Cooperative Agricultural Support Services (CASS)
Employee Handbook

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Cooperative Agricultural Support Services (CASS)

Employee Handbook

I. Introduction

1.1 Who We Are

Welcome to the Cooperative Agricultural Support Services Authority (CASS), a joint powers agency. CASS was formed as a partnership between the California Department of Food and Agriculture (CDFA) and the Counties of Yolo and Trinity. The purpose for forming CASS was to create an agency to carry out program activities in support of agricultural inspection, pest prevention and other programs administered by CDFA or county agricultural commissioners and other organizations.

As a CASS employee, you will be working with a team to provide program support services to CASS’s clients, which include CDFA, counties in California, and other organizations. If you will be working as a CASS inspector, you will represent CASS on a daily basis to growers, packers, shippers and/or processors who contract for services that enable them to provide quality agricultural commodities for domestic and export markets. Therefore, it is critical that you maintain the highest standards of integrity in all of your activities. Two of the most important qualities you must employ in carrying out your responsibilities are fairness and impartiality. You help ensure a level playing field for everyone; producers, packers, processors and consumers all benefit from your work. You may also participate in pest prevention and eradication activities that are critical to the success of California’s agricultural economy.

CASS also is dedicated to keeping all employees safe and treating all employees with fairness and respect. That is why we have developed and implemented policies covering safety practices, equal employment opportunities, a drug and alcohol policy and a harassment prevention policy. If at any time you believe that your work environment does not reflect this commitment, immediately inform your CASS supervisor so that the issue can be addressed and resolved.

1.2 CASS Mission Statement

We will protect and support California’s agricultural industry, and the consumers of its products, by providing services through staff who fairly, impartially and reliably carry out their work.
II. EMPLOYMENT POLICIES

COOPERATIVE AGRICULTURAL SUPPORT SERVICES
AGRICULTURAL INSPECTION PROGRAM

EMPLOYEE HANDBOOK

2.1 Disclaimer

The contents of this Manual summarize present Cooperative Agricultural Support Services (CASS) personnel policies. These policies are intended as guidelines only and may be amended as necessary or deviated from as particular circumstances may warrant. As such, it is expressly stated and should be understood that the contents of this Manual do not constitute the terms of a contract of employment. In addition, nothing contained in this Manual should be construed as a guarantee of continued employment. The employment relationship between CASS and its employees is on an “at-will” basis. This means that the employment relationship may be terminated at any time either by the employee, or by CASS for any reason or for no reason, as long as the reason is not prohibited by law. Any oral or written representations to the contrary are invalid and should not be relied upon by any prospective or current employee.
2.2 Employee Handbook Receipt Form

I acknowledge that I have received a copy of the CASS Employee Handbook and I will read and/or I have read and understand its provisions. I also acknowledge that the employee handbook is not a contract and that I am an employee “at-will.” Further:

- I understand that the policies, rules and procedures described in it are subject to change at the sole discretion of CASS at any time.

- I understand that my employment is terminable “at-will,” either by myself or CASS regardless of the length of my employment.

- I understand that no contract of employment other than “at-will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at-will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Executive Director of CASS.

- I understand that, should this handbook’s contents be changed in any way, CASS may require an additional signature from me to indicate that I am aware of and understand any new content and policies.

- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the CASS Employee Handbook.

____________________________________
Employee’s Printed Name

____________________________________
Employee’s Signature       Date

Copy this form following signature. Original placed in employee file. Copy placed in employee handbook.

NOTICE: By signing this form, you acknowledge that you will read and/or have read and understand the updated sections of the Employee Handbook – Section 4.2, Wage and Salary Increase Policy; and Section 8.1, Improper Conduct – as they have been approved effective November 1, 2018.
2.3 Equal Employment Opportunity

CASS has a policy to provide equal employment opportunity to all employees and applicants for employment on the basis of merit, efficiency and fitness, and prohibits unlawful discrimination. The law mandates that employees and applicants for employment shall not be discriminated against because of age (40 years or older), sex, race, religious creed, color, national origin, ancestry, marital status, physical or mental disability, medical condition, gender identity or sexual orientation.

All decisions made with respect to recruiting, hiring and promotions for all job classifications will be based solely on individual qualifications related to the requirements of the position. Likewise, all other personnel matters such as compensation, benefits, training, assignments, transfers, and layoffs will be administered free from any illegal discriminatory practices. Please refer to Addendum I for the CASS Equal Employment Opportunity Policy.

2.4 Employment of Relatives

CASS has a general policy against hiring close family members and/or relatives of current employees in supervisory or management positions. The following restrictions have been established to help prevent problems of safety, security, supervision, and/or morale:

While CASS will accept and consider applications for employment from relatives of current employees, close family members such as parents, children, spouses, or in-laws will not be hired into positions that directly or indirectly supervise, or are supervised by, another family member. Further, such relatives will not be placed in positions in which they work with, or have access to, sensitive information regarding a close family member.

2.5 Incompatible Activities Policy

All CASS employees are expected to devote their best efforts to the interests of CASS and the conduct of its affairs. CASS employees shall not engage in outside work that interferes with their job duties with CASS, presents a conflict of interest, or is hostile or adverse to CASS’ interest. For additional information on the CASS incompatible Activities Policy, please refer to Addendum X.

2.6 Personnel Records

Important events in each employee’s experience with CASS will be recorded and kept in the employee’s personnel file. Written performance reviews, change of status records, recommendations, disciplinary warnings and training/educational attainment records are examples of the information maintained in the personnel file. Your official CASS personnel file, which includes appointment and change of status records, is maintained in CASS’s Sacramento headquarters office. All documents maintained in your personnel file are
available for your review by appointment during regular office hours. Reasonable arrangements will be made to accommodate employee requests. Any requests to copy documents in your file must be submitted in writing.

All employees are responsible for notifying CASS’s Sacramento headquarters’ office or their CASS supervisor, in writing, of any changes in address, telephone number, dependents or any other pertinent information relating to their employment and benefits.

2.7 Hours of Work: Inspector's Daily Report, Biweekly Timesheet, Daily Sign-in Sheet

There is no realistic standard for a "normal work week" in CASS’s agricultural inspection program. Since CASS’s work is contingent on requests from members of the agricultural industry, employee schedules may vary considerably from day-to-day and week-to-week. Program management strives to balance the number of hours worked by each employee; however, this is not always possible because of CASS’s inability to anticipate how long a particular assignment may run. In addition, assignments must be made based upon demonstrated ability of the employee to accomplish the task and complexity of the particular job.

The Inspector's Daily Report, biweekly timesheet, or Daily Sign-in Sheet is the official record of hours worked and expenses incurred on a daily basis. Each employee is responsible for accurately and thoroughly completing these documents. The information contained in these documents is used to perform payroll calculations.

If you leave work early for any reason, you must notify your supervisor in advance. (Please refer to the section on Attendance Standards.)

Any day that you are instructed to report for work and do report but are not put to work, you will be paid at your regular rate for a four-hour period.

2.8 Meal and Rest Periods

There must be a minimum meal period of 30 minutes for every employee. Morning and afternoon breaks should not exceed 15 minutes for each 4 hours of work.

Employees working in field assignments are to coordinate their meal period with the packing house or field crew's meal break. All employees should receive a minimum meal period of 30 minutes. Morning and afternoon breaks should also conform to breaks given to employees of the assigned packing house or field operation.

Employees working in office assignments should establish a meal and break schedule with their office supervisor.
2.9 Performance Evaluation

Each employee will receive a performance evaluation from his/her supervisor at the conclusion of his/her period of seasonal employment. At CASS’s discretion, a formal performance evaluation may be performed at any other time. The performance evaluation process enables the supervisor to measure employee performance against an objective standard. The process also provides the employee with an opportunity to discuss, at any time, his/her work performance. Throughout the employment period, the performance appraisal process encourages ongoing two-way communication between the supervisor and the employee to identify and discuss work performance ratings categorized as “above standard,” “standard,” and “below standard.” Performance evaluation results are the basis for any offer of continued employment in subsequent seasons; determination of any assignments; merit salary increases; and performance awards. The performance evaluation process provides an opportunity to review employee strengths and, if necessary, identify ways in which employees may be able to improve their work performance. Please refer to Addendum II for a complete description of the performance review process.

2.10 Proficiency Examinations

For the Shipping Point Inspection Program, a number of specific commodity proficiency examinations have been developed to ensure that an acceptable minimum level of competency is maintained by licensed staff. The Inspection Program requires inspectors in certain programs to be licensed by either the United States Department of Agriculture (USDA) and/or the California Department of Food and Agriculture (CDFA) to inspect various commodities. The USDA Federal Supervisor requires inspectors to be qualified and authorizes them to inspect according to the specific commodity standards when using federal grade standards in grading commodities. The examinations assist the USDA, CDFA, participating counties and CASS to maintain the high standards of a quality inspection service that the agricultural community expects and needs. The exams also evaluate whether or not the inspector is sufficiently knowledgeable to receive a license.

Such exams may be given to all employees grading a commodity in their assigned district. Employees who do not pass the exam will be given a second exam within seven days. This will provide time to study the inspection material, and ask questions in order to successfully achieve a passing score. If an employee is unsuccessful in acquiring a required license, further employment opportunities with CASS will be limited or unavailable.

Other CASS programs may require proficiency examinations to ensure adequate knowledge and/or understanding of necessary job skills. Such requirements will be set forth in the written duty statements for such positions.
2.11 Federal Inspection Licensing

CASS will disclose to CDFA and USDA any allegations of wrongdoing brought to its attention in connection with inspections by a federally licensed inspector. CASS will notify CDFA and USDA of any allegations of wrongdoing, cooperate with CDFA and USDA in the investigation, and notify CDFA and USDA of the results of such investigation.

2.12 Seniority

Offers of re-employment, promotions, and layoff practices are based upon a number of factors; however, seniority is only a minor component in the decision making process. Primary factors include work performance, range of inspection skills, ability to follow instructions and the ability to work effectively with others. The employee performance evaluation is the primary document supervisors or managers rely upon in the above decision-making process.

2.13 Length of Seasonal Employment

The length of employment for any one season is based upon CASS’s need to meet industry or program requests for service. As emphasized throughout this Handbook, any offer of employment does not constitute a contract of employment by CASS and the employment relationship is on an "at-will" basis. The length of employment may vary due to circumstances beyond the control of management such as weather and industry-related issues. The length of employment will be determined at the discretion of management based upon the demand for service by the agricultural industry or other clients, and, the economic and financial interests of the program.

2.14 Duty Statements

Program job descriptions (duty statements) are used in several ways. They are helpful in staffing, wage and salary administration, and training.

Job descriptions help employees and supervisors communicate about job responsibilities. However, job descriptions are not fixed company policy; instead, they are guidelines and may change to properly reflect changes that are expected to take place over time.

Each employee will be provided a copy of their job description. If you have any questions about the duties listed, please discuss them with your supervisor.

2.15 Resignation

If for any reason you decide to resign from CASS, as a matter of courtesy, please advise your supervisor two weeks prior to your date of departure. When you provide CASS with two weeks’ notice, it makes it easier to arrange an orderly transition.
III. PROMOTIONS AND AWARDS

3.1 Promotions

CASS has developed and instituted a plan to grant pay raises that is designed to be objective and consistent within a classification; and account for standards of promotion from one classification to a more senior classification in the same series.

The basis for a pay raise (step increase) within a classification is satisfactory performance, as documented on the employee performance appraisal form, and time in grade (1920 hours). Only regular time hours count toward the time requirement for a step increase from one pay level to the next within the same classification. If an employee is denied a step increase, comments supporting the denial must be provided on the employee performance appraisal form. Areas of performance inconsistent with an Overall Rating of “Acceptable” will also be discussed with the individual. An employee denied a promotion in pay will be reconsidered for promotion at the time of their next scheduled performance evaluation should they be rehired the next season.

Promotion to a more senior classification is based upon satisfactory performance and the needs of CASS for more senior level staff.

There are many instances in which an employee may be rated as outstanding, yet not be offered the opportunity to promote to a more senior classification. The reason for this is that the type of service requested by CASS agricultural customers determines the number of staff CASS requires in specific job classifications. As a vacancy occurs, or as a need arises for a more senior position, promotional opportunities will be made available to all employees on an open and equal basis. Any promotional opportunity will be advertised within the organization and all interested, qualified staff will be considered for the promotional open position. However, this does not limit CASS’s right to seek outside individuals for any and all employment opportunities.

