5 work days)
First day of the 2nd year of employment through completion of the 5th year of employment	Up to 80 hours (10 work days)
First day of the 6th year of employment through completion of the 9th year of employment	Up to 120 hours (15 work days)
First day of the 10th year of employment through completion of the 14th year of employment	Up to 160 hours (20 work days)
First day of the 15th year of employment through the remainder of employment	Up to 200 hours (25 work days)

Regular full-time employees who are normally scheduled to work less than 40 hours per work week, but at least 30 hours per work week (30 – 39 hours), are also eligible to earn paid vacation time, and will accrue paid vacation time on a pro rata basis based on the percentage of their regular schedule as compared to a 40-hour per week schedule (for example, at 30 hours, an eligible employee would earn 75% of the vacation hours listed in the chart above for a 40-hour per week employee).

School administrators may have different vacation accruals; this information will be provided separately to the relevant employees.

Vacation accrues as service is performed and is reflected in fractional amounts each pay period. Vacation pay is paid to you at your current straight-time hourly rate at the time you take the vacation. We do not advance vacation time or pay to employees.

You may use vacation time in minimum increments of one-half day (four hours). You may not use more than two (2) weeks of vacation at one time without prior approval of your supervisor.

If you have been employed with PLN for at least three (3) years, you may request a cash out of up to two (2) weeks of vacation pay once every two (2) years. Requests are subject to your supervisor's approval and the organization's financial constraints.

Unless otherwise specifically noted, once you have accumulated 1.75 times as many hours as your current annual accrual benefit. Once an employee's maximum vacation accrual amount has been reached, no additional vacation days will be earned until previously accrued vacation is used. Employees will not be given retroactive credit for any period of time in which they do not accrue vacation days because they were at the maximum. At year end, unused vacation days at or below the maximum accrual amount will carry over to the subsequent year unless PLN elects to pay them out to Employees, which the Company reserves the right to do in its sole discretion.

Note: Notwithstanding PLN's 1.75 standard times vacation cap, consistent with LACOE requirements, in no case will any Head Start employees' maximum vacation accrual exceed 320 hours. As such, a Head Start employees' vacation accrual will cap at the lesser of 1.75 times the employee's annual accrual or 320 hours.

You will not accrue vacation benefits while on a leave of absence. You will not receive additional vacation time if you become ill or injured while on vacation. If a designated paid holiday is observed by PLN during your vacation period, it will not count against your vacation bank. All accrued but unused vacation will be paid to you at your final rate of pay when you leave PLN.

All requests for vacation for five (5) or more days must be submitted at least 30 days in advance; for vacation requests under five (5) days, request must be submitted at least fifteen (15) days in advance. Your immediate Supervisor must approve vacation time and dates in advance. In the event of a conflict in scheduling vacations, preference will be based on staffing requirements within each program/department. Unless extenuating circumstances apply, PLN will not grant a vacation request that exceeds accrued vacation time.

Although you are allotted vacation pay benefits to cover periods of absence for personal time off, you should not automatically assume that an absence is permissible merely because you have sufficient vacation pay benefits available to cover all or a portion of your time off. PLN may determine that your absences are excessive if they are disruptive to PLN, co-workers or children/families.

Vacation paychecks may be obtained immediately prior to going on vacation provided:

- the vacation time has been earned/accrued;
- the commencement of a vacation is coordinated with the ending of a normal pay period; and
- you request the vacation check two (2) weeks prior to the start of the vacation.

We may defer your vacation request, require you to take vacations at certain times, schedule your vacation if you fail to do so or if we deem it necessary, pay out your accrued vacation or shut down all or any part of PLN for vacation purposes if necessitated by business needs or in our sole discretion. We will give you at least 90 days' notice of PLN-scheduled vacation time.

4.2 Sick Leave

Eligible employees (those who work thirty (30) days or more in one (1) year) will be entitled to accrue or receive paid sick leave from the commencement of employment as follows:

4.2.1 Charter School Teacher Accrual

On the first date of eligibility, or at the start of the school year (July 1st), whichever is later, charter school teachers will receive up 88 hours or 11 days (whichever is greater) of paid sick leave, prorated for partial periods of employment (although not less than 48 hours or 6 days, whichever is greater). Eligible employees may carry over sick leave up to a maximum of 160 hours (20 work days). Once you have reached the maximum carry over cap, you will not earn any additional paid sick leave until you have used enough sick leave to fall below the cap. Charter School teachers may use sick leave immediately upon receipt.

4.2.2 Regular Full-Time Employees (40 hours per work week)

On your first date of eligibility, full-time employees will receive up 96 hours or 12 days (whichever is greater) of paid sick leave, prorated for partial periods of employment (although not less than 48 hours or 6 days, whichever is greater). Eligible employees may accrue and carry over sick leave up to a maximum of 160 hours or 20 days (whichever is greater). Once you have reached the maximum cap, you will not earn any additional paid sick leave until you have used enough sick leave to fall below the cap.

Regular full-time employees who are normally scheduled to work less than 40 hours per work week, but at least 30 hours per work week (30 – 39 hours), will accrue sick leave on a pro rata basis based on the percentage of their regular schedule as compared to a 40-hour per week schedule (for example, at 30 hours, an eligible employee would earn 75% of the sick leave listed in the paragraph above for a 40-hour per week employee). PLN,

however, will comply with all local, state and federal laws related to the provision or use of sick leave.

4.2.3 Regular Part-Time Employee and Other Eligible Employees

As of your date of hire, paid sick leave begins to accrue at the rate of one (1) hour of sick leave for every thirty (30) hours worked, up to a maximum of 72 hours. Eligible employees may use up to a maximum of forty-eight (48) hours of paid sick leave per calendar year. Eligible employees may accrue and carry over sick leave up to the maximum cap of seventy-two (72) hours. Once you have reached the maximum cap, you will not earn any additional paid sick leave until you have used enough sick leave to fall below the cap.

4.2.4 All Eligible Employees

Local city ordinances or federal contracts may apply to your accrual or use of sick time, depending upon the city(ies), or contract, on which you work. Federal laws or local ordinances which alter your accrual or use of sick time will be applied as necessary depending upon the contract or where you work. If there is any conflict between this sick leave policy and federal laws or the laws of the city in which you work, the law which is more generous to you will apply.

Eligible employees may begin to use paid sick leave as it is earned or received, and in minimum increments of two (2) hours.

Sick leave is paid at your regular straight-time hourly rate in effect at the time you use it, or as otherwise required by law. You will receive payment for used sick leave no later than the payday for the next regular payroll period after the sick leave was taken.

We will not advance sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay, unless you apply accrued vacation instead. Sick leave may not be used for vacation or personal time off, but may be used for preventive care or the diagnosis, care or treatment of an existing health condition, such as medical or dental appointments, time off due to domestic violence, sexual assault or stalking. You may also use your sick leave to care for your injured or ill family member, including a spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild, any individual related by blood or affinity whose close association with you is the equivalent of a family relationship, or any other family members specified by applicable law.

If the need for paid sick leave time is foreseeable, you must provide reasonable advance notification. In unexpected or emergency situations, you must notify your supervisor least two (2) hours prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to the immediate supervisor in charge. If you are absent more than one (1) day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your

return to work. You must keep your supervisor informed as to when you expect to return to work.

Although you are allotted or accrue sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay available to cover all or a portion of your time off. Subject to applicable law, we reserve the right to require a written statement from your physician or your family member's physician certifying your absence. If your absence is due to your medical condition, to the extent allowed under the law, we reserve the right to require a written release from your physician that you can return to work.

If you leave PLN for any reason, we do not cash out accrued but unused sick leave. However if you are rehired within one (1) year of your initial separation, all previously unused sick leave will be reinstated.

If your absence due to illness or injury extends beyond seven (7) days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information and claim forms from the Human Resources Department or online at www.edd.ca.gov.

4.3 Holidays

Subject to applicable law, regular full-time and regular part-time employees are given the following holidays off with pay each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday

Eligible employees will also be given paid holidays representing the regular work days between Christmas and New Year's Day. These holidays may be granted on those calendar days, or may be delayed until after New Year's Day in the sole discretion of management to address program operational needs.

Employees working under certain contracts may have different holiday schedules. These employees will be paid for the same number of PLN holidays outlined above, even if the holidays observed under these contracts do not always coincide with PLN holidays.

Charter Schools' faculty and employees on an annual employment contract observe the school holidays based on the school calendar.

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday.

We will pay holiday wages at your regular straight-time hourly rate in effect at the time the holiday is observed. Part-time employees will be paid for holidays based on their weekly work schedule; you will be paid only for holidays that fall on a regularly scheduled workday. To be eligible for holiday pay, you must work on PLN's last scheduled work day immediately prior to, and PLN's first scheduled work day immediately after the designated holiday (regardless of whether you are scheduled for those days), unless your absence is excused. You will not receive holiday pay if you are scheduled to work but do not report to work on a designated holiday.

An employee whose regularly scheduled day off falls on a holiday will be provided another day off in lieu of the holiday pay, a date agreeable to both the employee and supervisor.

Exempt employees will not receive additional holiday pay, but they will not incur any reduction in pay for a partial week absence due to a Hospital-observed holiday.

If you recognize alternative holidays for religious purposes, contact the Human Resources Department to discuss your right to take additional religious holidays without pay.

4.4 Floating Holiday

After the first 90 days of employment, PLN provides eligible employees with a one-day floating holiday each fiscal year, with the hours accruing annually on July 1st. Part-time employees' floating holiday hours will be pro-rated based on their weekly work schedule at the beginning of the fiscal year. PLN strongly recommends that all employees use their accrued floating holiday in the year in which it is earned, but if you don't use your floating holiday, the time will carry over to the next fiscal year. Once you have accumulated two days, you will stop accruing further floating holiday time until you have used enough floating holiday hours to bring you below this accrual cap. Eligible employees must schedule their floating holiday according to the vacation section above. All accrued but unused floating holiday time will be paid to you at your final rate of pay when you leave PLN.

4.5 Leaves of Absence

4.5.1 Insurance and Benefits During All Disability Leaves

If you need a leave of absence for Family and Medical Leave Act/California Family Rights Act Leave (FMLA/CFRA), Workers' Compensation Leave or other disability leaves, and you are otherwise eligible under the applicable leave laws, and also eligible to participate in a PLN-sponsored group health and dental insurance program, we will help you maintain your group health and dental insurance coverage during your leave. We will pay our usual share of your coverage premiums for up to twelve weeks or the duration of your protected leave. You must pay for your usual share of your coverage premiums as well as for any dependent coverage. You may contact the Human Resources Office to arrange a payment plan. If you do not make timely premium payments to us during your leave, your coverage will be cancelled for nonpayment of premiums, and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

For pregnancy disability leave (PDL), PLN will continue to pay its share of group insurance coverage for up to 17 and 1/3 weeks. Such benefits may overlap with PLN's obligations to continue premium payments under FMLA.

