



**MONTEREY PENINSULA COLLEGE FOUNDATION
PERSONNEL POLICIES**

INTRODUCTION

The purpose of this Personnel Policies manual is to provide all employees of the Monterey Peninsula College Foundation with information pertaining to the policies, procedures, compensation, benefits and general philosophy of the Foundation. It is important that one read, understand and abide by the provisions of this manual. These personnel policies apply to all paid employees of the Monterey Peninsula College Foundation.

The policies contained herein are only summaries and are not all-inclusive. No policy manual can anticipate every circumstance or question regarding policy. The information contained herein is a guideline. The Foundation reserves the right to interpret, revise, add or delete any policies or portion of this manual at any time. This policy manual supersedes all previous policy manuals as well as management memos that have been issued on subjects covered herein.

WELCOME

Welcome to the Monterey Peninsula College Foundation. This is an exciting time to join the MPC Foundation and we are happy to have you be a part of our team.

EMPLOYEE RELATIONS PHILOSOPHY

Here is what you can expect from the MPC Foundation:

1. An atmosphere of support and open communication
2. Clear definition of your job responsibilities and our expectations
3. Enhancement of skills as needed and as identified by you and the Executive Director
4. Employee compensation based on performance, attitude and results
5. An atmosphere where new ideas are encouraged
6. An organization that relies on its employees to represent them in the best and most professional fashion
7. Mutual respect, fairness, and courtesy in all relationships
8. A work environment that is comfortable and collaborative
9. An organization that will conduct itself in an ethical and legal manner at all times
10. Response to issues or concerns which may arise in the everyday conduct of the organization
11. Paid time off, holidays and health benefits to all eligible employees
12. An annual review of work performance

Here's what we expect from you:

1. Your involvement in achieving the goals of the organization
2. Knowledge of your own duties and how they should be performed
3. A positive and active contribution as a member of the team
4. Independent thinking "outside of the box"
5. Voicing of your concerns and suggestions in the interest of building the MPC Foundation
6. Conduct that at all times reflects the integrity of the MPC Foundation
7. Respect for and adherence to the Personnel Policy

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The Foundation Staff

The Foundation will be staffed by an Executive Director and by such other staff as are needed for the efficient operation of the Foundation, as determined from time to time by the Board of Directors. The role of the Executive Director will be assigned to the Monterey Peninsula College Vice President of Advancement (VPA), per the Master Agreement between the Foundation and the College.

Annual Staffing Plan

The Executive Director will provide the Board with detailed staffing recommendations. This information will be provided on an annual basis as part of the budget process.

Hiring of Employees

The Foundation President and at least one other member of the Foundation Board of Directors will participate on the hiring committee of the VPA, who is assigned the role of Executive Director.

The Executive Director, following fair and established employment practices, hires and evaluates all other employees of the Foundation.

The Foundation maintains a practice and policy of non-discrimination with employees and applicants for employment. Equal employment and advancement opportunities will be provided to all individuals regardless of race, color, religion, gender, national origin, age disability, protected medical condition, marital status, or any other legally protected status of an individual or that individual's associates or relatives. All employment decisions are based upon merit, qualifications, and abilities. This policy governs all aspects of employment, including selection, position assignment, compensation, discipline, termination and access to benefits and training.

Training Opportunities & Educational Advancement

The Foundation recognizes the importance of upgrading skills and continuing the education and training of its employees to enhance their performance and professionalism. Therefore, training opportunities, such as conference and webinar attendance, are encouraged and will be considered in preparing the Foundation's budget each year.

Full-time employees who pursue educational opportunities that complement and advance their work for the MPC Foundation will be eligible for reimbursement for education-related expenses up to \$1,200 per calendar year, per employee, upon pre-approval of the Executive Director. Employees are encouraged to make their requests in the calendar year preceding the award for budgeting purposes.

Part-Time Employees

Part-time employees are those scheduled to work less than thirty hours per week. Part-time employees are not entitled to medical benefits or holiday pay. As required by law, paid time off, Social Security, Worker's Compensation and State Disability Insurance will be provided for all employees, regardless of eligibility for paid benefits.