3.2 Awards

CASS has a performance awards program for recognizing outstanding work. Seasonal or temporary employees may be nominated for this award by any CASS employee, state program staff or county agricultural commissioner staff.

Performance awards recognize CASS staff who demonstrate extended, outstanding performance in all facets of their job over the course of a season. Particularly important are comments on the Performance Appraisal Form which identify specific and concrete examples of high quality work; effective communication skills; the ability to tactfully deal with difficult situations; and the ability to effectively serve in a complex work environment and/or demonstrate cost effectiveness in carrying out assignments. A Nomination for Performance Award Form (CASS–09) should be completed and submitted to the CASS headquarters’ office for each nominee.
An Awards Committee comprised of at least two CASS supervisory/management staff and one representative from each of CASS’s member agencies will meet annually to review, evaluate and select award recipients from all the nominees.
IV. WAGE AND SALARY POLICIES

4.1 General Wage and Salary Policy

CASS strives to maintain rates of pay that are comparable or superior to organizations which provide similar inspection and pest prevention service such as CASS’s. Wage or salary ranges are reviewed periodically and adjusted as necessary.

CASS classifies each position based on:
  * Knowledge and ability requirements
  * Variety and scope of responsibilities
  * Physical and mental demands

A former employee who is rehired, but who has a break in service of more than one year, will be considered as a new employee for the purposes of establishing rate of pay and annual leave accumulation. A former employee who is rehired, but who has a break in service of one year or less, will be considered a continuing employee for purposes of establishing rate of pay and annual leave accumulation.

4.2 Wage and Salary Increase Policy

CASS’s wage and salary policy provides for a step-by-step progression within each classification. Wage increases are dependent upon the employee working the necessary number of hours and receiving an overall rating of satisfactory or better. Annual leave credits which are used will count as time accrued for step increases.

When an employee works in two or more series (e.g., Agricultural Technician and Supervisor), the time worked in each series shall be maintained separately for purposes of calculating the number of hours accrued toward a step increase in each series.

The Executive Officer may implement a freeze on pay rates and on accrual of hours towards step increases as the Executive Officer deems necessary due to budgetary problems or severe circumstances such as crop damage or failure.

4.3 Paydays

The pay period consists of a two-week period and runs from Sunday of the first week through Saturday of the following week. Payroll is compiled for this two-week period and pay is generally issued from four to five days following the conclusion of the pay period.

For a schedule of pay periods and pay dates for this year, please refer to Addendum III.

Employees should immediately report to CASS Headquarters in Sacramento any discrepancies or apparent mistakes in their payroll so they can be reviewed and immediately rectified.
4.4 Direct Deposit

Direct Deposit is defined as an electronic transfer of payroll funds to an employee's designated financial institution. It is the preferred method of payment for all payroll checks. We encourage our employees to take advantage of the many benefits of Direct Deposit which include pay becoming available prior to the scheduled pay day. It also avoids delayed arrival due to mail service problems, possible theft, and/or any other condition beyond the control of management.

Employees wishing to participate in direct deposit will be asked to complete a Direct Deposit Enrollment Authorization Form and provide the following information:

* Employee name;
* Social security number.
* Designated name and address of financial institution.
* Verified routing number of financial institution.
* Depositor account number.

Failure to provide the above information may delay the payroll process.

The following process will ensure the direct deposit funds are properly credited to the employee’s appropriate account:

1. Submitted bank account information will be verified and validated by the designated financial institution. This is referred to as a “pre-note” transfer of funds. This transaction will be completed prior to the actual transfer. Any inaccuracies in this information may delay the transfer.

2. Immediately following the initial pay date, an employee must verify the funds were appropriately credited to the financial institution. Employees must immediately report any inaccuracies to his/her supervisor.

Employees who have elected to participate in direct deposit will continue to receive electronic payroll funds unless the Personnel Office receives written notification to discontinue direct deposit.

Employees that do not participate in the direct deposit program will receive a debit card and funds will be directly deposited into your debit card account.

4.5 W-2 Forms

Each employee will receive a W-2 Form from CASS to report wages earned within each calendar year of employment. For lost, stolen or misplaced W-2’s, a written request can be made for an additional copy.
4.6 Pay and Per Diem Advances

Pay advances will not be provided.

Employees may request a per diem advance when assigned to travel and temporarily relocate to work away from their headquarters. Such requests will be submitted to the Employee’s supervisor, and will be approved or denied in a timely manner.

Appropriate documentation of employees’ actual expenses must be provided to the Personnel Assistant in the Sacramento headquarters office. Any excess expense monies advanced to an employee will be repaid as quickly as practical, with the repayment schedule to be determined by the Personnel Assistant.

4.7 Overtime Pay

Employees are paid time and one-half for authorized hours worked in excess of 40 hours each work week. The work week begins on Sunday and ends on Saturday. Only time physically worked during the week is counted toward hours in excess of the 40 hours and will be paid at the overtime rate. Annual leave credits used during the week do not count toward overtime and will not be paid at the overtime rate.

4.8 Shift Differential Pay

CASS shall pay shift differential to compensate employees for the inherent inconvenience of working swing and/or night shifts. Shift differential payments are based solely on the employee’s regularly scheduled shift. Shift differential will be paid for any regularly scheduled shift that begins on or after 1:00 p.m. and has four or more hours after 5:30 p.m.
Cooperative Agricultural Support Services (CASS)

Employee Handbook

V. EMPLOYEE BENEFITS

CASS offers a number of benefit programs for its employees. The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for all benefits listed. This is due to the fact that CASS employment is seasonal in nature, and it is not possible to ensure that the length of employment in a season will be of sufficient duration.

5.1 State Unemployment Insurance

This state-mandated program is funded by employers and employees. The program provides weekly benefits in certain circumstances, as required by law.

5.2 Workers’ Compensation

In the event that an employee suffers a work-incurred injury or illness, workers’ compensation benefits help pay for medical treatment and part of any income an employee may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported immediately to your supervisor who will then file the required documents.

5.3 State Non-Industrial Disability Insurance

CASS seasonal employees are covered by a State disability insurance program. Benefits may be payable for injury or illness, including pregnancy, which are not work-related. The plan is administered by the State of California, Employment Development Department. If you have any questions regarding this plan, please ask your supervisor for additional information.

5.4 Annual Leave

CASS provides annual leave, with pay, to all employees. All new CASS employees earn annual leave at the rate of 0.069 hours annual leave per one hour worked. This rate equates to an approximate total of 11 hours of annual leave earned per month. The table below displays the accumulation (earning) rates of annual leave and the approximate equivalent number hours of annual leave earned on a monthly basis.

<table>
<thead>
<tr>
<th>Cumulative Length of Service based upon 80 hour pay period</th>
<th>Per Hour Accumulation</th>
<th>Approximate Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st pay period to 78th pay period</td>
<td>0.069</td>
<td>11</td>
</tr>
<tr>
<td>79th pay period to 260th pay period</td>
<td>0.088</td>
<td>14</td>
</tr>
<tr>
<td>261st pay period to 390th pay period</td>
<td>0.100</td>
<td>16</td>
</tr>
<tr>
<td>391st pay period to 520th pay period</td>
<td>0.106</td>
<td>17</td>
</tr>
</tbody>
</table>
Regular time hours and annual leave usage in lieu of work are counted in calculating the total hours worked during the pay period for annual leave accumulation.

Upon termination from CASS employment, a seasonal or temporary employee shall be paid for all unused annual leave credits accrued.

CASS management or supervisory staff shall approve all requests for annual leave to be used as vacation or in lieu of work. All such requests shall be reviewed in a timely manner.

Annual leave taken for the purpose of sick leave will be administered in accordance with CASS’s sick leave administration policy as set forth below.

Regular, full-time employees may accumulate up to 640 hours of annual leave. If the regular full-time employee exceeds the limit, no additional annual leave will be granted until the leave balance falls below 640 hours.

Regular, full time employees may cash out up to 80 hours of accrued annual leave each calendar year. Seasonal and temporary employees may cash out up to 40 hours of accrued annual leave each calendar year. If the use of annual leave in lieu of work plus the number of hours physically worked results in a work week that exceeds 40 total hours, the excess annual leave hours paid out will not be counted against a seasonal or temporary employees’ option to cash out 40 hours of accrued annual leave during that calendar year.

5.5 Sick Leave Administration

All CASS employees are entitled to use accrued annual leave time for the diagnosis, care of treatment of an existing health condition or preventative care for themselves or a “family member” under the Healthy Workplaces, Healthy Families Act of 2014 (the “Act”). A “family member” under the Act includes a child (biological, adopted, foster child, stepchild, or legal ward); a spouse or registered domestic partner; a parent (biological, adoptive, foster parent, stepparent, or legal guardian of the employee or employee’s spouse or registered domestic partner); a grandparent; a grandchild; or a sibling.

CASS employees shall provide their supervisor with advance notice of their need to use annual leave as sick leave unless such advance notice is not possible in the event of an emergency. In the event of an emergency, CASS employees shall provide their supervisor with notice of their need for sick leave as soon as possible under the circumstances, but in no event less than 24 hours following the emergency.
5.6 Holidays


The amount of holiday credit an employee receives is dependent upon the number of regular hours that the employee physically worked in the previous pay period, plus the number of regular hours worked in the pay period in which the holiday falls. Annual leave usage during each of these pay periods will count as regular hours for the purpose of calculating holiday credit that will be paid. Holiday credit will be paid based upon the following chart:

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<tr>
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5.7 Leave Without Pay

Qualified employees are entitled to leave without pay in compliance with the Family and Medical Leave Act. Refer to Addendum IV for our Family and Medical Leave Act/California Family Rights Act and Pregnancy Disability Leave Policies.

5.8 Deferred Compensation Plan

Participants in the CASS Deferred Compensation Plan are not taxed on amounts that are deferred into the plan or accumulated under the plan until they terminate employment and actually receive a distribution of monies that have accumulated in their account. CASS will contribute to the employee’s account and each employee has the option to contribute
additional money on a pretax basis, up to the maximum permitted under the plan.

5.9 Health Care Benefits Plan

Upon initial hire, CASS employees who are identified as “full-time” or “full-time temporary” as defined in the Affordable Care Act (ACA), will be offered the opportunity to enroll in an ACA compliant medical plan on the first day of the month following 60 calendar days from their date of hire.

The offered medical plan will be the equivalent of a Bronze level plan and meet all ACA requirements. CASS will contribute 50% of the cost of the Bronze level plan, to be matched by the employee.

An employee may elect to participate in a Silver level plan and/or obtain dependent coverage. If an employee selects the Silver level plan and/or chooses to obtain dependent coverage, the employee will be responsible for paying all additional costs beyond the 50% employer contribution for employee-only coverage on the Bronze level plan.

CASS employees hired as “seasonal employees” will not be offered the opportunity to enroll in CASS sponsored medical insurance plans. "Seasonal employees" are defined as employees hired to work for 120 days or less per year.
VI. TRAVEL EXPENSE REIMBURSEMENT

6.1 Mileage

Employees who utilize their private vehicle for authorized job-related travel will be reimbursed for their expenses. The rate of reimbursement shall be the current federal Internal Revenue Service standard mileage rate. That rate may be considered as taxable income in the absence of supporting documentation.

The mileage reimbursement rates include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. All CASS employees driving on CASS business, including those using their private vehicle and receiving mileage reimbursement, must conform to the CASS Motor Vehicle Policy (Addendum V) and Driving Policy and Driver Acknowledgement Form (Addendum XIV).

6.2 Per Diem

Whenever an employee is required to temporarily relocate to work fifty miles or more from the employee’s regularly assigned work location, actual, necessary and appropriate travel expenses will be paid. Receipts will be required for any item of expense of more than $30.00.