You do not accrue paid time off benefits during your leave of absence. If you wish to apply any accrued paid time off to your leave, we will help you coordinate your use of paid leave with your state disability benefits, where applicable. Any paid time off applied to your leave will count towards your allotted leave time and will not increase the total leave time allowed.

4.5.2 Disability Leave

In addition to any legally-mandated leave to which you may be entitled, we will make every effort to reasonably accommodate your need for an unpaid leave of absence in the event of a disability, as long as it will not pose an undue hardship for PLN. If you require a disability leave, make a written request to the Human Resources Department.

You must notify the Human Resources Department of your intent to resume work at least one week prior to your expected return date. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, stating your ability to return to your regular duties and any restrictions you may have.

Although we cannot guarantee that your job will be held open for you until you return from a disability leave, we will make every effort to return you to the same or a similar job position. If no job opening exists for which you are qualified, you will be separated from employment.

While you are on disability leave, you may not accept other employment involving the same duties or activities as your position with us. If you do so, or if you fail to return to

work at the end of your disability leave, we will assume you have voluntarily resigned your position at PLN.

4.5.3 Family and Medical Care Leave/California Family Rights Act Leave (Fed-FMLA/CFRA)

PLN will provide family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted.

4.5.3.1 Entitlement to Leave. The federal Family and Medical Leave Act (Fed-FMLA) and the California Family Rights Act (CFRA) guarantee eligible employees a medical or family care leave of absence without pay for a maximum of twelve weeks within a rolling twelve-month period, measured backward from the date you use any Fed-FMLA/CFRA leave.

To be eligible for this leave, you must (1) have been employed with us for at least twelve months within the past seven years; (2) have worked at least 1,250 hours in the year preceding your request for leave, and (3) (for Fed-FMLA only) work within 75 miles of at least 49 employees at PLN (CFRA may apply if an employer has five or more employees) . Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for any Fed-FMLA/CFRA Leave, they should contact the Human Resources Department.

Federal and state laws allow Fed-FMLA/CFRA Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the leave, it is important to identify the purpose or reason for the leave. Fed-FMLA leave and CFRA leave run concurrently except for the following reasons: to care for or bond with a domestic partner's newborn child or newly placed foster or adopted child (CFRA only), to care for a domestic partner, child or registered domestic partner's child of any age, sibling grandparent, or grandchild with a serious health condition (CFRA only), incapacity due to pregnancy or prenatal care as a serious health condition (Fed-FMLA only), qualifying exigency leave (Fed-FMLA only) and military caregiver leave (Fed-FMLA only). Additionally, CFRA coverage for an employee's own serious health condition that also constitutes a disability under the California's Fair Employment and Housing Act (FEHA) is separate and distinct from FEHA protections. If the employee cannot return to work at the expiration of the CFRA leave, PLN will work with the employee to determine whether an extension of the leave would be a reasonable accommodation under the FEHA.

FMLA Leave may be used for one of the following reasons:

Reasons for Leave		CFRA	FMLA	Both
To care for or bond with:	An employee's newborn child or newly place foster or adopted child.			X

(Bonding Leave)	A domestic partner's newborn child or newly placed foster or adopted child.	X		
To care for a family member with a serious health condition who is the employees':	Spouse, parent or child under age 18, or age 18 or older who is incapable of self-care.			X
(Family Care Leave)	A domestic partner, child or registered domestic partner's child of any age, sibling, grandparent, or grandchild.	X		
The employee's own serious health condition that makes the employee unable to perform his or her job, excluding leave for the medical disability related to pregnancy and birth. (Serious Health Condition Leave)				X
The employee's own medical disability related to pregnancy and birth.			X	
A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, parent or child in the United States armed forces. (Military Caregiver Leave)				X
Military caregiver leave for a service member with a serious health condition (defined under "Definitions") who is the employee's spouse, domestic partner, child, parent or next of kin.*			X	

*CFRA leave will run concurrently when the family member, regardless of military status and with the exception of next of kin, meets the standard criteria for a serious health condition.

4.5.3.2 Key Position Employees. If you are in a "key position" (defined as the highest paid 10% of PLN employees within 75 miles of that worksite), you may not return to your former or equivalent position following a Fed-FMLA only leave if keeping your position available would cause substantial economic injury to PLN, as determined on a case-by-case basis. We will notify you and explain your rights if you fall within this designation.

4.5.3.3 Leave for Care of Family Members in the Military. You may take up to 12 weeks of FMLA leave because of any special circumstances that arise out of the fact that your spouse, child or parent is on active duty or has been called to active duty as a reservist, National Guardsperson or existing active duty serviceperson. This leave applies even if no medical condition or injury exists that would otherwise qualify for FMLA/CFRA leave.

4.5.3.4 Leave for Care of Injured Military Family Member. You may take up to 26 weeks of FMLA leave to care for a parent, child, spouse, nearest blood relative or registered domestic partner who is injured while on active duty in the U.S. Armed Forces within the five years preceding the date of your requested leave.

4.5.3.5 Applying for Leave. Submit your request for leave in writing to the Human Resources Department and inform your supervisor of your leave request. The HR

Department will notify you in writing if your leave has been approved. At least one week prior to your return to work, you must provide written notice to the HR Department and inform your manager of your intent to resume work.

If your request for leave is because of the serious health condition of yourself or a qualified person, you must provide us with a physician's certificate along with your request for leave. The certificate must set forth the date when the condition commenced, its probable duration, an estimate of the time needed for care and a statement that the condition warrants the leave. Before returning to work after a leave of absence based on your own medical condition, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any restrictions you may have.

4.5.3.6 Disability Benefits. You may be eligible for State Disability Insurance (SDI) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the Human Resources Department. If you wish to apply any accrued paid time off to your leave, we will help you coordinate your use of paid leave with your state disability benefits, where applicable.

4.5.3.7 Nondiscrimination. PLN takes its FMLA Leave obligations very seriously and will not interfere with, restrain or deny the exercise of any rights provided by the Fed-FMLA or the CFRA. We will not terminate or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to the Fed-FMLA or CFRA. If an employee believes that his or her Fed-FMLA or CFRA rights have been violated in any way, he or she should immediately report the matter to the Human Resources Department.

The Company's "Employee Rights and Responsibilities" notice provides additional details regarding employees' rights and responsibilities under the Fed-FMLA and/or CFRA. Employees may obtain a copy of the "Employee Rights and Responsibilities" notice from the Human Resources Department.

Employees should contact the Human Resources Department as to any Fed-FMLA or CFRA questions they may have.

4.5.4 Pregnancy and Pregnancy-Related Disabilities Leave and Accommodation

If you are pregnant, you may request a modification of your job duties or a transfer to a less strenuous or hazardous position. We will accommodate your request for a modification or transfer if it is medically advisable and can be reasonably accommodated without undue hardship to PLN. You must provide a certification from your health care provider confirming the medical need for a job modification or transfer. Before returning to your normal work duties or schedule, you must provide a written statement from your physician allowing you to return to your regular duties and specifying any limitations upon your ability to work.

If you are disabled by pregnancy, childbirth or related medical conditions, or a condition related to these areas, you may take an unpaid pregnancy disability leave (PDL). The PDL covers any period(s) of physician-certified disability of up to four months (17 1/3 workweeks) per pregnancy. For employees who work part-time or do not work a regular schedule, the PDL covers the amount of time you would typically work in a four-month period. At the end of your leave, you will be reinstated in the same or a substantially equivalent position unless your position has been eliminated because of a change in business conditions or operations.

You do not need to take your PDL in one continuous period of time; you may take it on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth and pregnancy-related medical appointments are covered by PDL. You must provide a certification from your health care provider of your pregnancy disability. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any limitations you may have.

You may be eligible for State Disability Insurance (SDI) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the Human Resources Department. If you wish to apply any accrued paid time off to your leave, we will help you coordinate your use of paid leave with your state disability benefits, where applicable.

If you are covered by a group health insurance plan at the time of your leave, you are entitled to continue your group health insurance coverage for the duration of your pregnancy disability leave under the same terms and conditions as when you are actively working.

If you have been on PDL and intend to take CFRA leave or Paid Family Leave for baby bonding purposes after the birth of your child, you must provide us with a certification of your change of leave status.

For more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact the Human Resources Department.

4.5.5 Paid Family Leave

Under California's Paid Family Leave Act (PFL), you may be eligible to receive payments from the state Employment Development Department while you are on leave for up to eight weeks to care for an ill family member (defined as parent, parent-in-law, child, spouse, sibling, grandparent, grandchild or domestic partner) or for bonding with a newborn or recent adoptee. You contribute to the cost of this insurance through payroll deductions.

You must apply two weeks of your available paid time off benefits to this leave. We do not pay you for your leave, and we cannot guarantee that your job will be held open after a Paid Family Leave (unless a different applicable law applies), although we will make every effort to return you to the same or similar job. We will not retaliate against you for requesting or taking Paid Family Leave. This leave may run concurrently with FMLA or CFRA leave.

For further information on this benefit and whether you will be guaranteed reinstatement, please contact the Human Resources Department.

4.5.6 Coordinating CFRA Leave, PDL and PFL

If you have been employed with us for at least one continuous year and worked at least 1,250 hours in the year preceding your request for leave, you may request CFRA leave of up to twelve work weeks to bond with your child after your physician has released you from your post-delivery PDL. This unpaid CFRA leave is separate from the right to take PDL (and concurrent FMLA leave, if applicable), which is explained in the preceding sections of this handbook. There is no need to establish a serious health condition for you or your child to take CFRA leave. Your baby-bonding leave must be taken in minimum increments of two weeks and is available to you only within one year after your child's birth.

The maximum possible combined unpaid leave for a pregnant woman is up to four months for pregnancy disability if medically required (which includes any period of disability certified by a physician after the birth of the child), plus twelve work weeks to care for and bond with the newborn child. CFRA leave may overlap with the Paid Family Leave referenced in the previous section.

For more information regarding your eligibility for an unpaid CFRA leave, the impact of the leave on your seniority and benefits and coordination with PDL, please contact the Human Resources Department.

4.5.7 Bone Marrow or Organ Donor Leave

Bone Marrow Donor Leave

Eligible employees who undergo a medically necessary procedure to donate bone marrow to another person will be provided with five workdays off in any one-year period, without a loss in pay. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins his or her leave. Employees may take leave in one or more periods, as long as the leave does not exceed five days in any one-year period.

Employees are eligible for leave if they have worked for PLN for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation, and written release to return to all work at the conclusion of the leave.

Employees must use all available accrued sick, vacation, or paid time off (PTO) concurrently with this time off. Any remaining days of leave will be paid by PLN, up to five workdays. If an employee does not have enough earned sick, vacation or PTO time to cover the leave period, the remaining days of leave will be paid by PLN. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary adjustments, sick leave, vacation, PTO, annual leave or seniority. Use of your available paid sick leave does not extend the total amount of leave available to you by Law.