Temporary Employees

Temporary Employees are those paid by the hour, and scheduled to work for up to 40 hours per week for a limited number of weeks (not to exceed 39 consecutive weeks). Examples of Temporary Employees are those hired to perform work for specific projects like the Annual Fund

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or other Funding campaigns. Temporary employees are not eligible for paid medical benefits or holiday pay. As required by law, paid time off, Social Security, Worker's Compensation and State Disability Insurance will be provided for all employees, regardless of eligibility for paid benefits.

Exit Interviews

The Executive Director will conduct an exit interview with each departing employee, board member, and volunteer of the Foundation.

Days and Hours: Overtime

Employees' work schedules are to be arranged with the Executive Director. Exempt employees are expected to work 36-40 hours a week, dependent upon the agreement that has been made, and are ineligible for comp time. Overtime is strongly discouraged. However, in the event that a non-exempt (i.e., non-managerial) employee is required to work more than eight hours in one day (or more than forty hours in one week), that employee shall be entitled to overtime compensation at the rate of 1.5 times his or her normal hourly rate of pay for each hour of overtime worked. In lieu of overtime compensation, the employee may request compensatory time off (at 1.5 hours for each 1 hour of overtime worked), subject to the approval of the Executive Director, provided that the compensatory time off is taken within the same pay period in which it is earned. All overtime must be approved by the Executive Director prior to being earned.

Medical Benefits

Medical benefits are provided to employees who are defined as full-time and eligible for medical benefits under the terms of the medical benefit plan of the Foundation as that is currently in effect from time to time. Staying within agreed upon Foundation budget, the Executive Director will review available benefit plans annually, and designate the plan to be used by the Foundation. The Executive Director will provide enrollment information to eligible employees during the first week of eligibility. Employees may enroll their spouse and/or dependents in the MPC Foundation plan at their own expense. The Foundation has a Premium Only Plan (POP) making insurance premiums for family members deducted (pre-tax) from one's compensation.

Retirement Plan

The Foundation will enroll eligible employees into a 401(k) retirement plan, which goes into effect immediately following the employee's hire date. The plan will be administered by a designated third party administrator selected by the Executive Director. Employees will be fully vested within one year of their hire date (prior to that, they would forfeit all employer contributions should they or the Foundation terminate their employment within the first year). The Executive Director will provide information on the adopted 401(k) Plan to all eligible employees.

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The Foundation will contribute the equivalent of 54% of the employee's annual salary into their 401(k) account on a monthly basis for the first 10 years of employment. For employees who work consistently for the MPC Foundation for 10 or more years, the Foundation will contribute the equivalent of 6.5% of their annual salary starting on the 10th anniversary of their hire date. For employees who work consistently for the MPC Foundation for 15 or more years, the Foundation will contribute the equivalent of 8% of their annual salary starting on the 15th anniversary of their hire date. In addition to the employer contribution, employees may choose to designate a fixed amount of their compensation to be deducted (pre-tax) and invested into their account. ~~Employees will be fully vested within one year of their hire date (prior to that, they would forfeit all employer contributions should they or the Foundation terminate their employment within the first year). The Executive Director will provide information on the adopted 401(k) Plan to all eligible~~

~~employees.~~

Paid Time off (PTO)

All employees are entitled to paid time off (PTO), which is leave with pay in lieu of vacation, sick or personal leave days.

Accrued PTO may be used for any reason, but must be approved by the Executive Director in advance for scheduling purposes, except in the case of an emergency or unexpected illness. Unused PTO becomes a bank of paid time off for the employee's use.

Accrual of PTO begins with the first day of employment. The amount of each employee's PTO is calculated each pay period. PTO accruals are based on the length of an employee's service as follows (unless otherwise specified in an employment contract): Full-time employees accrue 18 days of PTO per year for the first five years of service, and 24 days of PTO per year thereafter. Part-time and temporary employees accrue 48 hours of PTO per year for the first five years of service, and 72 hours of PTO per year thereafter.

Employees are encouraged to use their PTO. Employees stop accruing PTO when one year's worth is accumulated. (For example, a full-time employee with less than five years of service would be entitled to accumulate up to 18 days of unused PTO, which is one year's worth). Upon termination of employment, 100% of the accumulated PTO will be paid at the employee's then current rate of pay. PTO hours may not be used to extend employment with the Foundation beyond the last day actually worked.

Request for PTO should be made in writing two weeks prior to days requested, if possible. Given the size of the Foundation staff, PTO requests of over two weeks are discouraged and are granted only in extreme circumstances.