The rate of reimbursement for both Per Diem and Lodging shall be the current State of California reimbursement rates. The current reimbursement rates are:

Per Diem Rate:
Breakfast Up to $ 7.00
Lunch Up to $11.00
Dinner Up to $23.00
Incidentals Up to $ 5.00

Short-Term Lodging Rates:

All counties and cities in California (except as noted below) Up to $ 90 per night
Napa, Riverside and Sacramento Counties Up to $ 95 per night
Marin County Up to $110 per night
Los Angeles, Orange and Ventura Counties Up to $120 per night
Monterey and San Diego Counties Up to $125 per night
Alameda, San Mateo and Santa Clara Counties Up to $140 per night
San Francisco County and City of Santa Monica Up to $150 per night

All employees must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public camp ground, etc. All lodging
expenses must be substantiated by a receipt from the lodging establishment. Rates do not include room tax which will be in addition to the listed lodging rate. CASS will not reimburse stays at non-commercial lodging establishments without prior written authorization from Human Resources. This includes lodging with relatives and friends.

In some cases, CASS will directly pay for an employee’s lodging.

6.3 Overtime Meals

Employees who work 12 hours or more in a work day may claim one overtime meal. Receipts must be submitted in order to substantiate the claim. The receipt must contain the name of the restaurant, date, and cost of meal. If the receipt is a cash register tape, it must be signed by your waiter or waitress in addition to the above requested information. We cannot provide reimbursement of items purchased from a grocery store which require preparation in the home.

The maximum overtime meal reimbursement is $10.00. The actual time taken for the overtime meal period must be confirmed on the Inspector’s Daily Report.

6.4 Time Limitation to Submit Expenses

As set forth in CASS’s Employee Travel Policy (Addendum XIV), employees must submit requests for expense reimbursement to CASS no later than 90 days following the date of expense, or CASS is under no obligation to reimburse the employee.

CASS’s Employee Travel Policy is attached as Addendum XV.
VII. EMPLOYEE COMMUNICATIONS

7.1 Complaint Handling Procedure

The complaint handling procedure is intended to provide a forum where complaints can be resolved fairly, consistently, and in an atmosphere of open communication. It is forbidden for any CASS employee to directly or indirectly use or threaten to use any official authority or influence in any manner that would tend to discourage the use of the complaint handling procedure.

If you have complaints or disagreements, you are encouraged to first try to resolve these problems by discussing them frankly with the person that you believe is acting inconsistent with CASS rules or policies. You may also request either verbally or in writing, the help of your immediate CASS supervisor or the CASS Human Resources Director. When the complaint personally involves the supervisor with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to your CASS district supervisor or the CASS Human Resources Director. This procedure is an informal resolution process. At the same time we recognize that not all problems can be resolved informally at the lowest possible level.

The formal resolution process is available to all employees who are not satisfied with the results of, or wish to bypass, the informal resolution process. The formal resolution process requires you to send a memo or letter to the Executive Officer of CASS.

For a full explanation of the Complaint Policy and resolution process, please refer to Addendum VI.

The following is contact information for CASS Human Resources and Executive personnel:

Director of Human Resources
Telephone: 916-445-3883

Executive Officer
Telephone: 916-445-3653

7.2 Bulletin Boards

Each CASS office has a bulletin board which is used to communicate important information. You are responsible for reading this information.
VIII. STANDARDS OF CONDUCT

CASS employees are required to abide by rules and regulations established to protect all employees and the organization from potential injuries and to promote harmonious and efficient working practices.

CASS’s practice is to help identify performance and behavioral issues and to provide assistance with resolving such issues.

Failure to observe established rules and practices can lead to disciplinary action including, but not limited to, formal warnings, suspension, and discharge. Any and all disciplinary action by CASS is purely discretionary and in no way limits or alters the “at-will” employment relationship.

A specific disciplinary action will be based on an assessment of the offense, the circumstances, and an employee’s previous record. CASS reserves the right to take whatever disciplinary measures it feels are appropriate, including immediate discharge if, in the judgment of responsible supervisors and managers, the disciplinary action is appropriate.

8.1 Improper Conduct

The primary purpose of the disciplinary system is to correct improper behavior. Examples of offenses for which you could be disciplined are:

* Dishonesty
* Neglect or failure to perform job duties
* Excessive absences or lateness
* Neglect of company property
* Deliberate misuse of company property
* Falsification of official documents, including time cards or employment application
* Theft of company property or property of those CASS performs work for
* Intoxication (including the effects of illegal drugs) during working hours
* Drug or alcohol abuse on the job
* Use of abusive, threatening, or intimidating language or behavior
* Conduct which disrupts business activities
* Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned
* Deliberate injury to another person
* Violations of safety rules or any act which threatens the safety, health or well-being of any individual
* Sexual harassment or other unlawful harassment of subordinates or co-workers
* Discrimination in violation of CASS’s policies, local, state and/or federal law
* Accepting or soliciting a bribe, a gratuity, or other use of your position to promote personal gain
* Improper release of confidential information
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* Failure to comply with the CASS Driving Policy (Addendum XIV), including but not limited to failure to maintain a valid California driver’s license and a current acceptable driving record as determined by CASS
* Failure to comply with the CASS Motor Vehicle Policy (Addendum V)
* Failure to comply with any policies, practices, or Addendums as set forth in the Employee Handbook
* Other offenses, which in the supervisor’s or manager’s judgment threaten the well-being of the organization, any employee, or those we work for.

Possible actions include counseling, formal warnings, suspension and discharge. The specific action taken will depend on the nature of the offense, the circumstances and your previous record.

If you feel a disciplinary action has been unfair, you may contest it through the complaint handling procedure described in Addendum VI.

8.2 Attendance Standards

Punctuality and dependability are essential to the proper operation of CASS’s program. These factors also help employees to establish a good working reputation. If you are unable to report for work on time or as scheduled for any reason, you must notify your lead person or CASS supervisor at least 30 minutes before your scheduled starting time.

8.3 Absence Without Notice

If you are absent for three consecutive days and fail to notify CASS, we will presume you have resigned, and you may be removed from the payroll. Prior to removal from the payroll, your supervisor will attempt to contact you to determine the reason you failed to notify us and the cause of the absence.

If you must leave work for any reason before the end of the day, you must inform your supervisor in advance.

8.4 Harassment Prevention

Neither sexual harassment nor unlawful harassment of any kind will be tolerated. Briefly, sexual harassment is defined as a continuing pattern of unwelcome sexual advances, requests for sexual favors or physical contact of a sexual nature under any of these conditions:

1. When submission to the conduct or communication involves a condition of the individual's employment, either stated or implied.
2. The individual's submission or refusal is used, or might be used, as the basis of an employment decision which affects the individual.
3. The conduct unreasonably interferes with the individual's job performance or creates a
work environment that is intimidating, hostile or offensive.

If you feel you are a victim of harassment or sexual harassment you are encouraged to discuss the matter with your immediate CASS supervisor or the CASS Human Resources Director. When the issue personally involves the supervisor with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to your CASS district supervisor or the CASS Human Resources Director.

The following is contact information for CASS Human Resources and Executive personnel:

Director of Human Resources
Telephone: 916-445-3883

Executive Officer
Telephone: 916-445-3653

For a detailed review of CASS’s Harassment Policy, including its policy against sexual harassment, refer to Addendum VII.

8.5 Drug Free Workplace

CASS maintains a drug free workplace, as required by the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while on the job. As a condition of employment with CASS, employees must abide by this policy.

Drug abuse while on the job has major adverse effects on the welfare of all citizens and is a safety hazard to you and those working with you. Employees who use illegal drugs have three to four times more accidents while at work. For this reason, an employee who needs medical attention due to a work related injury or illness may be required to undergo a screen for drugs and alcohol at the time of treatment. A screen for drugs and alcohol will be requested when a reasonable belief exists that the employee was under the influence at the time of the accident. A positive test result may jeopardize eligibility for workers compensation benefits and may result in disciplinary actions up to and including termination of employment.

Employees with drug abuse problems should seek help. Employees desiring more information on the dangers of drug abuse in the workplace and those employees needing drug counseling or other assistance should contact their supervisor. Employees will be referred to the appropriate resource for available counseling, rehabilitation, or other assistance.

Penalties may be imposed upon employees for drug abuse violations occurring while on-the-job for CASS. Employees must notify their CASS supervisor of any criminal drug
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statute conviction for a violation occurring while on-the-job no later than five (5) days following such conviction.

Within thirty (30) days of receiving notice of any criminal drug statute conviction for a violation occurring while on-the-job, CASS will take appropriate personnel action against such employee, up to and including termination. Alternatively, CASS may require the convicted employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

If it is determined that any employee willfully failed to disclose any criminal drug statute conviction for a violation occurring while on-the-job, such employee’s employment shall be immediately terminated.

To review the CASS Drug and Alcohol Policy, please refer to Addendum VIII.

8.6 Violence in the Workplace—Zero Tolerance Policy

CASS is committed to providing a safe and secure work environment for its employees and visitors. To that end, CASS has established a zero-tolerance policy regarding workplace violence.

Workplace violence includes any incident in which an employee or visitor is abused, threatened, or assaulted at the workplace. Any threat of violence, subtle or direct, must be taken very seriously and always reported, documented and investigated.

Any violent act(s) or threats(s) against another person’s life, health, well-being, family or property, directly or indirectly, regardless of intent, made to or by any CASS employee, is unacceptable. Such acts, if caused by a CASS employee, will result in an adverse employment action, up to and including dismissal. Such acts shall also be reported to the employee’s immediate supervisor. This policy applies to all threats or acts of violence made on CASS property, owned or leased, or at any CASS sponsored event.

8.7 Heat Illness Prevention Policy

Employees who work outdoors or in other areas may be at risk for developing heat illness when certain environmental factors are present, including high air temperature, high relative humidity, radiant heat from the sun and other sources, conductive heat sources, low air movement, workload severity and duration, or where employees are required to wear protective clothing and equipment. Such employees must protect themselves appropriately to prevent heat illness.

The objectives of this policy are to ensure that all CASS employees are protected from heat illness and to raise employee awareness about heat illness, including ways to prevent heat illness, its symptoms, and what to do if symptoms occur. Any employee
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working where environmental risk factors for heat illness are present must comply with the requirements of this policy and the CASS Injury and Illness Prevention Program.

To review the CASS Heat Illness Prevention Policy, please see Addendum IX.

8.8 Voyager Fuel Card Use Policy

In certain situations, CASS employees will be provided a Voyager Fuel Card. Use of the card must be consistent with the Voyager Fuel Card Use Policy which permits purchase of fuel for CASS rental or leased vehicles. Personal use of the Voyager Fuel Card is strictly prohibited and will be subject to disciplinary action along with required reimbursement to CASS for unauthorized expenditures.

To review the complete Voyager Fuel Card Use Policy please refer to Addendum XI.

8.9 Electronic Communications Policy

CASS provides e-mail, voicemail, computer systems, software, hardware, storage devices, media and other electronic communications systems, including Internet access, to help employees perform their job duties. CASS also provides certain employees with additional technological communication devices and equipment, including laptops and cell phones with texting capability, as necessary to perform their duties. CASS encourages employees to use this technology to make communication more efficient and effective. Each employee is responsible to use this technology in a manner that increases productivity, enhances CASS' public image and reputation, and is respectful of other employees and individuals. Use of technology by employees is a privilege which may be revoked by CASS at any time.

To review the complete Electronic Communications Policy, please refer to Addendum XIII.

8.10 Lost or Stolen Devices/Equipment

The theft or loss of any electronic device or other equipment authorized for business use by CASS personnel ("device"), regardless of ownership, must be reported to the CASS Executive Officer immediately.

If the device is lost or stolen outside of CASS property/facilities, the employee must immediately file a police report and provide the Executive Officer with a copy of such report.

CASS’s Security Breach Policy incident response plan may be activated to determine if customer information was stored on the device and is at risk. All devices authorized for use on CASS business, regardless of ownership, reported to be lost or stolen may immediately be remotely wiped of data by the company’s IT Department. Employees
must understand that personal data, including photos, on the devices may be lost as a result of remote wiping.

In addition, CASS may track lost or stolen devices using mobile device tracking technology, regardless of ownership.

8.11 Enforcement

Violations of this policy may result in corrective action up to and including employment termination. Questions regarding this policy should be directed to the Executive Officer.
IX. ADDENDUMS
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ADDENDUM I

CASS Equal Employment Opportunity Policy
9.1 CASS Equal Employment Opportunity Policy

CASS is committed to a firm policy of equal employment opportunity and a discrimination-free environment for all employees and applicants. CASS prohibits unlawful discrimination on the basis of age (40 years or older), gender, race, religious creed, color, national origin, ancestry, marital status, physical or mental disability, medical condition, gender identity, sexual orientation or any other classification protected by law.