While on bone marrow donor leave, PLN will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she did not take a leave. For example, if an employee on bone marrow donor leave would have been laid off had he or she not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

PLN will not retaliate or tolerate retaliation against any employee for requesting or taking bone marrow donor leave in accordance with this policy.

Organ Donor Leave

Eligible employees who undergo a medically necessary procedure to donate an organ to another person will be provided with a paid leave of absence of up to 30 business days and an additional unpaid leave of absence of up to 30 business days in any one year period. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins his or her leave. Employees may take leave in one or more periods, as long as the leave does not exceed 30 days in any one-year period.

Employees are eligible for leave if they have worked for PLN for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must first exhaust all available sick leave. Such employees must also provide written verification detailing the purpose and length of leave, including the medical necessity for the donation, and a written release to return to all work at the conclusion of the leave.

Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of, salary

adjustments, sick leave, vacation, PTO, annual leave or seniority. Use of your available paid sick leave does not extend the total amount of leave available to you by Law.

While on organ donor leave, PLN will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she did not take a leave. For example, if an employee on organ donor leave would have been laid off had he or she not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

PLN will not retaliate or tolerate retaliation against any employee for requesting or taking organ donor leave in accordance with this policy.

4.5.8 Workers' Compensation Leave

If you suffer a work-related injury or illness, you are entitled to an unpaid leave of absence. Your leave will continue until one of the following situations occurs:

1. You are released for full or modified duty and can return to work, with or without reasonable accommodation;
2. We receive medical evidence that you will be unable to return to work at any time in the future; or
3. You resign your position or do not return to work after your approved leave has expired.

We may require an examination by a medical professional of our choice at no cost to you to verify your ability to begin or remain on a medical leave.

If you return to work at the end of your leave of absence, you will be reinstated to your former position, unless business conditions have caused us to eliminate your job position. If your position is not available, you will be offered any available opening in a comparable position for which you are qualified. If there is no such position, you will be terminated. FMLA and CFRA may run concurrently with your workers' compensation leave.

4.5.9 Personal Leave

Regular full-time employees with one (1) year of more of service may be granted a personal leave of absence without pay for a maximum period of thirty (30) days. Reasons for a leave may involve family emergencies or extenuating circumstances not covered by other leaves, educational and travel opportunities or other personal endeavors. Each request for a leave of absence will be considered individually.

You must apply all accrued paid time off benefits to your personal leave of absence. You must pay 100% of your health and dental premiums during your leave. If you do not pay your insurance premiums, your coverage will be cancelled and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

You must submit a written request for unpaid personal leave to your supervisor and the next level manager for approval. You must provide the starting and ending dates of your requested leave. At least one week prior to your return to work, you must confirm your intent to return to work with the Human Resources Department.

We cannot guarantee that your job will be held open for you until you return from a leave. We will make every effort to return you to the same or a similar job; however, if no job opening exists for which you are qualified, you will be separated from employment for lack of work. You may not accept other employment while on personal leave without the prior approval of the Human Resources Department. If you do so, or if you do not return to work as scheduled at the end of your personal leave, we will assume you have voluntarily resigned your employment.

4.5.10 Jury Duty/Appearance as a Witness

All employees will be given time off for jury duty. PLN will pay you for up to ten (10) workdays to serve on jury duty (less any fees received from the Court for jury service). If jury duty extends beyond 10 days you may use paid vacation time. Exempt employees will not incur any reduction in pay for a partial week absence due to jury or witness duty.

If you are summoned for jury duty, give your summons to the Human Resources Department to arrange for time off. While on jury duty, you must give us a jury attendance report, signed by a court official, at the end of each week of jury duty.

If you are subpoenaed as a witness, give a copy of the subpoena to the Human Resources Department and we will give you time off without pay as needed. If you are subpoenaed to be a witness for us in a legal proceeding, we will pay you for your time.

During jury service or witness duty, you must return to work on any day when you are not required to report to the court or when you are excused early, as long as there are at least two hours remaining on your usual shift.

4.5.11 Civil Air Patrol Leave

If you are a member of the California Civil Air Patrol, you are entitled to time off to serve when called, and you will be reinstated to your position when your service is complete. To request a leave of absence, submit documentation of your service to the Human Resources Department.

4.5.12 Military Leave

If you are on full-time duty in the armed services, we will give you all leave of absence, benefits and reinstatement rights guaranteed to you by current laws. If you are a member of a National Guard or Military Reserve (including Federal and State Military Reserve) unit, we will give you an unpaid leave of absence for your annual military training (typically two weeks per year). You must give your official duty orders to the Human Resources Department and submit a written request for a military leave of absence. You may apply your accrued paid time off benefits to receive pay for any leave period not covered by your military base pay, or you can choose to take the time off without pay. We will not discriminate or retaliate against you based upon your membership or service in any state or federal military force, as it pertains to any term, condition or privilege of employment with PLN.

4.5.13 Military Family Leave

You are entitled to up to 10 days of unpaid leave when your military spouse or registered domestic partner is home on leave from active service in the Armed Forces, National Guard or Reserves. Your leave must take place while your military spouse or registered domestic partner is on leave from deployment to an area of "military conflict," defined as a period of war declared by Congress or authorized under the federal Armed Forces Code. To be eligible for this leave, you must be working an average of 20 or more hours per week, and you must request leave from the Human Resources Department within two business days of receiving official notice that your military spouse or registered domestic partner will be on leave from deployment. You can apply any accrued paid leave time to this leave.

4.5.14 Witness and Victims of Crime Leave

PLN acknowledges that, on occasion, employees may need to take time off to participate in judicial proceedings as a witness or because an employee or their close family member was victimized by various crimes under several California Labor Code provisions. PLN will also provide time off to an employee who has been the victim of crime or abuse to seek medical care, counseling, and other safety-related services. Retaliation or discrimination against an employee taking leave as permitted under this policy is strictly prohibited.

The Company authorizes leave under the circumstances described in this policy.

- You may take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- If you are a victim (as defined below), you may take time off to seek relief from a court, including to obtain a temporary restraining order, restraining order, or other injunctive relief, to help ensure your or your child's health, safety, or welfare.

"Victim" includes any of the following: (i) a victim of stalking, domestic violence, or sexual assault; (ii) a victim of a crime that caused physical injury or that caused mental injury

and a threat of physical injury; or (iii) a person whose immediate family member (as defined below) is deceased as the direct result of a crime.

For purposes of this policy, immediate family member includes an employee's: (i) spouse or registered domestic partner; (ii) parent or legal guardian; (iii) parent-in-law or registered domestic partner's parent; (iv) step-parent; (v) sibling; (vi) step-sister, step-brother, or half-sibling; (vii) child or a registered domestic partner's child; (viii) step-child; (ix) anyone who has a similar familial relationship with the employee; (x) grandparent; (xi) grandchild; (xii) son-in-law or daughter-in-law; (xiii) aunt or uncle; (xiv) niece or nephew; or (xv) brother-in-law or sister-in-law;

Seeking Outside Assistance Services

An employee who is a victim (as defined above) may take time off to: (i) seek medical attention for injuries caused by crime or abuse; (ii) obtain services from a domestic violence shelter, program, rape crisis center, victim services organization or agency due to the crime or abuse; (iii) obtain psychological counseling or mental health services related to an experience of crime or abuse; (iv) participate in or take safety measures, such as relocation, to protect against future crime or abuse.

Providing Notice

Employees should inform the Human Resources Department as soon as possible before taking time off under this policy. On receipt of a subpoena or other court order requiring appearance in a judicial proceeding as a witness, employees must inform the Human Resources Department immediately, and likewise provide appropriate documentation, including a copy of the subpoena or court order, or appropriate documentation as soon as possible.

If you are a victim eligible to take leave to seek relief from a court to help ensure your or your child's health, safety, or welfare or to seek other outside assistance services as provided above, you must provide PLN with reasonable advance notice of your intent to take leave. If advance notice is not possible, you must provide PLN with appropriate certification within a reasonable time after your absence.

Pay Provisions

Leave for reasons authorized by this policy is unpaid. However, as legally permitted, employees may opt to use any available accrued sick leave in place of unpaid leave.

Leave for Other Judicial Proceedings

Employees are also entitled to take leave to attend judicial proceedings related to certain serious crimes if they are: (i) a victim of the crime; (ii) the crime victim's "immediate family member"; (iii) the crime victim's registered domestic partner or (iv) the child of the crime victim's registered domestic partner.

Crimes covered are: (i) a violent felony, as defined in Section 667.5(c) of the Penal Code; (ii) a serious felony, as defined in Section 1192.7(c) of the Penal Code; or (iii) a felony theft or felony embezzlement.

Employees should consult with the Human Resources Department regarding the offenses covered by this leave law. When notice is not feasible, or an unscheduled absence occurs, employees must provide a certification within a reasonable time after their absence.

Employees may also be entitled to a reasonable accommodation under the Company's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy and/or the Human Resources Department.

4.5.15 Bereavement Leave

An employee that has been employed by PLN for a period of at least 30 days is entitled to a paid bereavement leave of up to five (5) days following the death of an immediate family member or pregnancy loss. Immediate family members: your spouse, child or stepchild, parent or stepparent, grandparent, sibling or stepsibling, mother-in-law or father-in-law or registered domestic partner. The five (5) days of bereavement leave can be taken intermittently (but must be taken within three months of the family member's date of death). You may request bereavement leave in special circumstances for other persons not listed here. Bereavement leave must be approved by the Human Resources Department. We may request satisfactory documentation of your need for leave.

4.5.16 Time Off to Vote

If your normally-scheduled work hours prevent you from voting in any statewide election, you may take up to two hours of paid time off to vote at the beginning or end of your work day. You must request voting time off at least two days in advance, and you must provide your voting receipt to the Human Resources Department.

4.5.17 Family and School Partnership Time Off

PLN will provide up to 40 hours each year (not to exceed eight hours in any calendar month of the year), of unpaid time-off to an employee who is a parent, step-parent, foster parent, grandparent, or a person who stands in loco parentis to one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child care provider of any of his or her children, to find, enroll, or reenroll a child in school or with a licensed child care provider, or to address a child care provider emergency or school emergency or if you have been summoned to appear at the student's school under the Education Code.

To be eligible for such leave, the employee must, prior to taking the time off, give reasonable notice to their supervisor of his/her planned absence. The employee may use vacation time for this time off.

PLN may request that the employee provide documentation from the school or licensed child care provider as proof that he or she participated in school or licensed child care provider activities on a specific date and at a particular time.

4.5.18 Education Leave

Upon completion of the first year of employment, a full-time employee may request up to three (3) hours of paid educational leave during working hours in a week. This time is allowed if a full-time employee is pursuing education that will enhance his/her job skills. Release time is subject to our operating constraints and the following:

- Schools/Programs/Departments: Approval by immediate Supervisor and next level management;
- Enrollment: Employees must submit written verification of enrollment in an approved course(s), interim and final grades or other verification of satisfactory completion of course work.

4.5.19 Inability of Employees to Travel to Work Due to Designated Road Closures, Storms, Public Health Emergency or Natural Disasters

Employees who are unable to travel to work due to road closures, storms, a public health emergency (including, but not limited to, a pandemic) or natural disasters will be paid only for hours actually worked, subject to applicable law. Employees may use their vacation accrual, if any, or any other applicable leave benefit to make up for any time lost from work under these circumstances. Absences from work or tardiness due to road or traffic conditions will be excused only if there is a state, county or city-mandated closure or instruction to refrain from travel.

NOTE: Head Start will follow the approved LACOE Emergency Procedures Checklist

4.5.20 Volunteer Firefighter/Peace Officer/Rescue Personnel

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel (including any officer, employee or member of a disaster medical response team sponsored by the state), you may take all necessary unpaid time off from employment to perform your emergency duty. You may also take up to 14 days of unpaid leave each calendar year for the purpose of engaging in fire, law enforcement or emergency rescue training. You must provide as much advance notice as possible to the Human Resources Department and you must provide documentation of your need for leave. If you are a health care provider you must notify us at the time you become designated as "emergency rescue personnel" and when you are notified of deployment based on that designation.

4.6 Group Insurance

We provide access to medical, dental and vision insurance coverage options for all eligible employees. You are eligible for coverage on the first day of the next calendar month after completion of thirty (30) days of employment or transfer to a benefited position in accordance with the terms of the applicable policy and the Affordable Care Act, as well as any equivalent local, state or federal laws. We will pay 100% of the premium for some health plans as well as most of the premiums for the rest of the plans for employee only. PLN pays a significant percentage of the premiums for dependent coverage (children and family) for most of the plans. Details of the plans and employee contributions will be provided during new hire orientation.

We also offer group term life insurance and Accidental Death and Dismemberment coverage and Employee Assistance Program (EAP) to all benefited eligible employees. PLN pays the cost of this insurance.

When your employment ends, you will be covered through the end of the month. After that, you may be eligible to continue coverage through COBRA at your own cost.

Our insurance benefits may be changed or eliminated at any time. The details of our insurance benefits are controlled by the terms of the plan. You may obtain further information regarding our insurance benefits from the Human Resources Department.

4.7 Section 125 Flexible Spending Plan

Under Section 125 of the IRS Code, PLN offers a flexible spending account for employees who wish to set aside pre-tax dollars to cover certain expenses, including:

- Out-of-pocket health insurance expenses not covered by your health insurance coverage (e.g. annual deductible, co-pay fees, orthodontia, vision care, etc.)
- Dependent care (e.g. child care expenses)

Further information about the flexible spending account is provided in the plan's summary plan description, which you receive during new employee orientation. Additional copies are available from the Human Resources Department. We pay 100% of the administrative costs for this benefit.

4.8 401k Plan

Unless otherwise required by applicable law or the plan documents, after completing three (3) months of employment, in which you are credited with at least 83.33 hours of service per month and if you are at least 21 years of age, you will be eligible to participate in our 401K plan. Information regarding our plan is available from the Human Resources Department.

4.9 Credit Union

Membership in a credit union is available to all employees. You may join by contacting Human Resources for an application.

4.10 Education Assistance Plan

We may provide reimbursement for limited educational expenses in certain circumstances. Contact the Human Resources Department for more details about this program.

NOTE: Head Start employees receiving educational reimbursements are required to work in the Head Start program for a minimum of three years after receiving the degree; or repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.

4.11 Employee Assistance Plan

We offer an employee assistance plan (EAP) that offers confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. The EAP addresses a broad range of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs.

V. GENERAL POLICIES

5.1 Confidential Information

Confidential information and trade secrets are developed by PLN employees as part of their job duties and responsibilities. Because protecting confidential information and trade secrets is important to us, you are required to sign a Confidential Information Agreement as a condition of your employment.

In general, employees are expected to follow these standards, in addition to those obligations outlined in the remainder of this handbook and in the Confidential Information Agreement:

- Employees are expected to maintain confidentiality of information that relates to PLN's services, clients and fellow employees. This includes, but is not limited to, HIPAA (related to any protected health information), FERPA (related to student records) and other state and federal privacy requirements.
- Employees should not reveal or discuss confidential information with their fellow co-workers or outside persons other than what is necessary to perform their job duties and only with those with a need to know.
- Employees who are privy to confidential information may use such information only for approved purposes, must control its dissemination, and reduce to the extent reasonably possible the risk of its unauthorized use or disclosure.

Failure to comply with PLN policies or applicable laws and regulations regarding the use and safeguarding of confidential sensitive information will result in disciplinary action.

Confidential or trade secret information includes financial data; the names and contact information of current, former and potential employees, clients, students, parents, vendors and others; technical data; marketing information; and other proprietary information about PLN, its schools, programs or internal operations. This information may be written or electronic.

You must take great care to protect trade secrets and other confidential information. You may not disclose any trade secrets or confidential information to third parties, either during or after your employment. You must store all confidential and trade secret information in a manner that protects and maintains the confidentiality of that information.

Notwithstanding anything else in this Handbook to the contrary, an employee will not be liable for: disclosing trade secrets in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting

or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

5.2 Video Surveillance

To protect employees, students, clients, and to avoid theft and vandalism, including but not limited to theft of PLN property and proprietary information, video cameras are installed at some PLN sites. PLN employees should not have any reasonable expectation of privacy in areas under video surveillance. Private offices, bathrooms, locker rooms and changing areas are not monitored.

5.3 Dress Code / Personal Appearance

We expect you to report to work in clothing that is suitable to your position and your working environment. Clothing should be neat, clean, without tears or holes, in good taste and should not constitute a safety hazard. In general, you are expected to use good judgment and to groom yourself in accordance with accepted industry standards.

Your supervisor will inform you of any special dress requirements including uniforms that may be necessary or required in your department. Specific examples of inappropriate dress include, but are not limited to: tank or halter tops, exercise wear, overtly sexual or revealing clothing, and items with symbols, slogans or language of an unprofessional nature.

Body-piercing jewelry must be limited to earrings; no other visible body-pierced jewelry, body art or tattoo is allowed.

To protect employees with allergies or scent sensitivities, we ask that you refrain from wearing or using discernible perfume, cologne, essential oils, scented hair products, deodorants or other scented products.

We observe a casual dress day on Fridays (jeans are permitted). Some employees may not be permitted or may find it impractical to dress casually. Employees who do participate in a casual dress day still are expected to report to work properly groomed. Acceptable casual dress excludes sweat suits, work-out attire and ripped or torn clothing, midriff-baring tops, and shorts.

To assure a safe and appropriate working environment, we will actively monitor these dress standards. If you do not comply with these requirements, we may ask you to leave work and return in proper attire, and you will not be paid for this time. We reserve the sole discretion at all times to determine whether your attire is appropriate for the workplace.

PLN complies with all applicable laws regarding personal appearance and grooming standards and does not discriminate against employees on the basis of hair texture and

protective hairstyles. Furthermore, PLN encourages employees to dress consistently with their gender identity or expression

Religious, Medical and Disability Accommodations

Nothing in this policy is intended to interfere with your religious dress or grooming practices, or any dress or grooming practices related to your sex, gender, gender identity or gender expression. If these requirements impact your religious dress or grooming practices, or any dress or grooming practices related to your sex, gender, gender identity or gender expression, or if you require alternative dress or grooming practices related to a disability, please see the Human Resources Department to discuss a reasonable accommodation, including making an exception to this policy.

5.4 Fragrances & Scented Products

To protect employees with allergies or scent sensitivities, we ask that you refrain from/minimize wearing or using discernible perfume, cologne, essential oils, scented hair products, deodorants or other scented products.

5.5 Smoking/Use of Tobacco

We do not permit smoking or the use of tobacco (including e-cigarettes and vaporizers) anywhere inside the facility, in PLN vehicles or within 20 feet of any entrance to a PLN facility. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms (used during the day and evenings), hallways, and outdoor play areas. PLN does not allow smoking during any offsite activities such as field trips, neighborhood walks, or other outdoor group activities and all staff and parents must abide by this policy during these activities.

PLN does not allow smoking by staff providing home-based services and home visits. PLN staff will encourage parents not to smoke during these sessions and provide parent education on the hazards of second-hand smoke to children and other family members.

If you are smoking or using tobacco during rest breaks, you must not smell of smoke or tobacco when you return to the workplace. You may not chew or spit tobacco on PLN premises or in PLN vehicles. You may not discard cigarettes, tobacco or related materials on PLN premises, except in designated receptacles.

5.6 Remote Work Policy and Practices

PLN has implemented a remote work policy applicable to select approved employees whose essential job functions can be fulfilled while working remotely. This policy establishes eligibility requirements for remote work and governs all teleworking arrangements, whether full-time or hybrid. Employees who have been approved to work remotely will be provided with a copy of PLN's standalone Remote Work Policy as applicable, and when updated.

5.7 Technology and Communications Systems

Our technology and communication services, equipment and content (Communications System) include mail, electronic mail (email), facsimiles, telephones, voicemail, personal computers, computer networks, online services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, dictation machines, pagers, cellular phones, PDAs, smart phones, text messages, Internet posts, bulletin boards and any similar communications or equipment. As technology changes frequently, there will be additions to this list.

Our Communications System is PLN property. You have no personal rights and no right of privacy in any use of our Communications System. We will access and monitor every employee's use of the Communications System, including all content created or stored on it.

When using our Communications System, you must comply with the following guidelines:

- You are to use the Communications System only for business purposes. Personal use of the Communications System is not permitted, and you should not expect privacy with regard to any unauthorized personal use.
- You may not send or receive personal mail or e-mail with our Communications System.
- You may not use our Communications System to harass others, to gossip or bully others, or to send anonymous communications.
- We have access to your use of the Communications System at all times, even if you use personal passwords. These personal passwords may be disclosed to the Information Technology (IT) Department, but you may not disclose them to any other employee without the prior approval of IT Department.
- You may not tell outside parties that your voicemail or email is private or confidential, since it may be accessed by us or by other employees as necessary.
- You may not install or download any software, Internet add-ons, toolbars, software update or other addition to our Communications System without the advance approval of IT.
- You may not send PLN information or property to your personal e-mail or other outside location except as required in your job duties, and you may not download PLN information or property to any external drive or storage device.

In addition to any disciplinary action that may be imposed, we also may advise legal authorities of any illegal use of our Communications System.

5.8 Email Etiquette

You are expected to follow these guidelines with regard to email etiquette:

- As with any other form of business correspondence, email messages should be courteous and respectful, devoid of rude or facetious remarks that could be seen as unethical or libelous.
- PLN's anti-harassment policy applies to all internet, email, and voice mail use. These media may not be used to participate in or exchange offensive jokes, chain letters, pyramid schemes, or access sites that contain sexual, vulgar, derogatory, harassing, or offensive material.

5.9 Social Media Policy

Social media refers to blogs, chat rooms, forums and social networking sites such as Facebook, Pinterest, Twitter, LinkedIn, Instagram and YouTube, among others. You have the right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed during working time or by using our Communications System, and do not cause harm to others or conflict with our policies, business, goodwill or reputation.