It is CASS’s policy to ensure that the work environment is free from any illegal discriminatory practices, including sexual harassment, and that applicants for employment are assured a discrimination-free environment.

Any employee/applicant who believes that he/she has been discriminated against in his/her employment relationship or evaluation for employment should immediately report the actions to his/her supervisor. If the supervisor is the source of the problem or cannot resolve the problem, employees/applicants are directed to report their concerns by calling or writing to the CASS Executive Officer.
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ADDENDUM II

Performance Evaluation Process
9.2 Performance Evaluation Process

9.2.1 Performance Evaluation Policy

The performance evaluation system is designed to ensure that CASS’s seasonal and temporary employees are provided an assessment of their skills and abilities as determined by their supervisor. A formal performance evaluation will normally be completed and discussed with the employee at the conclusion of their period of seasonal employment. At CASS’s discretion, a formal performance evaluation may be performed at other times.

By providing a regular performance evaluation, your supervisor can assist you in maintaining a high level of performance or identify areas for improvement.

The performance evaluation is also used as a factor in adjusting salary within a classification, including pay raises, promotion to a more senior classification, identifying candidates for performance awards, and determining if an offer of employment will be extended in future seasons.

The performance evaluation is based upon your supervisor’s observations regarding your behavior and skills while carrying out your duties as a CASS employee. The evaluation will be as objective as possible and based upon established criteria. When the rating is other than “Acceptable,” comments will be provided.

9.2.2 Performance Evaluation Criteria

- Integrity – This rating factor relates to honesty and high professional standards. Integrity is of the utmost importance in all of CASS’s work. Integrity includes putting forth an honest effort in performing one’s duties along with accurately reporting time worked and mileage claimed. Another example of integrity is completing inspection reports or other documents without intentional falsification of data. Integrity also requires that employees act impartially and do not give preferential treatment to any customer. If an employee does not demonstrate this attribute, employment may be immediately terminated.

- Safety Performance and use of Equipment – This rating factor relates to demonstrated willingness to abide by those behaviors that assist in preventing or minimizing injury to self or others. CASS wants to provide a safe working environment for all employees and requires the cooperation of all employees to achieve this goal. Safety practices extend beyond the work environment and include vehicle operation while carrying out job duties. Minor safety issues will be discussed with the employee with the goal of correcting behavior. Major safety violations may result in immediate termination of employment.
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- **Job Knowledge** – This factor rates the degree to which an employee is familiar with specific information necessary to carry out the duties of their job. Employees are furnished with handbooks, standards, study materials and other guides to assist them learning the essentials of their job. CASS also provides formal or informal training so that its staff can successfully carry out its responsibilities. But it is the responsibility of each seasonal or temporary employee to study materials provided and ask questions if they do not understand any aspect of their job.

- **Judgment** – This factor measures the ability of a CASS employee to evaluate available facts, draw a correct conclusion and act accordingly. Judgment may be demonstrated in how an employee interprets or applies grade standards during the inspection process. Judgment may also be demonstrated in how an employee interacts with CASS’s customers or other CASS employees.

- **Productivity and Accuracy** – This factor evaluates the productivity and accuracy of an employees work performance. Attendance/Punctuality evaluates the willingness and ability of an employee to be at an assigned work site when expected and needed to do this/her job. Leaving work early without supervisory approval affect the Attendance rating factor, as well as the Judgment rating factor. In general, being late or leaving work early more than four times in a month, without supervisory approval, will result in an unsatisfactory rating and may result in immediate termination of employment. The Attendance rating factor will also reflect unauthorized absences from work. Three consecutive days of unauthorized absence from work will be considered voluntary resignation.

- **Communication Skills** – This factor gauges the ability of an employee to speak with others in a clear way that minimizes misunderstandings and conveys information without creating vagueness or uncertainty. Good communication skills also enable an employee to deal tactfully with customers or other CASS employees by demonstrating the ability to communicate in a calm and reasonable manner.

- **Individual Effectiveness** – This factor evaluations whether the employee is self-motivated and proactive, adaptable; takes ownership and accountability; makes efficient use of work time; works well under pressure; treats others with professionalism and respect; develops and maintain positive relationships; able to handle interpersonal conflict; and able to use good judgment.

- **Teamwork** – This factor evaluates the employee’s ability to work collaboratively in group situations; and the ability to get along with others.

- **Use and care of equipment including damage to vehicles incurred in accidents.**
9.2.3 Overall Rating

Each of the Performance Evaluation Criteria will be considered when developing an overall rating. An overall rating of “Acceptable” in all categories must be maintained in order to be considered for future seasonal or temporary employment opportunities.

A rating of “Unacceptable” in any one category; or a “No” in either “Integrity” or “Safety Practices” during any time of employment, will result in immediate termination.

9.2.4 Verification of Review

The performance evaluation will be discussed with you at the conclusion of your seasonal period of employment or at other times when a performance evaluation is performed. You will be asked to sign the Performance Evaluation Form. Signing the form indicates that the performance review took place and does not necessarily mean that you agree with all of the rating assessments. If you disagree with any of the ratings, you may make comments on the back of the form or provide a separate written statement that will be included in your personnel file.
ADDENDUM III

Payroll Periods
# 9.3 Payroll Periods for 2018

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<td>December 29</td>
<td>January 04</td>
</tr>
</tbody>
</table>

Pay will be available on the Friday following the close of the pay period. For example: Pay Period 11 ends on June 02. Pay will be deposited in employee’s direct deposit or debit card account on June 08.
ADDENDUM IV

CASS Family and Medical Leave, California Family Rights Act & Pregnancy Disability Leave Policy

9.4 CASS Leaves of Absence:

Family and Medical Leave (FMLA)
California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL)
Paid Family Leave (PFL)
Military Caregiver Leave
Leave for Qualifying Exigency
9.4.1 Family and Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) are intended to balance the demands of the workplace with the needs of families.

The FMLA and CFRA allow eligible employees to take job-protected unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, up to a total of 12 work weeks during any twelve month period because of the birth of a child and to care for the newborn child; because of the placement of a child with the employee for adoption or foster care; because the employee is needed to care for a family member (child, spouse or parent) with a serious health condition; or because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job. In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part time schedule.

9.4.2 Military Caregiver Leave (FMLA only), provides eligible employees up to 26 weeks per single 12 month period to care for an ill or injured covered service member with a serious injury or illness.

9.4.3 Leave for a Qualifying Exigency (FMLA only) allows for 12 weeks of leave in a 12-month period because of any “qualifying exigency” arising out of the foreign deployment of employee’s spouse, child, or parent. The employee’s spouse, child, or parent must be a member of the Armed Forces and the member must be on covered active duty status or notified of an impending call or order to covered active duty.

9.4.4 Eligibility

To be eligible for FMLA and CFRA, an employee must have been employed for at least 12 months (not necessarily consecutive) and have at least 1,250 actual “hours worked” during the 12 months prior to the implementation of leave. “Hours worked” does not include vacation, personal leave, sick leave, family sick leave, industrial disability leave, temporary disability, or holidays.

9.4.5 Pregnancy Disability Leave

An employee who is unable to work because of pregnancy, childbirth, or related medical conditions, is entitled to take a pregnancy disability leave (PDL) for a period of not more than four months. An employee need not meet the eligibility requirements for FMLA or CFRA to be eligible for PDL and PDL will not reduce the employee’s entitlement to leave under CFRA.

9.4.6 Paid Family Leave

Paid Family Leave is a state-sponsored insurance program within the SDI program. PFL provides employees with partial wage replacement for up to six weeks in any 12-month
period to care for a seriously ill or injured family member or bonding with a minor child within one year of the child’s birth or placement in connection with foster care or adoption. Like SDI, PFL does not create the right to a leave of absence. In order to qualify for PFL leave, an employee must meet the same eligibility requirements as for FMLA/CFRA.

9.4.7 Military Leave

Military leave for employees who are members of the armed services and reserves, as well as for eligible family members, will be provided pursuant to applicable law.

9.4.8 Employee Obligations

Employees must provide at least 30 days advance notice to their immediate supervisor before FMLA is to begin, if the need for leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member. In cases where the need for leave is unforeseen, employees are expected to provide notice within two working days of learning of the need for such leave, or as soon as practicable. Failure to comply with this requirement may result in a delay in the start of the leave.

If the basis for the leave is a serious health condition of the employee or the employee’s child, parent or spouse, the employee must submit a medical certification from a health care provider as substantiation that a serious health condition exists.

9.4.9 Request Form

Requests for FMLA/CFRA/PDL/PFL shall be made on Leave of Absence Form CASS 227 REV 3.17.

9.4.10 Employer Obligations

Whenever an eligible employee has an FMLA/CFRA qualifying leave, Cooperative Agricultural Support Services (CASS) management shall designate the time off as FMLA/CFRA. The decision to designate leave as qualifying under the FMLA/CFRA will be based only on information received from the employee or the employee’s spokesperson. Information received may include, but is not limited to: a completed ‘Certification of Health Care Provider’, other medical substantiation, and/or statements made by the employee.

CASS will use a calendar year period to calculate when an FLMA/CFRA annual leave period begins and ends.
9.4.11 Use of Leave Credits

Employees may use sick leave or vacation leave credits during an FMLA/CFRA leave. Paid leave due to industrial injuries or illnesses is not counted as an employee’s FMLA/CFRA leave.

9.4.12 Return to Work/Reinstatement

A returning employee is entitled to return to the same classification the employee held when the leave commenced or to an equivalent classification. All reasonable efforts will be made to return the employees to the same position held prior to commencement of the leave. Also, if the absence was based upon the employee’s own serious health condition, the employee must present a certification from a physician of his/her fitness to return to work.

9.4.13 Complaint Process

CASS will make all reasonable efforts to resolve any disputes about the authorization of FMLA/CFRA and PDL. Employees are encouraged to contact CASS Human Resources Department with any questions or concerns.
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ADDENDUM V

Motor Vehicle Policy
9.5 Motor Vehicle Policy

In the interest of safety, CASS management strives to ensure that all employees who drive on official business maintain reliable vehicles equipped with seat belts, have good driving records and adequate motor vehicle insurance. In order to determine if CASS employees are exercising sound judgment in motor vehicle use, all applicants offered seasonal or temporary employment with CASS are required to submit a driving record report from the Department of Motor Vehicles.

For all classifications requiring operating a motor vehicle in the course and scope of employment, offers of employment are contingent upon an acceptable driving record report. For those classifications requiring the use of a personal vehicle in the course and scope of employment, the following shall be provided to CASS: proof of vehicle registration and insurance for all vehicles used on the job, and a reliable vehicle with working seat belts. Employment throughout the season is also contingent upon maintaining a reliable motor vehicle, an acceptable driving record and motor vehicle insurance.

9.5.1 Minimum Liability Insurance Requirements

All CASS employees operating a personal motor vehicle on the job must maintain at least the minimum amount of insurance prescribed by California law during the period of their employment. The law currently requires the following monetary limits:

- $15,000 for injury or death of 1 person per accident
- $30,000 for injury or death of 2 or more persons per accident
- $5,000 for property damage per accident

If your vehicle insurance lapses, you must promptly notify your supervisor and will no longer be permitted to operate your vehicle to carry out CASS directed activities.

9.5.2 Vehicle Use Requirements

As a CASS employee, you are required to conform to the following policies when operating a vehicle while on official CASS business:

- Your vehicle must be maintained to provide reliable transportation with working brakes, headlamps, tail lights, turn signals, horn and seat belts.
- Seatbelts, specifically lap-belts at a minimum, must be used at all times while conducting CASS business regardless of the ownership of the vehicle.
- You must maintain an acceptable driving record and a valid drivers’ license at all times. If your driving privilege is suspended or revoked during the course of your employment, you must promptly notify your supervisor and will no longer be permitted to operate your vehicle in carrying out CASS directed activities.
9.5.3 Vehicle Insurance and Vehicle Use Policy Acknowledgement

All CASS employees who operate a vehicle while on official CASS business are required to have a signed copy of the Vehicle Insurance and Vehicle Use Policy Acknowledgement form (CASS – 300) in their official personnel file.
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Employee Handbook

ADDENDUM VI

CASS Complaint Handling Procedure
9.6 Complaint Policy

CASS will not discriminate against an employee because they have presented a complaint. It is forbidden for any CASS employee to directly or indirectly use or threaten to use any official authority or influence in any manner that would tend to discourage the use of the complaint procedure.