If you engage in social media activities on your own time, you must comply with the following guidelines as a condition of employment:

- Do not disclose confidential, proprietary information or trade secrets.
- Do not write or post harassing or offensive material in violation of law or PLN policies.
- Do not defame PLN or our personnel, activities or competitors.
- Do not use or reproduce our logo, website link or other proprietary PLN information without advance permission of the Human Resources Department.
- When expressing your opinion or position, you must use your own name and Internet account, not your PLN name or Internet account. Your comments or posts must be yours alone, and must not appear to be representative of or approved by PLN.

Remember that you are responsible for your comments or posts on social media sites. You can be sued by PLN, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments. If you want to use social media to promote

PLN's activities, products or initiatives, you must obtain advance approval of the Human Resources Department.

You are not required to disclose your personal social media passwords or to grant management access to your private social media postings or the postings of any third parties. Your postings may be subject to disclosure by law or in the context of a workplace investigation. You should be aware that any content posted or published on the Internet is, by its very nature, subject to disclosure in any number of ways (including by third parties who have received or viewed your posts), and you do not have secure privacy rights with regard to your social media activity.

PLN's policies with respect to nondiscrimination, anti-harassment, abusive conduct or retaliation and protection of confidential company information apply to social media usage.

Nothing in this policy is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time. We will enforce this policy only to the extent necessary to protect our trade secrets, enforce our policies and protect PLN personnel and clients.

5.10 Endorsement Policy

We appreciate our employees' efforts to promote our schools and services. However, the Federal Trade Commission (FTC) has specific guidelines for statements made by employees about any PLN service or product through social media, internet activity or other electronic publications or communications. The guidelines apply to you even when you are using your personal computer, telephone or other electronic equipment on your own time.

If you are posting information about our schools or services on any internet site (such as Facebook, Twitter, blogs, chat rooms, or other media sources), you must state only your honest opinions, beliefs or experience. You must also conspicuously and clearly disclose your relationship to PLN so that readers of the message know that you are affiliated with PLN when they read your post or comment.

Under the FTC guidelines, we are required to monitor your Internet or other electronic endorsements of our schools or services, and to take action if the FTC guidelines are violated. If you do not comply with these disclosure requirements, you are personally liable for any misleading or unsubstantiated statements made regarding our schools or services.

5.11 Use of Communication Devices

5.11.1 Workplace Use

Because they create distractions and disrupt regular work routines, you may not use personal communication devices such as cell phones, PDAs, smart phones and pagers during work hours and in work areas, unless such use is for business purposes.

You must restrict personal use of communication devices to your meal or rest periods or other work breaks. Even while on break, your personal communications must not disrupt other PLN personnel.

You may not forward business calls to or from a personal cell phone or other personal device unless you have prior approval from the Human Resources Department.

5.11.2 Camera Cell Phones/Audio and Video Recording

Unless specifically required by your job duties, to protect PLN employee/student security and employee/student privacy, you may never use camera cell phones to take pictures on PLN property without the prior written approval of the Human Resources Department. Additionally, you may never use your cell phone or another device to engage in any form of audio or video recording on PLN premises without the prior written approval of the Human Resources Department and the written consent of the individual to be recorded.

5.11.3 Use of Communication Devices While Driving

Using a cell phone or similar communications device while driving creates a safety hazard for the driver and the general public. If you are driving a PLN-owned or rental vehicle, or driving a personal vehicle on PLN business, you must use a hands-free device with your cell phone or similar communications device to make and receive telephone calls.

If you are driving a PLN-owned or rental vehicle, or driving a personal vehicle on PLN business, you may not write, send or read text messages, emails or instant messages using any cell phone or other electronic wireless communications device, unless you are using a device that allows hands-free or voice operation for text messages and you are using it in that manner.

If you are under the age of 18, you may not use your cell phone for any purpose while driving, even with a hands-free device.

In addition to disciplinary action, violations of this policy may result in personal liability as well as monetary fines imposed by California law enforcement authorities.

5.12 Visitors

All visitors must register at the reception area or security post and wear a PLN visitor's badge for the duration of the visit. You are responsible for making sure that your visitor is

wearing a visitor badge, and that the visitor returns it upon leaving PLN. You must wear your employee I.D. badge whenever you are on PLN premises.

5.13 Parking & Transportation

We provide parking to you free of charge. We also encourage employees to carpool and use public transportation.

5.14 PLN Inspection

Although we provide certain storage areas in the workplace for your convenience and to help you to do your job, these areas remain our sole property at all times. We can and will inspect all PLN property and its contents at any time we believe it to be necessary or appropriate. Remember that other employees may also enter your desk or other PLN property as needed to perform their job duties. We also reserve the right to search any bags, purses, briefcases or other personal items that you bring onto PLN premises.

We are not responsible for loss, damage, theft or destruction of any articles that you place or leave in PLN storage areas or for vehicles parked at our facility. Do not bring anything into the workplace that you would not want to lose.

5.15 PLN Property

We expect you to take good care of PLN property and to use PLN property only for authorized business purposes.

You may not take PLN supplies or property off PLN premises without prior approval of the Human Resources Department. You must return all PLN property issued to you when your employment ends or upon our request.

5.16 Solicitation

5.16.1 Solicitation by Employees

You may not solicit, collect money, sell products or services, or post or distribute materials on PLN property or during working hours without the advance approval of the Human Resources Department. This rule is not intended to curtail your free speech rights; it is intended to prevent disruption and to avoid undue pressure on employees to make financial contributions.

5.16.2 Solicitation by Third Parties

Any person who is not an employee of PLN is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on PLN property at all times.

5.17 Bulletin Boards

Bulletin boards are located throughout all PLN facilities for posting items of interest to PLN employees, including announcements by PLN management. Employees may not post any information on PLN bulletin boards without the express authorization of the Human Resources Department.

You are responsible for reading the information posted on the bulletin board in your department. This includes the Standards of Conduct, Safety Rules, job postings and Management memos.

5.18 Office Communications

You must proofread, spell-check and carefully review all communications for accuracy. You may not defame or harass any person or PLN in your interoffice memoranda, and you may not disclose PLN's confidential or trade secret information without the prior approval of the Human Resources Department. You may not distribute any memorandum setting forth a PLN policy or practice without the prior review and approval of the Human Resources Department.

5.19 Employment References

We will provide only your dates of employment and positions held in response to requests for information about your employment with us. If you want any additional information released, you must give us written authorization to do so. We will not provide salary history information to prospective employers. We will respond only to written requests for information. Only the Human Resources Department may respond to requests for employment information.

5.20 Personnel Information and Files

We keep your name, home address, telephone number and personal email address so that you can be reached in an emergency. You must keep this information updated through the designated online HR portal or by contacting the Human Resources Department. Your contact information will not be released to anyone outside PLN without your written permission or unless required by law. Your personnel records also contain information related to your performance and any grievance related to your performance.

Only you, a representative authorized in writing by you, the Human Resources Department, and authorized members of management have access to your personnel file. You, or a representative authorized in writing by you, may review the contents of your personnel file in the presence of the Human Resources Department or its designee, but you may not remove, alter or mark any document in your file. You, or a representative authorized in writing by you, are also entitled to receive copies of any document in your personnel file, although you may be required to pay for copying costs.

Requests to review your personnel file or to receive copies of your file must be made in writing to the Human Resources Department. Within thirty (30) days of receiving the written request, your personnel file will be made available for inspection at a time and place designated by PLN. If you have requested copies of your file, those copies will be sent to you at the address you have designated within thirty (30) days of receiving your written request. The time may be extended to thirty-five (35) days by mutual agreement.

5.21 Payroll Information

Payroll records are available online through the online employee portal. You may also review your payroll records (including time records) in the presence of the Human Resources Department or its designee within 21 days of making an oral or written request to the Human Resources Department. You may also request copies of your payroll records, but you may be required to pay for copying costs.

5.22 Use of Vehicles on PLN Business

5.22.1 Personal Automobiles

You may not drive your personal automobile on PLN business unless you have received prior written permission from the Human Resources Department. You must provide us with a copy of a current valid California driver license and proof of insurance for at least the California statutory minimums. We reserve the right to require a current DMV driving record report. These must be kept current during your employment.

We may revoke your right to drive your personal vehicle on PLN business for any reason, including when you have a revoked or suspended driver's license, a moving violation or accident, or any situation that makes you uninsurable or insurable only at higher-than-standard rates. If driving your personal vehicle for PLN business is necessary to perform your job duties and you lose your right to drive, you will be terminated.

We will reimburse you for your mileage at the prevailing rate per mile set by the Internal Revenue Service. To receive mileage reimbursement, you must log your mileage and submit an expense report to the Finance Department.

We are not responsible for any damage, parking tickets, equipment violation citations or moving violations occurring while you are operating your personal vehicle on PLN business.

5.22.2 PLN Vehicles

You may be assigned a PLN vehicle to drive on PLN business. You must provide us with a copy of a current valid California driver's license and proof of insurance for at least the California statutory minimums and a current DMV driving record report. These must be kept current during your employment.

We may request an updated DMV driving record report at any time, subject to applicable law. We may also revoke your right to drive a PLN vehicle for any reason, including when you have a revoked or suspended driver's license, a moving violation or accident, or any situation that makes you uninsurable or insurable only at higher-than-standard rates. If driving a PLN vehicle is necessary to perform your job duties and you lose your right to drive or we revoke your right to drive a PLN vehicle, you will be terminated.

5.23 Tracking and Monitoring Software or Equipment

Subject to applicable law, PLN reserves the right to observe, track and/or record your activity and whereabouts by use of Global Positioning Systems (GPS) or other similar tracking software or equipment. Any PLN-provided device, including but not limited to computers, cell phones and other electronic equipment, may be GPS-enabled and any activity involving PLN equipment can and may be monitored at any time. Similarly, PLN vehicles may be equipped with a GPS tracking device and any activity involving PLN vehicles can and may be monitored at any time. You are strictly prohibited from interfering with or disabling the GPS function on any PLN-provided device or equipment or vehicle. You should not expect any right of privacy with regard to your activities or location when using any PLN-provided device or equipment.

5.24 Employee Meetings

Each Supervisor/Administrator holds periodic meetings with their employees. This is an opportunity for you to bring forward suggestions and recommendations and for management to convey information about PLN. Personal matters should be handled directly with your supervisor or the Human Resources Department.

When you are required to attend a PLN meeting, you will be paid for time spent in the meeting, including any overtime that may result. You may also be invited to attend certain PLN meetings that are not mandatory, and time spent in these optional meetings will not be compensated. If you are not required to attend a scheduled meeting, you may choose not to attend without fear of retaliation.

5.25 Kitchen and Break Room

We offer a kitchen and break room with a coffee maker, refrigerator/freezer and microwave oven for your convenience and comfort. Employees are provided with coffee, tea and other supplies. In the spirit of cooperation and mutual respect, please clean up after using the kitchen.

5.26 Conflicts of Interest

A conflict of interest occurs when the private financial or other interests of employees (and their immediate family members including domestic partners) influence or interfere with the employee's duty of loyalty to PLN. You are expected to avoid placing yourself or PLN in a position of conflict and are required to comply with PLN policies in carrying out

your job duties and responsibilities. If you find yourself in an actual or potential conflict of interest, you must follow the procedures set forth below. You must behave in the best interest of PLN. You are responsible to ensure that you not only avoid conflicts of interest in their dealings for PLN, but also the appearance of conflicts of interest during both work time and non-work time. You should never let your business dealings on behalf of PLN be influenced by personal or family interests.

You are prohibited from:

- Engaging in any conduct for personal gain, financial or otherwise, by misusing or abusing your position with PLN.
- Engaging in any activity for personal gain, financial or otherwise, that violates the duty of loyalty to PLN.
- Engaging in business endeavors that compete with PLN.
- Providing directive, managerial or consulting services to any outside concern that does business with or is a competitor of PLN.
- Participating directly or indirectly in any arrangement, agreement, investment or other activity that could result in personal benefit.
- Using PLN's time, information or resources for outside business purposes or for personal gain.
- Accepting favors or gifts that might influence your behavior as an employee.

Reporting Actual or Potential Conflicts of Interest: Employees who find themselves in an actual or potential conflict of interest must report the conflict immediately to their supervisor. Likewise, if you are uncertain if you are involved in an actual or potential conflict of interest, you should report it immediately to your supervisor, who will investigate the situation and advise you of the proper steps to take to avoid any conflict of interest. If you have knowledge that another employee is in an actual or potential conflict of interest you must report it immediately to your supervisor of PLN.

Officers, directors, managers, supervisors and any other employees involved in hiring, supervising or terminating PLN employees, purchasing goods and services for PLN, negotiating leases or purchasing real property, distributing food, clothing, or money to clients of PLN, applying for grant money, authorizing the use of grant money from either government or private sources, or engaging in any conduct involving the financial interests of PLN must remain particularly alert to avoid any actual or potential conflicts of interests and to report them immediately should they occur.

Participation in conflicts of interest, as outlined above, may be subject to disciplinary action, up to and including termination.

5.27 Ethics

PLN is firmly committed to complying with its legal and ethical obligations under all state and federal laws. As a result, we expect all employees, at every level within PLN, to comply with all legal and ethical obligations. Gossip, malicious or false comments directed toward fellow employees or the organization will not be tolerated. You are expected to conduct yourself in a professional and courteous manner. Failure to fulfill these responsibilities under this policy may result in disciplinary action, up to and including termination.

PLN holds all employees responsible for carrying out and monitoring compliance with this commitment. If you become aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a client or fellow employee, you must report the matter to the Human Resources Department so that it can be investigated immediately. We will take all necessary steps to investigate any potential violations of our policy and take appropriate.

You should report any information regarding this policy without fear of reprisal or retaliation of any kind. You can report information to the Human Resources Department in confidence. PLN will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, if you do not wish to identify yourself, you can report information anonymously.

You are expected to adhere to the highest standards of personal, professional, and business ethics, and always to use common sense and good judgment about the way you conduct yourself when on duty or representing PLN.

You are expected to adhere to the Para Los Niños Standards of Professional Conduct, Human Services Workers and/or Early Education Standards of Conduct. Additionally, you are expected to adhere to any ethical standards outlined by federal, state and/or local licensing bodies that apply to your position.

Any employee who participates in or conceals a violation of this policy is subject to disciplinary action, up to and including termination of employment, and in some cases, may also be subject to criminal or civil prosecution.

5.28 Gifts

You may not give or accept cash or gifts, loans, expensive entertainment or anything else that might be expected to influence your conduct with our students, clients or their families, business associates, vendors or other persons providing goods or services to us, or other employees or independent contractors of PLN.

5.29 Whistleblower Policy

We encourage staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies. The policy specifies (1) that PLN will

protect the person from retaliation; and (2) identifies where such information can be reported. PLN will adhere to all applicable laws and regulations.

We encourage complaints, reports or inquiries about illegal practices or serious violations of PLN's policies, including illegal or improper conduct by PLN itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, violation of law, rule, or regulation mandated pursuant to law, violations of a clear mandate of public policy concerning health and safety, or other similar illegal or improper practices or policies. PLN has complaint procedures for alleged discrimination or harassment via the Human Resources Department, unless HR are themselves implicated in the wrongdoing.

We prohibit retaliation by or on behalf of PLN against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Any employee or volunteer who believes he or she has been subjected to retaliation in violation of this policy should comply with the procedures below.

Complaints, reports or injuries may be made under this policy on a confidential or anonymous basis. The complaint should be submitted in writing stating what the accusation is, the individual(s) involved along with supporting documentation

Complaints, reports or inquiries made under this policy should be directed to PLN's Human Resources Department. Upon receipt of the accusation, HR will investigate the charges and may interview the accuser, the accused and gather other documentation as needed. Employees or volunteers may not act on their own in conducting any investigative activities. HR shall inform the President/CEO (or designee) of such charge(s) and finding(s), along with recommendations as to how to resolve the issue or justify why any corrections are not recommended.

If the President/CEO is being accused of wrongdoing, then the complaint, report or inquiry should be directed to the Chair of the Board of Directors, who will investigate and determine an appropriate course of action. If both the President/CEO and Chair of the Board of Directors are implicated, then the complaint, report or inquiry should be directed to the Vice Chair of the Board of Directors, who will investigate and determine an appropriate course of action.

PLN will conduct a prompt and objective review or investigation. Any complaints, reports, inquiries, and related investigations will be kept confidential to the extent possible.

5.30 Abuse Reporting Procedures

All employees are informed in writing of their responsibility to comply with the child abuse reporting requirements of Section 11166 of the Penal Code. All employees are required to attend mandatory Child Abuse Reporting training both upon hiring and annually.

5.31 Cultural Diversity

PLN supports and promotes cultural diversity in its human resources policies and procedures.

5.32 Professional Liability Insurance

PLN employees are protected by the agency's professional liability coverage for their work at PLN.

5.33 Public Statements and the Media

The President/CEO, the Vice President of Development and Communications and the Director of Communications are the sole spokespersons for PLN. If none are available, inquiries may be directed to the Human Resources Department.

You must not discuss any aspect of PLN, its operations or its personnel with the media. You do not have the authority to make public statements to the media or other outsiders on behalf of PLN without the prior approval of the President/CEO or the Vice President of Development and Communications. If you are contacted by a representative of the media (i.e., newspapers, magazines, radio, television, etc.), refer them to the President/CEO or the Vice President of Development and Communications.

5.34 Business Expense Reimbursement

Consistent with applicable law, the Company reimburses and indemnifies employees for all necessary business expenses incurred in direct consequence of the employee performing their duties or from the employee following the Company's directions. You may not incur business expenses without obtaining the prior written approval of your supervisor. Unless otherwise expressly instructed, to be reimbursed for business-related expenses, submit your receipts and proof of payment to your supervisor within thirty (30) days of incurring the expense.

You will be reimbursed for your mileage at the prevailing IRS rate for business-related travel in your own vehicle, other than your initial commute to your first work location that day and your commute home from your last work location of the day at the end of your shift. You will also be paid for your time during a business-related commute, other than your initial commute to your first work location that day and your commute home from your last work location of the day at the end of your shift. You may be paid for a portion of your commuting time and/or mileage for your commute to and from work in exceptional circumstances where your temporary work location is farther away than your usual work location.

Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact the Human Resources Department.

5.35 Personal Communication Device Reimbursement Policy

You may not make, receive or forward business-related calls, e-mails, text messages or other electronic communications using a personal cell phone or other personal communication device unless you have prior written approval from your supervisor and the next level manager.

PLN will provide cell phone stipends based on need and job requirements to select employees to reimburse employees who are required to use a cell phone for business purposes. Cell phone stipend awards will be reviewed by the executive team on a periodic basis and a report will be provided to executive management at least once a year. Department directors will determine the need for the stipends. If an employee believes that the cell phone stipend does not adequately compensate the employee for business use of the phone, the employee may submit a request for reconsideration with an explanation of the business purpose for the additional amounts and PLN will reimburse the employee for reasonable business expenses in accordance with applicable law.

5.36 Operational Continuity During Public Health Emergency or Disaster

In the event of a facility closure due to a natural disaster or public health emergency, PLN will make reasonable efforts to notify employees as soon as possible.

Additionally, to sustain operational continuity during facility closures due to any public health emergency or natural disaster, PLN may permit certain employees to telework on a temporary basis. Teleworking, however, may not be suitable for all employees and/or positions. Moreover, employees who are approved for temporary telework should have no expectation of ongoing telework and should not assume any specified period of time for telework. All telework arrangements are temporary and subject to modification or immediate discontinuation upon written notice. Employees who are permitted to telework during any facility closure due to any public health emergency or natural disaster should have no expectation of any continuing telework availability after the reopening of any facility following the public health emergency or natural disaster.

VI. HEALTH AND SAFETY

6.1 Workers' Compensation

All employees are covered by our workers' compensation insurance, which covers occupational illnesses and injuries you may suffer while performing your job duties on behalf of PLN. You are eligible for this coverage at no cost to you upon your first day of employment. Workers' compensation insurance provides weekly disability payments as well as payment for medical and hospital expenses for injuries or illnesses arising out of your job.

Regardless of the nature or severity, you must report all injuries incurred while on the job to the Human Resources Department as soon as possible under the circumstances. In case of serious injury, we may call 911 or refer you to a physician or a hospital. You may not be eligible for benefits if your illness or injury is caused by your consumption of alcohol, marijuana or illegal drugs, or arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of your work-related duties.

You may not knowingly file a false or fraudulent claim, and you may incur criminal penalties for doing so. It is a felony to make a false or fraudulent material statement or representation to obtain Workers' Compensation benefits or payments.

You are entitled to an unpaid leave of absence during your recovery from a workplace illness or injury. For more information regarding this leave, see the Workers' Compensation Leave of Absence policy in this handbook.

6.2 Office Housekeeping

You must keep your immediate work area clean and orderly, and must contribute to maintaining a professional, clean and neat environment in our facility at all times.

The building is climate controlled. Contact the Operations Department if adjustments are necessary. If you are the last one out of the office, turn out all lights and check that all equipment has been turned off or unplugged.

6.3 Office Hazards

You must immediately report any office hazards you may observe to supervisor, who shall in turn report it to Management. Office hazards may include sharp file cabinet edges, splintered desk edges or corners, broken chair casters, frayed electrical connections, loose flooring or ceiling tiles, or any other conditions likely to do bodily harm, damage clothing or constitute a fire hazard.

You may not wear headsets or earphones while on duty, except headsets designed for use while on a PLN telephone. You may play radios or other noise-making devices only with the prior approval of the Department Head.

6.4 Hazard Communication

PLN uses or stores certain chemicals or cleaning agents in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. You must follow all labeling requirements.