It is CASS policy to:
- Treat all employees with consideration and fairness
- Adhere to state and federal law that mandates employees and applicants for employment not be discriminated against because of age (40 years of age and older), sex, race, religious creed, color, national origin, ancestry, marital status, physical or mental disability, medical condition, gender identity, sexual orientation or any other classification protected by law.
- Have problems and complaints handled quickly and seek to resolve the situation to the satisfaction of all.
- Provide answers to employees' questions about their jobs, management's practices, policies, and other subjects or concern or importance

If it is determined that any CASS employee violated this policy, that employee will be subject to some form of appropriate disciplinary action, up to and including discharge, based upon the severity of the conduct.

9.6.1 Complaint

A complaint is a dispute involving the application or interpretation of any CASS written rule or policy. Any employee may file a complaint. The employee should be able to clearly state the:
- Written rule or policy that has supposedly been violated
- Date(s) of alleged violation
- Solution desired

9.6.2 Informal Resolution Process

Employees who believe that they have been treated in a manner inconsistent with any CASS rule or policy should immediately seek resolution through the informal compliant process. This is often the quickest means of resolution.

There are several ways to use the informal complaint process:
- Attempt to resolve the issue by speaking to the person responsible for the act that you believe is inconsistent with CASS rules or policies. Explain your perception of their actions, how you believe it violates CASS policies, and that you want the actions stopped.
- Request assistance from your immediate CASS supervisor in resolving the complaint.
Talk to your CASS district supervisor if that person is not your immediate supervisor.

Talk to the CASS Human Resources Director.

These options are available individually or in any combination with one another. However, in every case, ensure that a CASS supervisor or the CASS Human Resources Director is informed of the situation.

Contact information for CASS Human Resources employees is as follows:

Director of Human Resources
Telephone: 916-445-3883

9.6.3 Formal Resolution Process

If a CASS employee is not satisfied with the results of, or wishes to bypass the informal resolution process, or if a CASS employee believes he or she has been discriminated against or harassed in violation of the CASS Equal Employment Opportunity Policy or the CASS Harassment Prevention Policy, a formal written complaint may be filed with the CASS Executive Officer. CASS strongly encourages employees with a complaint of discrimination or harassment to file a formal complaint immediately and within 30 days of the alleged incident. In any event, the written grievance or complaint must be signed by the complainant and filed within one year of the date of the alleged action. An additional 90 days is granted following the expiration date if the complainant just obtained knowledge of perceived unlawful discrimination.

The CASS Executive Officer will have the allegations investigated and will take appropriate action to remedy the situation if the allegations are substantiated.

9.6.4 Contents of a Formal Complaint

A formal complaint consists of a memo or letter addressed to the CASS Executive Officer and must contain the following specific information:

- The complainant’s full name, job title, work location, address and telephone number;
- The full name, job title, work location, work address and telephone number of the person against whom the complaint is made;
- Complaints should indicate what rule or policy was violated and what specific remedy is requested. Complaints of discrimination must indicate the basis of discrimination such as age (40 years of age and older), sex, race, religious creed, color, national origin, ancestry, marital status, physical or mental disability, medical condition, gender identity or sexual orientation; and
The complainant must provide sufficient information to show a connection between the basis of discrimination and how they believe they have been harmfully affected.

9.6.5 Complaints Filed Outside of CASS

To protect all rights under the appropriate state and federal laws, complainants may file with any or all of the following agencies at the same time they file a formal complaint with CASS. Addresses listed are headquarters or district offices. Complainants may refer to their local telephone directory or call the listed number for a local office in their area.

**Department of Fair Employment and Housing (DFEH)**

2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
Telephone: 1-800-884-1684

Complaints filed with DFEH must be filed within one year from the date of the alleged unlawful practice or refusal to cooperate occurred. This period may be extended by up to 90 days if the person allegedly aggrieved by an unlawful practice first obtained knowledge of the facts after the expiration of one year from the date of its occurrence.

**U. S. Equal Employment Opportunity Commission (EEOC)**

San Francisco District Office
450 Golden Gate Avenue Southwest
P.O. Box 36025
San Francisco, CA 94102-3661
Telephone: 1-800-669-4000

A complaint must be filed within 180 days of the alleged unlawful practice. The 180 day period for filing a complaint does not begin until the claimant becomes aware of the discriminatory act. The EEOC may defer to DFEH. If DFEH waives its right to process the charge, the complaint must be filed with EEOC within 300 days.
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ADDENDUM VII

CASS Harassment Prevention Policy
9.7 Harassment Prevention Policy

In addition to sexual harassment, harassment on the basis of any protected class status violates federal and state law and is considered a form of discrimination. CASS strives to provide a workplace free from harassment based on a person’s:

- Age
- Gender identity or gender expression, which includes transgender status
- Genetic information
- Marital status
- Medical condition
- Mental or physical disability
- National origin or ancestry
- Pregnancy, childbirth, breastfeeding or related medical condition
- Race or color
- Religious creed
- Sex
- Sexual orientation
- Military and veteran status

Sexual harassment is unlawful and cannot be tolerated. All CASS employees are entitled to a work environment free from any form of discrimination, including sexual harassment, and all employees are expected to adhere to a standard of conduct that is respectful of all persons within the work environment.

CASS has a “Zero Tolerance” policy for sexual harassment. This includes zero tolerance of inappropriate, discourteous behavior of a sexual or gender-based nature. Zero tolerance means that any CASS employee who is found to have violated this policy will be subject to some form of adverse employment action, up to and including dismissal, based on the severity of the conduct.

CASS management recognizes that even though some inappropriate behavior/conduct may not be unlawful, it may nevertheless fall short of acceptable, courteous, respectful, and professional workplace behavior, as expected by CASS. Supervisors or managers will not wait to enforce this policy until conduct reaches an unlawful level. CASS employees need not break the law in order to be disciplined for violation of this zero-tolerance policy.

CASS has a legal obligation to ensure that the work environment is free from sexual harassment. CASS is responsible for the actions of managers and supervisors as well as all other employees of the organization. CASS management is committed to investigating all complaints of harassment, including sexual harassment, in a timely and thorough manner and taking appropriate action to end any sexual harassment. This responsibility applies even if the complaint is withdrawn or the complainant requests that no action be
taken. If misconduct is found at the end of an investigation, CASS will take appropriate corrective and remedial measures. Prompt, appropriate action will avoid or minimize the incidents of sexual harassment and potential liability. Not only can the cost of sexual harassment be expensive for CASS, but an individual employee found responsible for sexual harassment may be financially liable personally and may be sued accordingly. Insurance generally does not indemnify for intentional conduct and, as an employer, CASS has no legal obligation to pay either the costs of a defense or judgment against an employee determined to have sexually harassed another. The employee may be personally responsible for paying part or all of the cost if monetary damages are awarded. Monetary damages may include substantial compensatory and punitive damages and attorney fees.

9.7.1 What constitutes sexual harassment?

Sexual harassment in employment is a form of illegal sex discrimination that occurs when unwelcome conduct, on the basis of an individual's gender, affects that person’s job. Equal Employment Opportunity Commission guidelines define sexual harassment as follows:

- Unwelcome sexual advances, requests for sexual favors and other verbal physical conduct of a sexual nature constitutes sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Department of Fair Employment and Housing (DFEH) sexual harassment prohibition includes harassment based on gender, pregnancy, childbirth, sexual orientation, gender identity and gender expression; and includes transgender status.

9.7.2 Types of Sexual Harassment

Sexual harassment falls into two categories; Quid Pro Quo and Hostile Work Environment.

Quid Pro Quo: The traditional demand of sexual favors in exchange for a job benefit or continued employment is quid pro quo sexual harassment – literally, “this for that.” It is unwelcome conduct based on an employee’s gender that affects a term or condition of employment.
By its nature, quid pro quo harassment can be committed only by a supervisor or someone with authority over the victim, who can confer or withhold a job benefit. It involves actual economic loss if the harasser’s demands are not met and is recognized easily by the courts. To be actionable, tangible job action must have occurred, meaning that the threat was carried out. Men as well as women can be victimized by this type of sexual harassment.

- Hostile Work Environment: A hostile work environment involves unwelcome conduct/behavior based on the victim’s gender that affects a term, condition or privilege of employment. The conduct must be sufficiently severe or pervasive to alter the conditions of the victim’s employment and to create an abusive work environment.

The harassment does not have to cause mental or physical harm to create a hostile work environment. As long as the environment is reasonably perceived as hostile or abusive, there is no need for it also to be psychologically injurious. If a reasonable person would find the conduct so altered working conditions that it made it more difficult to do the job, sexual harassment has occurred. Hostile environment sexual harassment does not target an employment benefit or continued employment. Supervisors, co-workers, and nonemployees can commit hostile environment sexual harassment.

It is also important to understand that the intent of the alleged harasser is irrelevant in the determination of what is “unwelcome”. Whether the conduct is considered unwelcome is determined by the recipient of the behavior. It is the impact of the behavior or how that behavior is perceived, not the intent of the alleged harasser, which determines whether or not the conduct/behavior is sexual harassment.

9.7.3 Forms of Sexual Harassment

Sexual harassment manifests itself in many forms. The question is whether the conduct can be reasonably perceived as creating a hostile work environment or demanding a quid pro quo. Examples of sexual harassment include:

- Verbal examples: Sexual advances, including blatant advances as well as continuing to express sexual interest in someone after being told that the invitation is unwelcome; sexual jokes; lewd remarks, ridicule or nicknames that refer to sexual fantasies or preferences; reprisal, threats or reprisal or implied threats of reprisal following a negative response to an advance; whistles and catcalls; and, remarks about the details of one’s sex life or sexual orientation.

Physical examples: Touching, including a hug, pinch, kiss, patting, stroke on a body part, brushing against or poking another employee, grabbing, pulling someone into your lap fondling, massaging; rubbing up against someone; standing uncomfortably close to another person; and/or following someone.
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- Visual examples: Sexual gestures, leering; posters/calendars that are sexually suggestive or explicit or potentially offensive to someone else; notes, letters or e-mails that are sexually explicit, contain propositions, or are suggestive; suggestive or explicit literature; and/or displaying sexual pictures, writings or objects.

9.7.4 Employee Responsibilities

Any employee who perceives comments, gestures or actions of another employee or supervisor/manager to be sexually harassing should immediately and clearly communicate to that person that such behavior is unwelcome and inappropriate. Failure to express unhappiness does not prevent the employee from filing a complaint and does not exonerate the harasser. Very often victims of sexual harassment are afraid to confront the harasser. For this reason, it is important that the witnesses to possible sexual harassment of others also take responsibility for contacting CASS supervisors or managers.

Any employee who feels they have been sexually harassed, retaliated against for complaining about sexual harassment or retaliated against for participating in a sexual harassment inquiry, may pursue the following avenues of redress:

- Advise the Supervisor or Manager, unless Supervisor or Manager is the offending party.
- Contact the CASS Human Resources Department.
- File a complaint with their manager/supervisor within CASS, and with the Director of Human Resources.
- File a formal complaint with the California Department of Fair Employment and Housing or the federal Equal Employment Opportunities Commission.

9.7.5 CASS Responsibilities

CASS management is committed to ensure that all employees are informed of our discrimination complaint process and sexual harassment policy. Management is also committed to investigating complaints of sexual harassment in a timely and thorough manner while being as discreet and confidential as possible.

CASS management will take appropriate action with regard to the harasser where sexual harassment is found, taking the necessary action to remedy sexually harassing situations in a manner that should eliminate future situations. We are also committed to protecting the employee(s) complaining of harassment from any form of reprisal or retaliation. If you believe you have been retaliated against for making a complaint of discrimination and/or harassment, you should contact CASS Human Resources or the Executive personnel.
The following is contact information for CASS Human Resources and Executive personnel:

Director of Human Resources
Telephone: 916-445-3883

Executive Officer
Telephone: 916-445-3653
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ADDENDUM VIII

CASS Drug and Alcohol Policy
9.8 Drug Free Workplace

It is the policy of CASS to maintain a drug-free workplace. This policy conforms with requirements of the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on CASS premises or in the workplace. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace is prohibited.