We have designated the Operations Department as the department with whom you should consult prior to purchasing chemicals for PLN or bringing them on to our premises. If you have any questions, ask the Operations Department.

6.5 Suitable Seating

We will provide you with access to suitable seating if the nature of your work reasonably permits the use of seats. If the nature of your work requires standing, we will provide an adequate number of suitable seats within a reasonable proximity to your work area. These seats are provided for your use when it does not interfere with the performance of your job duties. Employees with questions should not hesitate to contact the Human Resources Department.

6.6 Injury and Illness Prevention

PLN is firmly committed to maintaining a safe and healthy working environment. To achieve this goal, PLN has a comprehensive Injury and Illness Prevention Program (IIPP), designed to prevent workplace accidents, injuries and illness. A copy of the IIPP is provided to all employees and is also kept at each PLN facility, in the Human Resources Department and in the Facilities office. In addition, a Health and Safety Committee meets regularly to identify and resolve safety issues such as emergency and disaster planning.

In case of disaster (i.e., storm, earthquake), back-up food, water and other supplies are stored at each site. Earthquake drills are held at each site in order to prepare staff for an actual emergency. It is your responsibility to familiarize yourself with the disaster manual and the evacuation procedures unique to your own department.

6.7 Fire Prevention Plan

The Fire Prevention Plan applies to all PLN sites, employees, visitors, and contract personnel hired by individual departments. Managers and Supervisors are responsible for executing and enforcing this plan. It is the responsibility of each employee to be familiar with and comply with the Fire Prevention Plan guidelines. Supervisors shall ensure that individuals under their supervision are familiar with and adhere to this plan at all times.

6.8 Disaster Preparedness

PLN has a Safety Plan to prepare staff and managers if disaster strikes. From time to time, you will be expected to participate in PLN-organized evacuation drills and training. You

are encouraged to become familiar with the contents of this Disaster Recovery Plan in order to carry out your responsibilities if a disaster occurs.

Your individual responsibilities are as follows:

- Read and become familiar with all disaster preparedness materials provided.
- Follow directions of management during an evacuation.
- Report emergency situations if warranted.
- Make every reasonable effort to contact your manager and/or workplace to determine expectations and requirements to return to work.

6.9 First Aid

Report any injury requiring first aid or medical treatment to your supervisor or the Human Resources Department. First aid supplies are available in all facilities for emergency treatment of minor injuries, but employees suffering major physical disorders or illness on PLN premises will be taken to the nearest available emergency treatment facility. Medical clearance is required from the Human Resources Department for any employee who leaves the premises as a result of an occupational illness or injury. In case of emergency, dial 911 immediately.

6.10 Drug-Free Workplace

PLN strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. PLN maintains a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) PLN's policy of maintaining a drug-free workplace; (3) any available drug counseling rehabilitation and employee assistance programs; and (4) penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Each PLN employee must abide by the terms of PLN's Drug-Free Workplace policy to the fullest extent permitted by applicable law. Each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects have worn off. For these reasons, and as required per contract, PLN certifies that it is providing a drug-free workplace in accordance with the federal Drug-Free Workplace Act of 1988 (41 USC 8102, et seq.), 29 CFR Part 98, and the California Drug-Free Workplace Act of 1990 (CA Gov't Code § 8350-8357). All PLN employees must report to work and, while at work, remain completely free of illegal drugs, abused or non-prescribed prescription drugs and alcohol.

Drug Use/Distribution/Possession/Impairment

PLN strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. The Company will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Alcohol Use/Distribution/Possession/Impairment

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto Company premises, reporting to work or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

Prescription and Over-the-Counter Drugs

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to Human Resources Department. Employees are not required to reveal the name of the medication or the underlying medical condition.

PLN reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. PLN will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. PLN will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana. A California Medical Marijuana Identification Card is not sufficient

to overcome these prohibitions. If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for PLN. We will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.

Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Human Resources Department will be provided an opportunity to pursue counseling and rehabilitation, provided that it does not impose an undue hardship on PLN. PLN will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation time, sick leave or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee may not return to work until released by a treatment provider to do so and he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

Testing

We will require you to undergo drug, marijuana and/or alcohol testing at a laboratory designated and paid for by PLN, to test for the presence of drugs, marijuana and/or alcohol and to agree in writing to allow the results of those tests to be furnished to and used by PLN, in the following circumstances:

1. Whenever we have a reasonable suspicion that you are under the influence of drugs, marijuana or alcohol during work time (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).
2. If you are involved in an accident that causes damage to property or injury to persons and there is a reasonable possibility that your use of drugs, marijuana and/or alcohol was a contributing factor.
3. If you work in a safety-sensitive job that requires you to operate PLN vehicles.

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

Drug-Related Convictions

Consistent with PLN's contractual obligations, you must report, within five calendar days, any criminal drug statute conviction for a violation occurring in the workplace. Convictions of drug offenses outside the workplace, not arrests, must also be reported to the Human Resources Department. Depending on the circumstances of the conviction, PLN may require you to complete a drug abuse or rehabilitation program, or you may be terminated from employment with PLN.,

You will be provided a copy of the PLN Substance Use and Abuse Policy and must sign and date of copy of the policy for inclusion in your personnel record. Signing the policy indicates you received and understood the policy and the consequences of violating the policy.

PLN is required by law to report all drug-related convictions to the agency providing federal assistance for the programs operated by PLN.

6.11 Workplace Violence

We have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect PLN personnel or that occur on PLN property will not be tolerated and may result in legal action.

Acts or threats of violence include conduct that creates a hostile, abusive or intimidating work environment for PLN personnel. It also includes acts or threats of violence occurring on PLN premises between any individuals, involving any person acting on behalf of PLN in any location, or which impacts PLN's legitimate interests.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving another person.
- Threatening to harm another person or that person's family, friends, associates or property.
- Intentional destruction or threat of destruction of PLN property.
- Harassing or threatening phone calls.
- Unauthorized surveillance or stalking.
- The conviction of an employee or any other representative of PLN under any criminal code provision relating to violence or threats of violence.

The prohibition against threats and acts of violence applies to all persons involved in our operations, including employees, independent contractors, contract and temporary workers, students, clients and anyone else on our property or interacting with PLN.

Report any threats or acts of violence to the Human Resources Department immediately. State, federal or other laws may impose additional reporting obligations. In emergency situations dial 9-1-1.

6.12 Weapons

You are absolutely prohibited from using, possessing, selling or purchasing weapons or dangerous materials at any time on PLN premises (including in your vehicle parked on PLN property or in a bag, briefcase or purse you bring into PLN), during work hours, or while representing PLN or conducting PLN business anywhere. In addition to disciplinary action, doing so may subject you to additional legal action.

If you observe that any person is in possession of a weapon or dangerous material on PLN property or during PLN activities, report it to the Human Resources Department immediately. In emergency situations dial 9-1-1.

VII. PERFORMANCE AND CONDUCT

7.1 Professional Behavior

PLN maintains a Professional Behavior Policy. This policy addresses conduct that may be acceptable by all of the parties involved, but which may create a negative perception of PLN.

You must conduct yourself in a professional manner. Unprofessional behavior in the workplace such as sexually related conversations, inappropriate touching (i.e. kissing, massaging, sitting on laps, etc.) and any other behavior of a sexual nature is prohibited. Furthermore, mimicry, horseplay, and inappropriate jokes are also prohibited by this policy. Failure to fulfill your responsibilities under this policy may result in disciplinary action, up to and including termination.

You should display a professional demeanor, and be courteous and cooperative while on the job, refraining from profanity or any other language that impugns the image or reputation of PLN or its employees. When communicating with others at work, please observe the following courtesies:

- Listen with an open mind;
- Express your ideas in a courteous manner;
- Provide honest feedback when appropriate;
- Cool off before confronting the person, so you don't create an embarrassing or disruptive incident;
- Do not gossip;

All employees must maintain proper standards of conduct and observe certain rules to ensure the orderly and efficient operation of PLN. Complying with PLN rules does not guarantee continuing employment, because all employees are employed at will. However, employees who do not comply with PLN policies, rules and directives will be disciplined or terminated.

It would be impossible to list all possible infractions that may lead to discipline, and we will discipline or terminate employees for any reason we deem necessary and appropriate. Some examples of misconduct warranting disciplinary action or termination include:

- Sexual or other harassment, retaliation or discrimination of any kind, against another employee or anyone else affiliated with PLN.
- Theft, misappropriation, or unauthorized possession, removal or use of property, equipment, materials, documents or records belonging to PLN, a PLN child/family or another employee.

- Damaging property or materials belonging to PLN, a PLN child/family or another employee.
- Violating security, safety or fire prevention rules or regulations.
- Engaging in any conduct that creates a safety hazard, or creating or contributing to unsanitary conditions by poor housekeeping.
- Smoking in unauthorized areas or smelling of smoke or tobacco in the workplace or while representing PLN.
- Unauthorized possession of a weapon or other dangerous materials on PLN premises or while representing PLN.
- Gambling or loan sharking on PLN premises or by using PLN resources.
- Using or possessing alcoholic beverages, marijuana or illegal narcotics or drugs on PLN premises, in PLN vehicles or in vehicles being driven on PLN business or while representing PLN, or reporting to work under the influence of intoxicants or drugs (whether unlawful or not) that interfere with job performance, or misusing prescription or other lawful drugs.
- Misuse, falsification or alteration of any employment or PLN reports or records, such as job applications, medical or employment history, personnel records, pay records, time records, child/family or vendor documents, absence or illness reports, accident reports or injury claims.
- Insubordination or refusal to follow management instructions, or refusal or unwillingness to accept a job assignment or to perform job requirements.
- Failure to observe scheduled work hours, failure to provide proper notice of absence, failure to report to work when scheduled, unauthorized or excessive absences, excessive tardiness, abuse of leave benefits.
- Leaving PLN premises without permission during regularly-scheduled work hours, unauthorized absence from your assigned work area during regularly-scheduled work hours, or leaving the premises without recording your departure on your time records.
- Working unauthorized overtime, working off the clock or being on PLN premises when you are not scheduled to work.
- Sleeping, loitering, wasting time or interfering with the work of others during regular work hours.