The workplace includes all premises where activities of CASS are conducted including, but not limited to, packing houses, cold storage facilities, and agricultural growing grounds to which a CASS employee is assigned.

Drug abuse while on the job is a safety hazard to you and those working with you. Employees who use illegal drugs have three to four times more accidents while at work. For this reason, every employee who needs medical attention due to a work related injury or illness may be required to undergo a screen for drugs and alcohol at the time of treatment. A positive test result will jeopardize eligibility for workers compensation benefits and may result in disciplinary actions up to and including termination of employment.

Violation of this policy may result in disciplinary actions up to and including termination of employment. Violations may also be referred to the appropriate authorities for prosecution.
ADDENDUM IX

CASS Heat Illness Prevention Policy
9.9 Overview and Objectives

Employees who work in outdoor places of employment or on job tasks in other area may be at risk for developing heat illnesses when certain environmental factors are present, including high air temperature, high relative humidity, radiant heat from the sun and other sources, conductive heat sources, low air movement, workload severity and duration, or where employees are required to wear protective clothing and equipment. Such employees must protect themselves appropriately to prevent heat illness.

The objectives of this program are to ensure that all CASS employees are protected from heat illness and to raise employee awareness about heat illness, including ways to prevent heat illness, its symptoms and what to do if symptoms occur. Any employee working where environmental risk factors for heat illness are present must comply with the requirements of this Policy and the CASS Injury and Illness Prevention Program.

This written program is based upon the California Code of Regulations, Title 8, Chapter 4, Section 3395.

9.9.1 Scope

The CASS Heat Illness Prevention Program applies to all outdoor places of employment and other areas when the environmental risk factors for heat illness, as defined below, are present.

9.9.2 Definitions

The term "acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for about two hours per day in the heat.

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personnel protective equipment worn by employees.

The term “heat illness” means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

“Personal risk factors for heat illness” means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat.
“Preventative recovery period” means a period of time to recover from the heat in order to prevent heat illness.

The term “shade” means blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

9.9.3 Responsibilities

CASS management is responsible for:

1. Preparing and maintaining a written program which complies with the requirements of applicable Cal/OSHA requirements.

2. Assisting with providing training to all potentially impacted employees and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.

3. Identifying all employees who are required to work outdoors where potential heat illness could occur and identifying the supervisor of the employees.

4. Assuring that adequate water and shade are available at a job site when the environmental risk factors for heat illness are present.

5. Ensuring that all affected employees have received proper training on heat illness prevention.

6. Ensuring that the requirements in this document are followed.

Affected employees are responsible for:

1. Complying with the provisions of the CASS Heat Illness Prevention Program, as described in this document and in the training sessions they attend.

2. Ensuring they have drinking water available at all times when the environmental risk factors for heat illness are present.

3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.

4. Reporting heat related illness symptoms to the supervisor.
9.9.4 Basic Requirements

The following basic requirements apply to all employees while working where environmental risk factors for heat illness are present.

Training shall be provided for all potentially impacted employees working where environmental risk factors for heat illness are present and their supervisors. Training information shall include but not be limited to the topics listed in the training section of this written program. All potentially impacted employees and supervisors who supervise these employees must be trained on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.

Drinking water in the quantity of 1 quart per hour shall be available at all times for employees who work outdoors in the heat.

Employees must have access to a shaded area to prevent or recover from heat illness symptoms.

All employees must be identified who are required to work where environmental factors for heat illness are present.

9.9.5 Training

A. Levels of Training

Training shall be provided for employees working on job tasks where environmental risk factors for heat illness are present, and training for their respective supervisors.

B. Employees

All employees working on job tasks where environmental risk factors for heat illness are present shall receive instruction before being assigned to work tasks. Training topics shall include the following:

1. Environmental and personal risk factors for heat illness.

2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.

3. Importance of frequent consumption of small quantities of water, up to 4 cups per hour when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.

4. Importance of acclimatization.
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5. Different types, signs, and symptoms of heat illness.

6. Importance of immediately reporting symptoms or signs of heat illness in themselves or in coworkers to their supervisor.

7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.

C. Supervisors of Affected Employees

Supervisors or their designees, are required to provide training on the following topics:

1. Information as detailed above in employee training requirements.

2. Procedures the supervisor shall follow to implement the provisions of this program.

3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

9.9.6 Program Audits

Audits of the Heat Illness Prevention Program shall be performed by Supervisors and Management of CASS. Audits of the Heat Illness Prevention Program shall be performed annually.

1. The audit shall review the program to ensure that heat illness prevention procedures are in place and are being properly followed.

2. The audit process and findings shall be certified in writing.

9.9.7 Records

All training, audit, and other records prepared in association with the Heat Illness Prevention Program shall be managed in accordance with the requirements of the CASS Injury and Illness Prevention Program.
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ADDENDUM X

CASS Incompatible Activities Policy
9.10 Incompatible Activities Policy

All CASS employees are expected to devote their best efforts to the interests of CASS and the conduct of its affairs. CASS employees shall not engage in outside work that interferes with their job duties with CASS, presents a conflict of interest, or is hostile or adverse to CASS.

CASS recognizes the right of employees to engage in activities outside of their employment with CASS which are of a private nature and are unrelated to CASS’s business. However, a policy of full disclosure must be followed to prevent potential conflicts of interest from arising. Any questions regarding outside work and/or a possible conflict of interest should be discussed in advance with the CASS Executive Officer.

CASS employees shall not engage in any outside work which relates to: CASS; growers, packers, shippers, processors, or other entities whose products or premises are inspected by CASS; or any of CASS’s employees, customers, contractors, subcontractors, consultants, suppliers or any other vendor; either directly or indirectly, without advance disclosure to, and approval from, the CASS Executive Officer.

CASS employees shall not solicit or receive any income or item of value (including cash, services, goods, or materials) from an existing or potential CASS customer, contractor, sub-contractor, consultant, supplier, or any other vendor to CASS or from a grower, packer, shipper, processor, or other entity whose products or premises are inspected by CASS.

No employee, spouse, or other member of an employee’s immediate family, may directly or indirectly borrow from, lend to, invest in, perform independent work for, or engage in any financial transaction with an existing or potential grower, packer, shipper, processor, or entity whose products or premises are inspected by CASS or a CASS customer, contractor, sub-contractor, consultant, supplier, or any other vendor to CASS, without advance disclosure to, and approval from, the CASS Executive Officer.

If an employee, spouse, or other member of an employee’s immediate family is engaged in or intends to engage in a business similar in nature to CASS's, it must be disclosed in advance to the CASS Executive Officer.

Outside work may not be performed while an employee is on duty working for CASS. No CASS facilities, equipment, labor, or supplies shall be used to conduct any non-CASS activity at any time.

To aid the Executive Officer in determining whether an employee is engaged in a conflicting business activity, a Statement of Economic Interests must be completed annually by each CASS employee. Participation in a conflicting business activity may affect an employee’s ability to be licensed by the United States Department of Agriculture (USDA). The CASS Executive Officer shall report the participation in any potentially
conflicting activity to the USDA for evaluation. If you have any questions regarding this procedure, please direct them to the CASS Executive Officer.

Failure to disclose any potentially conflicting interests or activities when completing the annual Statement of Economic Interests, or the failure to obtain approval from the CASS Executive Officer prior to engaging in a potentially conflicting activity, will lead to disciplinary action including, but not limited to formal warnings, suspension, or discharge.

In the event that a CASS employee disagrees with the Executive Officer’s determination that an activity is conflicting, or with the disciplinary action taken by the Executive Officer as a result of any unauthorized participation in a conflicting activity, the employee may appeal the determination under CASS’s Complaint Handling Procedure, as set forth in Addendum VIII of the CASS Employee Handbook.
ADDENDUM XI

Voyager Fuel Card Use Policy
9.11 Voyager Fuel Card Use Policy

It is CASS policy to allow the use of Voyager Fuel Cards for certain expenses. The Executive Officer shall be responsible for assigning Voyager Fuel Cards by vehicle license plate number.

The Voyager Fuel Card may be used to purchase gasoline only for the CASS rental or leased vehicle assigned to an employee for authorized travel. Personal use of a CASS issued Voyager Fuel Card is prohibited and will be subject to disciplinary action.

The Voyager Fuel Card may not be used for personal purchases. Absolutely no personal use of the Voyager Fuel Card is allowed to purchase fuel for any personal vehicle or any other goods or services.

The Executive Officer or their designee shall maintain a list of all Voyager Fuel Cards issued by CASS along with the vehicle license plate number and the name of the individual who has been assigned the vehicle.

Employees who use a CASS Voyager Fuel Card shall submit a copy of the vendor’s credit card slip to the designated person in their district office. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which fuel was purchased, date and amount of the transaction and the official business that required the transaction. All Voyager Fuel Card purchase receipts shall include this information as well.

The Executive Officer or their designee shall review each monthly Voyager Fuel Card statement in a timely manner to ensure that transactions comply with this policy. Any transactions that appear on a statement that are not documented with a credit card slip or a signed voucher shall be immediately investigated. The cardholder is responsible to resolve any issue relating to erroneous charges to ensure proper credit is given on subsequent statements.

Employees who use a CASS issued Voyager Fuel Card in a manner contrary to this policy shall be required to reimburse CASS for unauthorized expenditures through repayment and will be subject to the following disciplinary actions, as deemed appropriate: verbal counseling; written reprimand; suspension; termination.
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ADDENDUM XII

Whistleblower Protection Policy
9.12 Whistleblower Protection Policy

The Cooperative Agricultural Support Services Authority (“CASS”) requires its board members, officers, managers, supervisors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees of CASS to report any action or suspected action taken within CASS that is illegal, fraudulent or in violation of any adopted policy of CASS. This policy applies to any matter which is related to CASS business and does not relate to private acts of an individual not connected to the business of CASS. This policy is intended to supplement but not replace the CASS anti-harassment and anti-discrimination policies, other grievance procedures, and any applicable state and federal laws governing whistleblowing applicable to a governmental agency.

In accordance with the laws of the State of California, it is the public policy of CASS to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation, regardless of whether disclosing the information is a part of the employee’s job duties.

9.12.1 Who is Protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. “Employee” means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106.)

9.12.2 What is a Whistleblower?

A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee’s employment or place of employment.
A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

9.12.3 Protections for Whistleblowers

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
5. An employer may not retaliate against an employee because the employee is a family member of a person who is, or is perceived to be a whistleblower.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee’s employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

9.12.4 How to Report Improper Acts; Whistleblower Hotline

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General’s Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

9.12.5 Good Faith Reporting

Anyone reporting a violation must act in good faith, without malice to CASS or any individual in CASS, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred.

9.12.6 Confidentiality and Anonymous Reporting

CASS encourages anyone reporting a violation to identify himself or herself when making a report in order to facilitate the investigation of the violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously.
Reports of violations or suspected violations submitted to CASS will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, CASS will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.
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ADDENDUM XIII

Electronic Communications Policy
9.13 Electronic Communications Policy

CASS provides e-mail, voicemail, computer systems, software, hardware, storage devices, media and other electronic communications systems, including Internet access, to help employees perform their job duties. CASS also provides certain employees with additional technological communication devices and equipment, including laptops and cell phones with texting capability, as necessary to perform their duties. All such electronic communications systems, devices and equipment described above are collectively referred to as “technology” or “technologies” in this policy. CASS encourages employees to use this technology to make communication more efficient and effective. Each employee is responsible to use this technology in a manner that increases productivity, enhances CASS’ public image and reputation, and is respectful of other employees and individuals. Use of technology by employees is a privilege which may be revoked by CASS at any time.

Accordingly, CASS has established this Electronic Communications Policy (“policy”) governing the use of technology. All employees will be asked to acknowledge in writing that they have read and understand this policy and that they will abide by the provisions of the policy. Employees shall not use CASS technologies to promote unethical practices or any activity prohibited by law or CASS policy. CASS respects the individual privacy of employees, but this privacy does not extend to work-related conduct or to the use of CASS technology. Employees should be aware that this policy may affect employee privacy in the workplace.

Violation of this policy is a serious matter and may result in disciplinary action, up to and including termination of employment, pursuant to CASS’ Employee Handbook, other policies, and state and federal law.