- Engaging in personal calls, text messaging, instant messaging, social media activity or other non-work activities during work hours, or taking excessive break time to do so.
- Gossiping, bullying others, defaming other personnel or PLN, disrespectful or rude treatment of others.
- Rude, discourteous or unprofessional behavior, creating a disturbance on PLN premises or creating discord with children/families, fellow employees or other PLN representatives, use of profanity or abusive language, striking or hitting another employee.
- Unlawful conduct impacting PLN in any manner, whether committed on or off the job.
- Conduct on or off PLN premises which adversely affects PLN's services, property, reputation or goodwill in the community, or interferes with job performance.
- Obtaining confidential information pertaining to PLN or to the children/families, employees or other representatives of PLN without authorization to do so.
- Divulging confidential or proprietary information or trade secrets to any person or entity except in the course of performing duties as an employee of PLN and with PLN's consent.
- Failure to report an injury, illness or accident (including a workers' compensation injury or illness), failure to report harassment or failure to report unsafe conditions in the workplace.
- Taking or giving bribes or gifts of any nature as an inducement to obtain special treatment, to provide confidential information or to obtain a position or benefit.
- Entering or leaving PLN premises or removing any PLN information or materials at any time without authorization.
- Refusal to execute PLN documents or participate in PLN investigations required as a condition of employment.
- Disrespecting the unique identity of each child and family and/or stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;

- Inappropriately sharing confidential information about children, families, and other staff members to unauthorized parties
- For staff directly responsible for supervising children, leaving a child alone or unsupervised while under their care
- Failing to use positive methods of child guidance and/or engaging in corporal punishment, emotional or physical abuse, or humiliation. In addition, staff will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs
- Any violation of these policies, or of any rule, practice, procedure, policy or management directive set or stated by PLN at any time.

7.2 Discipline

PLN views discipline as a means for performance improvement, rather than as punishment. We administer disciplinary action as we deem necessary in each individual case, based upon the circumstances at hand.

Disciplinary action may include verbal counseling or warning, written counseling or warning, probation, time-limited performance improvement plans, demotion, administrative leave, suspension or termination. These disciplinary methods may be used at any time, in any order, and we may skip or repeat various forms of discipline in our sole discretion. This policy is not a promise or guarantee that a specific course of discipline will be administered in any case or in every case, or that any lesser form of discipline will be implemented prior to termination.

Our use of any particular form of discipline or decision whether or not to impose discipline in any particular case does not change your at-will employment relationship with PLN.

NOTE: At the time of employment Head Start employees must review and sign a standards of conduct form.

7.3 Problem Solving Procedure

The success and strength of PLN and the progress and well-being of its individual employees depend on an open and responsive management team.

The PLN grievance procedure allows you to voice concerns, identify and solve differences between you and PLN regarding work-related problems or conditions of employment which you believe to be unfair or inequitable, or that may hinder your performance (e.g. wages, hours, violation of PLN policy against discrimination based upon, race, religion, etc.).

The following steps are provided to all employees as a process to be used for the settlement of a grievance:

Step 1: Talk to your direct supervisor - You should first raise any problem or grievance verbally with your immediate Supervisor as soon as possible after the incident. Your supervisor will investigate your concerns and provide you with an answer as quickly as possible.

Step 2: Escalate to the Next Level Supervisor - If the problem is not resolved at Step 1, you may meet with the next level Supervisor in order to reach a satisfactory solution. A written request for such a meeting should be made as soon as possible after receiving a response from Step 1; and you should also forward a copy to the Human Resources Department. The Supervisor should provide you with an answer as quickly as possible following the meeting. The Supervisor shall provide a copy of the answer to the Human Resources Department.

Step 3: Escalate to the President/CEO - If, for any reason, you are dissatisfied with the decision from Step 2, you can file a written grievance with the President/Chief Executive Officer and you should also file a copy with the Human Resources Department. The grievance will receive attention from the President/Chief Executive Officer or that person's designated representative, who will provide you with a written response as soon as possible. The President/CEO has final authority for resolving all personnel issues. The President/CEO shall provide a copy of the written response to the Human Resources Department.

Any documentation collected in the course of the grievance process will be maintained by the Human Resources Department. The Human Resources Department will keep documentation of all responses and resolutions presented to those employees filing written grievances as outlined in Step 3.

Information regarding all matters relevant to individual grievances will be disclosed only on a strict need-to-know basis. However, while Para Los Niños will make every reasonable effort to maintain the confidentiality of the evidence compiled in the grievance process, it cannot guarantee confidentiality when it may be in PLN's interest or required by law to disclose certain facts regarding a grievance.

This grievance procedure does not constitute an agreement between PLN and any or all of its employees that PLN will, in every instance, handle grievances precisely as set forth in this procedure. There may be situations in which PLN, in its judgment, deems it not in the best interest of PLN or the employee to adhere to the grievance procedure as set forth. It is expected that such instances will be rare, and therefore employees should be familiar with the grievance procedure, so that problems and complaints can be handled promptly and effectively.

If you feel that you are unable to follow this grievance procedure for any reason, you may raise any concern with your immediate supervisor, next-level manager, the Human Resources Department, or an officer of PLN as soon as possible after the incident.

7.4 Investigation

The Human Resources Department or an outside consultant may conduct investigations into alleged employee misconduct such as child abuse, harassment in the workplace, etc. In some situations, either to facilitate the investigation or to maintain harmonious workplace conditions, one or more employees may be placed on Administrative leave, pending completion of the investigation. Administrative leave may be paid or unpaid, depending upon the circumstances. You must cooperate in the event you are questioned in connection with any PLN investigation. All reports or responses to questions are expected to be truthful and accurate.

7.5 Open Door Policy

Suggestions for improving our policies, practices and procedures 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.

If you have an issue that concerns you, please talk to the Human Resources Department or any member of the management team. If you feel that your concern has not received appropriate attention, please follow the grievance procedure set forth in this handbook.

We cannot guarantee that every problem will be resolved to your satisfaction. However, we value your opinion and encourage you to voice your concerns in good faith, without fear of retaliation.

PARA LOS NIÑOS

EMPLOYEE ACKNOWLEDGMENTS
[EMPLOYEE COPY]

Handbook Acknowledgement. I, _____, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by PLN. I further understand that PLN has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of PLN will modify these policies and procedures unless I receive specific written notice of modification.

Initials: _____

At-Will Acknowledgement. I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at-will employee of PLN. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and PLN may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and PLN regarding my at-will employment status, and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and PLN, signed by the President/CEO.

Initials: _____

Discrimination, Harassment, Abusive Conduct and Retaliation Prevention Acknowledgement. I understand and acknowledge that PLN forbids discrimination, harassment, abusive conduct and retaliation. I have reviewed and understand PLN's this s Harassment, Discrimination, Abusive Conduct, and Retaliation Prevention policy and the complaint procedure set forth therein. I agree to abide by those policies and to immediately report any incident of discrimination, harassment, bullying or retaliation against me or any other person working for or related in any way to PLN.

Initials: _____

Duty-Free and Uninterrupted Meal and Rest Period Acknowledgement. I understand and acknowledge that PLN provides me with the opportunity to take duty-free and uninterrupted meal and rest periods in accordance with all applicable law. I have reviewed and understand the Duty-Free and Uninterrupted Meal Period and Duty-Free and Uninterrupted Rest Period policies contained in this Handbook. I also agree to abide

by those policies. I agree that if I am unable to take a desired duty-free and uninterrupted meal or duty-free and uninterrupted rest period in a timely manner for any reason, I will let PLN know immediately so that PLN can work with me to ensure that my duty-free and uninterrupted meal periods and/or duty-free and uninterrupted rest periods are always available to me. I understand that I may raise any concerns about my ability to take my duty-free and uninterrupted meal and/or duty-free and uninterrupted rest periods at any time without fear of retaliation. I understand that it is PLN's intent that I be able to take all of my designated meal and rest periods, duty-free and uninterrupted, each day of work.

Initials: _____

Communications Acknowledgement. I understand and acknowledge PLN's policies on Communications Systems, Social Media, Endorsements and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by PLN or used by me to perform my job duties remain the sole property of PLN. I further understand and acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for PLN or related in any way to PLN. I understand that PLN may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

Initials: _____

NLRA Acknowledgement. I understand and acknowledge that PLN's policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

Initials: _____

Date: _____

(Print Employee Name)

(Sign Employee Name)

RETAIN THIS PAGE IN YOUR HANDBOOK.

PARA LOS NIÑOS

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Initials: _____

Date: _____
_____ (Print Employee Name)

(Sign Employee Name)

DETACH AND GIVE THIS TO THE HUMAN RESOURCES DEPARTMENT AFTER YOU HAVE SIGNED AND DATED IT.

PARA LOS NIÑOS

CONFIDENTIAL INFORMATION AGREEMENT
[EMPLOYEE COPY]

I, _____, as a condition of my continued at-will employment with Para Los Niños agree that:

1. In the course of my employment, I will have access to information regarding PLN's business that is confidential and proprietary. Proprietary information includes all trade secrets and non-public information related to (i) the business, present or future, of PLN; (ii) the research, inventions, products and services of PLN; (iii) the clients and students of PLN; and (iv) the employees, operations and capabilities of PLN. For example, proprietary information may include, but is not limited to, procedures; data files; computer programs; systems design; manuals; research; techniques; client lists; marketing data, business plans, and product development strategies.

2. During my employment with PLN I may use or disclose proprietary information only to the extent necessary to perform my duties. Any disclosure of such information outside PLN as is necessary to the performance of my duties shall be made only with the prior written consent of the Human Resources Department. I acknowledge and agree that unauthorized use or disclosure of this confidential and proprietary information may result in my immediate discharge.

3. After the voluntary or involuntary termination of my employment, I will not use or disclose PLN's trade secrets for any purpose, including but not limited to: (a) obtaining business from the children/families or clients of PLN; (b) inducing or attempting to induce any employees of PLN to leave their employment; (c) assisting others to obtain business from PLN's children/families or recruit PLN's employees; or (d) engaging in any other activity that harms the interest of PLN.

4. As a result of my prior employment, I may be in possession of information that my prior employer considers to be confidential. If I use any trade secrets of my prior employer in order to benefit PLN, I may expose myself and PLN to legal liability. Therefore, I will not use or disclose any such information in connection with my employment with PLN. I will not bring to PLN or copy to any of PLN's computer devices any documents containing such information.

5. I acknowledge that (i) in the event my employment with PLN terminates for any reason, I will be able to earn a livelihood without violating the foregoing restrictions, and (ii) my ability to earn a livelihood without violating these restrictions is a material condition to my employment with PLN.

6. I acknowledge that my compliance with this agreement is necessary to protect the business and goodwill of PLN and that PLN will pursue legal action against me to remedy any damages caused by my breach of this Agreement.

7. If any portion of this Agreement is held to be void or unenforceable, the remainder of the Agreement shall remain in effect. This Agreement shall apply to PLN as well as to its successors, assigns, parent or subsidiary companies or other related persons. No alteration or modification to any of the provisions of this Agreement will be valid unless made in writing and signed by me and PLN.

8. This Agreement shall be subject to and governed by the laws of the State of California. In any legal action between me and PLN to enforce any provision of this Agreement, the prevailing party shall recover its attorneys' fees.

9. This Agreement constitutes the complete understanding between me and PLN regarding the matters addressed, and all prior representations or agreements regarding confidential information and unfair competition are superseded by this Agreement.

10. Nothing in this agreement alters my at-will employment relationship with PLN.

11. Notwithstanding anything else in this agreement to the contrary, an employee or contractor will not be liable for: disclosing trade secrets in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Date: _____
_____ (Print Employee Name)

(Sign Employee Name)

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Date: _____
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(Sign Employee Name)

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