9.13.1 No Expectation of Privacy

Employees should be aware that the use and content of technology, including electronic files and communications over CASS systems and networks, such as e-mails, voicemail and text messages, are not private. These technologies shall not be used to transmit confidential information about CASS operations or employees without authority nor shall they be used to transmit or access inappropriate material. Any employee utilizing any technology provided or funded by CASS expressly acknowledges and agrees that the use of such technology, whether for business or personal use, shall remove any expectation of privacy the employee, sender, or recipient of any communication utilizing such technology might otherwise have, including as to the content of such communication.

CASS has installed technologies, including electronic communications systems, hardware, software, e-mail, voicemail, texting and Internet access, to facilitate business communications. Employees have individual passwords to access these technologies and systems in order to prevent unauthorized access to information. However, passwords do not confer any right of privacy, as these technologies belong to CASS. The content of
communications and data transmitted over, or stored in, these systems is accessible at all times by CASS management or other designated personnel. These systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems.

E-mail, voicemail and text messages transmitted using CASS technologies are CASS records. The contents of these messages may be disclosed within CASS without the employee’s permission and employees should not assume that their messages are confidential or permanently deleted. Back-up copies of e-mail or other messages may be maintained and referenced for legal and business reasons.

Also, employees should be aware that, in general, e-mail, voicemail and all forms of electronic records fall within the definition of public records that are subject to public inspection and copying under the California Public Records Act and the federal Freedom of Information Act. This includes any computer files, e-mails, voicemails or text messages stored on personal devices or personal accounts as long as they pertain to CASS’ business operations and personnel. Any public records requests received by a CASS employee must be forwarded to, and will be reviewed in advance by, the CASS Executive Officer.

9.13.2 Monitoring and Inspection

CASS has the right, but not the duty, to monitor or inspect any and all aspects of employee use of technology, including, but not limited to, monitoring sites employees visit on the Internet, monitoring instant messaging or texting, use of social networking services, chat rooms or newsgroups, reviewing material downloaded or uploaded by employees, and reviewing e-mails, voicemails or text messages sent and received by employees. CASS may monitor its technologies to determine compliance with its policies, to investigate possible misconduct, to locate information, or for any other purpose. By using CASS technologies, you waive the right to privacy in anything you create, store, send, access, or receive.

9.13.3 Occasional and Incidental Personal Use

Occasional and incidental personal use of CASS technologies for the following purposes is allowed:

1. To send and receive occasional personal communications;
2. To prepare and store incidental personal information in a reasonable manner; and
3. To access the Internet for personal searches and inquiries during off-duty time provided that you observe all other usage guidelines.

Employees may use CASS technologies, including telephones, cell phones or computer systems, for the occasional incidental personal use provided that such use does not directly or indirectly:
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- Interfere with CASS' operation of electronic communications resources.
- Present a conflict of interest with CASS' business operations.
- Interfere with the employee's work, employment or other obligations to CASS.
- Burden CASS with noticeable incremental costs.
- Involve sending regular or voluminous personal messages via lengthy e-mail lists.
- Create a hostile working environment or involve the transmission of any discriminatory, abusive, harassing, sexually suggestive, or inappropriate communications.
- Involve the transmission of defamatory, intimidating, threatening or obscene communications.
- Violate any CASS policy, including CASS' Harassment Prevention Policy or CASS' Equal Employment Opportunity and Non-Discrimination Policy.
- Violate any CASS policy or any state, federal or local law.

When noticeable incremental costs for personal use are incurred, employees must reimburse CASS.

All personal communications and stored data utilizing CASS technologies will be treated the same as other communications and data under this policy. CASS may access, disclose and discard, as necessary, all communications and data in the systems, without regard to content.

Since your personal messages can be accessed by CASS management or other authorized personnel without prior notice, you should not use CASS technologies to transmit messages you would not want disclosed to a third party. For example, you should not use CASS technologies to send e-mail or texts involving gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender or receiver, or for emotional responses to business correspondence or work situations.

CASS assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications utilizing CASS technologies. In addition, CASS assumes no liability for the loss or non-delivery of any personal communications or any personal data stored on any CASS property.

9.13.4 Harassment and Discrimination Prohibited

Employees may not use CASS technologies for storing, accessing, transmitting or receiving any information or communications that may be seen by others as discriminatory, abusive, threatening or harassing in any way. Sending discriminatory, derogatory, defamatory, obscene, disrespectful, threatening, abusive, bullying, sexually suggestive, or harassing communications, or any other inappropriate communications, using CASS technologies is prohibited and may result in discipline up to and including
termination of employment. Any employee having knowledge of such conduct shall promptly notify a supervisor.

As set forth more fully in CASS policies prohibiting discrimination and harassment, CASS does not tolerate discrimination or harassment based on sex (including gender, pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ethnicity, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, gender identity, gender expression, family care or medical leave status, veteran status, or any other characteristic protected by state and federal law or local ordinance.

Examples of forbidden transmissions include sexually-explicit photographs, messages, cartoons, or jokes, unwelcome propositions or ethnic, religious or racial slurs.

9.13.5 Solicitation Prohibited

You may not use CASS technologies to solicit or recruit others for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related matters.

E-mail or other communications addressed to fellow staff members are only to be used for official business-related items that are of particular interest to all users. Personal advertisements are not acceptable.

9.13.6 Copyright Laws

You may not use CASS technologies to copy, retrieve, forward, or send copyrighted material unless you have the author’s permission or you are accessing a single copy only for your own private purposes. The placement of material on the Internet does not waive copyrights in the material. Copyright laws give the copyright holder the exclusive right to reproduce, distribute, modify, publicly perform, and publicly display the material.

9.13.7 Unauthorized Software Prohibited

It is CASS’ policy to use only officially licensed software on CASS computers and devices. You may not download or install software for personal use that is obtained from the Internet, from computers or networks that do not belong to CASS or elsewhere. Any use of personal software must be pre-approved by CASS management in advance.

9.13.8 E-mail

CASS e-mail addresses (@agsupport.org) provided to employees are considered public records under the California Public Records Act and may be disclosed.
All e-mail messages, including any attachments, that are transmitted over CASS networks or otherwise utilizing CASS technologies are considered agency records and therefore are CASS property. CASS reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted using CASS technologies or that is stored on any CASS system.

The e-mail system is not a confidential system since all communications transmitted on, to or from the system are the property of CASS. Therefore, the e-mail system is not appropriate for confidential communications. Employees using CASS’ e-mail system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange e-mail or other information that is related to official business of CASS. Employees should be aware that if they use a personal email account for work-related communications, the personal account may be subject to legal evidentiary discovery and motions, review for public records requests, or other access.

9.13.9 Voicemail

Voicemail messages transmitted over CASS networks or otherwise utilizing CASS technologies should be treated in the same manner as e-mail messages. You should not assume that voicemail messages that you leave for others, or messages left for you, will be confidential. CASS has access to voicemail at all times and may clean out overcrowded voicemail boxes without advance notice.

CASS’ voicemail system has limited capacity. If you wish to maintain a message, have the message transcribed. Do not use your voicemail box as an archive of messages since that causes problems with the system and may result in callers being told that your voicemail box is full.

While it may be necessary to provide your voicemail access code to co-workers to allow access to your voicemail box, employees are prohibited from the unauthorized use of voicemail codes of other employees to gain access to other employees’ voicemail messages.

9.13.10 Text and Instant Messages

Any text or instant messages which are sent or received with CASS technologies, including cell phones and other personal handheld devices, are also considered public records under the California Public Records Act and may be disclosed. In addition, employees should be aware that texts and other messages related to CASS business that are sent and received utilizing personal cell phones may also be considered public records or evidence for discovery purposes and subject to disclosure.
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All text or instant messages, including any attachments, that are transmitted over CASS technologies are considered agency records and therefore are CASS property. CASS reserves the right to access, audit or disclose, for any lawful reason, any text or instant message including any attachment that is transmitted using CASS technologies.

Employees using CASS technologies to send or receive text or instant messages shall have no expectation of privacy concerning communications utilizing the system. Employees should not use CASS technologies to engage in personal communications or any other communication that is not related to official business of CASS. If a text or instant message sent or received with CASS technologies is used to exchange work-related messages, the device may be subject to discovery motions or other access.

9.13.11 Internet Usage

CASS has installed Internet access that allows all employees to send and receive messages via the Internet and to retrieve work related information. You may use this service occasionally for incidental personal uses, provided the use is responsible and meets all other provisions of this policy.

You may not use our Internet access to retrieve, download, or contribute to any of the following:

- Gross, indecent, or sexually-explicit photographs, pictures, or other similar materials;
- Communications, jokes, games, or other information that may be seen as harassing, intimidating, abusive or disparaging to people because of their race, age, sex, religion, national origin, ethnicity, ancestry, disability, medical condition, sexual orientation, gender, gender expression, gender identity or any other characteristic protected by law;
- Gambling sites;
- Illegal drug-oriented sites;
- Chain letters;
- Personal social media accounts; and
- Any other purpose that is illegal, in violation of our policies, or contrary to our interests.

While utilizing the Internet for incidental personal use, do not sign “guest books” at any web sites or post messages to Internet groups or discussion groups at web sites of personal interest. These actions may generate junk and spam e-mail and may expose CASS to liability or unwanted attention. Any messages or information that you send via our Internet access could expose CASS to adverse consequences, even if a personal “disclaimer” is included in the message.
CASS’ web site is under the supervision of the CASS Executive Officer. No changes may be made to the CASS web site, and no hyperlinks may be added to it or any other web pages, without the advance approval of the Executive Officer.

Downloading, sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, abusive, discriminatory or defamatory is prohibited. Employees encountering such material should report it to CASS management immediately.

All material downloaded from the Internet, or from computers or networks that do not belong to CASS, must be scanned for viruses and other destructive programs before being placed onto our computer system.

Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy CASS equipment or materials or the data of any other user, including so-called “hacking.”

CASS is not responsible for any damages, direct or indirect, arising out of the use of our Internet resources.

Employees who are unsure about what constitutes acceptable Internet usage should ask his/her supervisor for further guidance and clarification.

9.13.12 Social Media

Employees shall not use CASS technologies to access social media or networking sites for any purpose that is not pre-approved by CASS management as official CASS business.

Further, CASS employees should not engage in speech in their personal social media accounts that may negatively affect CASS, its partners, and its business operations. Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws.

In determining whether unprotected speech is prohibited, employees should consider the following factors:

- Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- Whether the speech or conduct would be contrary to the good order of CASS or the efficiency or morale of its partners.
- Whether the speech or conduct would reflect unfavorably upon CASS and its partners.
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- Whether the speech or conduct would negatively affect the employee’s appearance of impartiality in the performance of his/her duties.

9.13.13 Proper Use; Security

All employees have a duty to protect CASS technologies, including all systems and devices, from physical and environmental damage or theft, and are responsible for the correct use, operation, care, and maintenance of the technologies. Employees shall safeguard all electronic equipment, including but not limited to laptops, tablets and cell phones, and shall not leave equipment unattended in vehicles or elsewhere.

Employees have passwords to access CASS’ technologies. Except when necessary for business purposes, you are expected to maintain your passwords as confidential and to not share your passwords with co-workers. However, upon request, you must share your passwords with CASS management. You are also expected to only use accounts and devices that have been assigned to you by CASS.

In addition, employees shall not share CASS technologies, including electronic devices, records, files, or resources, with unauthorized users. No encryption program may be used unless it is approved in advance by CASS’ Executive Officer. All encryption keys must be made available to CASS management.

9.13.14 Deleting Information

Deleting or erasing information or messages maintained on CASS’ computers and devices may be ineffective. Any information kept on CASS technologies may be electronically recalled or recreated, even if deleted or erased by an employee. Files and messages that a user may think are deleted or erased may continue to exist.

If you are informed by CASS that it reasonably expects litigation related to a certain subject matter, you may not delete or erase any material on any computer or other technology related to that subject matter. All such electronic material should be safely stored separately from other material so that it will not be inadvertently deleted or altered.

9.13.15 Consequences of Violation or Misuse

Employees who do not comply with this policy or any federal or State law or regulations may be subject to:

- Temporary or permanent restriction or loss of access to CASS technologies.
- Corrective action under applicable CASS policies, up to and including immediate termination of employment.
I have read, understand, and acknowledge receipt of this electronic communications policy. I will comply with this policy and understand that any violation of this policy may result in revocation of my access privileges, and disciplinary action, up to and including termination of employment, pursuant to CASS’ Employee Handbook and other policies.

Signature: ___________________________

Printed Name: _______________________

Date: _______________________________
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ADDENDUM XIV

Driving Policy
&
Authorized Driver Acknowledgement Form
9.14 Driving Policy

This policy applies to all employees required to operate a privately-owned, client-owned, or business rental vehicle in the course and scope of their employment with CASS. Client vehicles or CASS/Client business rental vehicles are provided to support work-related CASS/Client activities only. Client vehicles or CASS/Client business rental vehicles shall not be used for any personal business or travel. All employees required to drive a privately-owned, client, or business rental vehicle, as part of their job duties, must have a valid California Driver license (CDL) at time of employment and throughout the length of employment with CASS. In addition and as a condition of continued employment, an employee driver is required to maintain an acceptable driving record, as determined by CASS, at all times. At the time of hire, all employee drivers must provide the following to CASS Human Resources: proof of a valid CDL, a current acceptable Department of Motor Vehicle (DMV) driver record, proof of insurance as required by law, and current vehicle registration if driving a privately-owned vehicle for work. Upon transfer or promotion of an employee to a job classification which requires driving a motor vehicle, the employee must provide the same items to CASS Human Resources. Each CASS employee required to operate a vehicle during their employment with CASS will be required to sign an authorization to obtain DMV driving record, in order to enroll the employee in the California DMV pull program. In addition, all drivers must promptly notify their assigned supervisor and the CASS Human Resources Director of a suspended driver’s license within one business day following receipt of a notice of suspension.

Drivers must comply with all applicable laws and regulations. Drivers are to maintain private vehicles in good operable condition, including working safety belts; and follow vehicle maintenance guidelines for client or CASS business rental vehicles where applicable. Drivers are to operate client-owned, or Client/CASS business rental vehicles consistent with reasonable practices to prevent abuse, damage, theft, or neglect of such vehicles.

CASS maintains a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. Possession, sale, transportation, or consumption of alcohol, illegal drugs or marijuana, by an employee driver is in violation of CASS policy and the employee may be subject to disciplinary action up to and including termination of employment. Drivers are required to notify a supervisor if taking prescription drugs that may affect their ability to safely operate a vehicle.

Use of a cell phone, or other electronic devices, is not allowed, while operating a vehicle, unless hands-free. However, CASS strongly recommends that if a driver needs to receive or place a call, to safely pull off and park off of the road.

9.14.1 Accident Reporting

In the event of a vehicle accident, CASS employee drivers must notify their supervisor and the CASS Human Resources Director as soon as possible. Drivers are to work with their supervisor and CASS HR to request a law enforcement report. Drivers are to obtain
the name, address, phone number and insurance information of the other party; and obtain witness information, if possible. Drivers are to provide name and employer information to the other party. Drivers are to take pictures of the accident scene and vehicles if possible. No statements regarding fault or liability shall be made at the scene of an accident. In the event of vehicle theft, employees must notify law enforcement, the CASS supervisor, and the CASS Human Resources Director.

Because CASS is concerned for employee safety, drivers are also to call MedCor at 1-800-775-5866, in the event of an injury. If an employee does not believe he/she was injured, the employee may ask to sign a medical declination form.

9.14.2 Authorized Driver Acknowledgment Form

In accordance with the CASS Driving Policy, I the undersigned, acknowledge that on the date indicated below I received and read the Driving Policy for safe driving and driver responsibilities.

I agree to comply with the CASS Driving Policy, including the driver’s obligation for proper vehicle use and maintenance where applicable. I understand that permission to drive as an employee of CASS is contingent on the maintenance of a valid California driver’s license and an acceptable Department of Motor Vehicle (DMV) record, and to meet training requirements as provided by CASS Human Resources. I understand that possession of a valid California driver’s license and maintenance of an acceptable driving record are requirements of my CASS position, and conditions of employment, and as such, suspension of my driver’s license by the DMV or an unacceptable driving record, in the sole judgment of CASS, can result in termination of my employment with CASS. I understand that I must maintain in my possession a valid California driver’s license at all times while operating a vehicle.

I will abide by all applicable motor vehicle laws and regulations, including applicable CASS policies and procedures.

If operating a privately-owned vehicle, in the course and scope of employment, I will ensure my vehicle is in good operable condition and provide proof of vehicle insurance as required by law, and proof of registration.

I will notify the CASS Human Resources Director if I am charged with driving under the influence or driving while impaired (DUI/DWI) or if my driving privileges have been suspended, within one business day following receipt of the notice.

I will not operate a privately-owned vehicle, client-owned vehicle, or Client/CASS business rental if my ability or alertness is impaired for any reason, including through illness, medical condition, or fatigue; or when impaired or intoxicated by alcohol and/or drugs; or if my driving privileges have been revoked or suspended.
I understand I am not to take a client-owned vehicle, or Client/CASS business rental to my home or other un-authorized location unless expressly authorized in advance by my supervisor and that I shall not use a client-owned vehicle or Client/CASS business rental for any personal business or travel.

I understand I am not to purchase, possess, consume, or transport, any form of illegal drugs, marijuana, or alcohol during working hours; or in a vehicle I may be assigned to or using for CASS business.

I understand smoking is prohibited in CASS/Client business rentals and client owned vehicles.

I understand that for safety purposes, vehicles used on CASS/Client business by employees may be monitored with a GPS system or other method.

I understand that violation of this policy may result in disciplinary action up to and including termination.

________________________      __________________________
Employee Name (Printed)      Employee Signature

________________________      __________________________
Human Resources (Printed)      Human Resources Signature

________________________
Date
ADDENDUM XV

Employee Travel Policy
9.15  CASS Employee Travel Policy

The purpose of this policy is to establish policies and procedures concerning CASS employee travel associated with official CASS business and duties related to employment. This policy provides for economical and efficient travel to derive the greatest benefit from the trip at the most effective cost. Employees are responsible for exercising good judgment in requesting, arranging and fulfilling a travel request to mitigate costs to the CASS. All expenses related to travel shall be reimbursed pursuant to Travel Expense Reimbursement Policy 6.1.

9.15.1 Authorization

All travel, except for air travel which shall require approval of the CASS Executive Officer, must be authorized by an employee's supervisor and only when necessary to fulfill an employee's duties or when in the best interests of CASS.

9.15.2 Transportation

When selecting a mode of transportation employees shall select the most economical and efficient means of transportation.

9.15.3 Rental Vehicles:

Rental vehicles shall be used only to support work related to CASS and client related activities. Rentals shall be made pursuant to the State of California’s existing agreement with Enterprise Rent-A-Car. All rentals should be for the smallest size vehicle that is adequate for the specific work assignment or travel. Personal use of rental vehicles is prohibited.

9.15.4 Personal Vehicles:

Employees may utilize personal cars for CASS business travel if it is less expensive than renting a car or using other transportation and so long as such use is consistent with Addendum V, the Motor Vehicle Policy, the Credit Card Use Policy and the Voyager Fuel Card Use Policy, which prohibit use of a CASS issued credit card for the purchase of fuel for any personal vehicle. The use of personal vehicles for business will be reimbursed pursuant to Travel Expense Reimbursement Policy 6.1.

9.15.5 Client Vehicles:

Client vehicles shall be used only when authorized by a client and only used in support of work related to CASS client activities. Personal use of client vehicles is prohibited.
9.15.6 Air Travel:

Travel by air must be approved by the CASS Executive Officer and only authorized when necessary to fulfill an employee’s duties or when in the best interests of CASS.

CASS will pay only the costs for the most direct route necessary to accomplish the purpose of travel. Employees shall comply with the following restrictions when traveling by air:

- Employees shall fly coach class on the lowest cost flight(s) available. Upgrades of any kind shall not be reimbursed, including early boarding.
- Excess baggage charges shall not be reimbursed. CASS will cover the cost of one checked bag only.
- Airfare shall be purchased on CASS credit cards only and shall not be purchased on personal credit cards.
- If a trip is cancelled and the employee receives credit for the value of the airfare, the employee should use that credit for future business travel. If the credit is used for personal travel, the employee shall reimburse CASS the amount of the airfare.

9.15.7 Lodging

Employees shall seek lodging options that provide safety and convenience to the employee, at the lowest possible cost. Reimbursement for lodging shall be in accordance with the short-term lodging rates identified in Travel Expense Reimbursement Policy 6.1.

9.15.8 Expenses and Reimbursement

All expenses related to travel shall be reimbursed pursuant to the Travel Expense Reimbursement Policy 6.1. Receipts are required to substantiate expenses except for per diem expenses less than $30.00 per the Travel Expense Reimbursement Policy 6.1. Receipts shall be submitted within ten (10) calendar days of return from travel.

For travel without an overnight stay, no reimbursement is provided for meals unless the employee has traveled fifty (50) miles or more from the employee’s regularly assigned work location. Employees are encouraged to use CASS credit cards for acceptable expenses if the employee is in possession of and has been authorized to use a CASS credit card. Employees should use Voyager Fuel Cards if an employee has been provided one and such use shall be consistent with Addendum XI of the Employee Handbook.

It is the responsibility of the Employee to pay for any alcoholic beverages, entertainment expenses and/or any personal automobile expenses including repairs and traffic citations. These expenses will not be reimbursed.
9.15.9 Time Limitation

Employees must submit requests for expense reimbursement to CASS no later than 90 days following the date of the expense, or CASS is under no obligation to reimburse the employee.
Cooperative Agricultural Support Services (CASS)

Employee Handbook

ADDENDUM XVI

CASS Credit Card Use Policy
9.16 CASS Credit Card Use Policy

It is the policy of the Cooperative Agricultural Support Services Authority (CASS) to allow the use of credit cards for certain CASS business expenses, as outlined below. The Executive Officer, or his or her designee, shall be responsible for authorizing specific officers or employees to use a CASS credit card. Personal use of CASS issued credit cards is prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment.

9.16.1 Approved uses for CASS credit cards:

- To reserve rooms for business conferences and/or meetings.
- Lodging and meal expenses incurred during authorized travel.
- To purchase work supplies, equipment and/or materials when purchase by credit card is more time and cost efficient than payment by check. This includes the purchase of electronic equipment and accessories for business use, including for use in providing services to CASS clients.
- If the employee does not have a CASS issued Voyager Fuel Card, to purchase gasoline for CASS/Client owned vehicles or rental vehicles used for authorized travel. If the employee does have a CASS issued Voyager Fuel Card, all gasoline purchases for CASS/Client owned vehicles or rental vehicles shall be made on the Voyager Fuel Card and shall be subject to the requirements of Addendum XI of the Employee Handbook.
- To purchase meals for CASS business, such as at Board Meetings or for promotional or recruitment activities.
- To rent vehicles or purchase tickets on domestic carriers for authorized travel.

9.16.2 CASS credit cards may not be used for:

- Personal purchases. Absolutely no personal use of the card is allowed.
- Gasoline for any personal vehicle.
- Alcoholic beverages.
- Any purchase that violates CASS’s Contract and Purchasing Procedures, as adopted by the Board of Directors.

The Executive Officer, or his or her designee, shall maintain a list of all CASS credit cards issued, along with the name of the officer or employee to whom the card was issued, the credit limit established, the date issued, and the date returned. Upon receipt of a credit card, the officer or employee shall initial this list to acknowledge receipt of the credit card and to indicate agreement that the credit card will be used only for authorized expenditures, as outlined herein, and will be safeguarded and kept in a secure location so as to prevent unauthorized use.

Following the use of a CASS credit card, officers and employees shall submit a copy of the vendor’s credit card slip to the Executive Officer, or his or her designee, as soon as
possible. If no credit card slip was obtained to document the transaction, the employee shall submit a signed voucher stating the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, and the official business purpose of the purchase. All credit card slips shall include this information as well.

The Executive Officer, or his or her designee, shall review each credit card statement as soon as possible to ensure that transactions comply with the policy. Any undocumented transactions appearing on a statement shall be immediately investigated. The officer or employee to whom the card was issued is responsible to resolve any issue relating to erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within 60 days of the initial statement date.

Officers and employees who use a CASS issued credit card in a manner contrary to this policy shall promptly reimburse CASS for unauthorized expenditures and shall be subject to disciplinary action, up to and including termination of employment.