Bereavement Leave

In the sad event an employee loses an immediate family member to death, the employee will receive five days paid leave. An immediate family member is defined as: mother, father, grandparent or grandchild of the employee or spouse; or spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the household of the employee.

Holidays

The Foundation will observe the following holidays:

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| Labor Day | New Year's Eve (1/2 Day) |
| Thanksgiving (Thursday and Friday) | New Year's Day |
| Christmas Eve Day | Lincoln's Birthday |
| Christmas Day | Memorial Day |
| Martin Luther King, Jr. Day | Independence Day |
| Veteran's Day | Washington's Birthday |

Christmas Holiday: From the day before Christmas until the day after the New Year, the MPC campus is closed, and the Administration building which houses the MPC Foundation offices is without heat. For safety and health reasons, the MPC Foundation offices will be closed.

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Christmas Holiday consists of seven (7) days including Christmas Eve Day, Christmas Day, New Year's Eve day (½ day), New Year's Day and three and one-half additional days scheduled between Christmas Eve Day and New Year's Day. Employees shall use PTO or unpaid leave for those days that the use of these holidays does not cover. In unusual circumstances, the Foundation may require individuals to work during the holiday/leave period.

If a holiday falls on a weekend, the day in which the college recognizes as the holiday and is subsequently closed will also be the holiday for Foundation employees.

Unpaid Leave

Employees may request leaves of absence without pay. Such requests will be granted where required by law. Where not required by law, personal leaves for reasons other than civic duties, military duty, or work-related injury/illness are granted on an individual basis at the sole discretion of the Foundation. Each request will be considered and determined on a case by case basis by the Executive Director. Decisions will be based upon considerations including the purpose of the leave, the employee's work record, and the needs of the Foundation at that particular time. A personal leave of absence may be granted as a result of illness, accident, pregnancy, or for any other reason of a personal nature not specifically covered under other policies or law. Employees may be required to first use paid time off as a condition of taking leave without pay.

Except for circumstances mandated by law, the Foundation cannot guarantee reinstatement to the former position or to a comparable position (like status and pay). However, if the business needs of the Foundation permit, the position may be held vacant.

Campus Closure

1. In the event of a campus closure due to a public health emergency or other unforeseen circumstance that lasts for a period of up to 5 business days:
 - a. MPCF employees will be guaranteed payment of 100% of their contracted hourly or salary wages during the campus closure

2. In the event of a long-term campus closure (exceeding five business days), due to a public health emergency or other unforeseen circumstance:
 - a. Employees who are able to work remotely for at least 80% of their regularly scheduled hours will continue to receive their regular pre-closure wages (based on contracted number of hours or average hours worked over the previous 12 months, exclusive of any FMLA or other leave taking during that time).
 - b. Employees unable to work remotely for at least 80% of their regularly scheduled hours will be paid based on the hours they are able to work at their regular pay rate or will be temporarily laid off.

Harassment-Free Environment

The Foundation will not tolerate harassment of any type including sexual harassment. This includes sexual harassment in any form, including verbal, physical, visual, and sexual harassment. This policy applies to all employees, whether salaried or hourly. Sexual harassment includes, but is not limited to making unwanted sexual advances or requests for sexual favors either explicit or implicit. Sexual harassment also includes conduct of a sexual nature that demeans or humiliates the employee, substantially interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Performance Evaluation

All employees will be evaluated periodically. For new employees, an initial performance evaluation will be given within their first six months of employment. Thereafter, performance evaluations will be given annually, generally within the first four calendar months of the year. The Executive Director evaluates all Foundation employees. Performance evaluation becomes part of the employee's confidential personnel file.

Every employee's performance will be measured against the required skills and tasks for the particular position as set forth in the job description. Additionally, where applicable, the performance appraisal process will take into account the employee's success in reaching fund-raising objectives.

Employees will be requested to do a self-evaluation as part of the performance appraisal process. The Executive Director will then prepare a written evaluation for each employee. The evaluation will be discussed in private with the employee, and signed by both the employee and the Executive Director.

The Foundation Board of Directors will be invited by the College Superintendent/President to participate in the evaluation of the Vice President of Advancement, who will be assigned the role of Executive Director.

Standards of Conduct

Open communication between management and employees and the establishment of a friendly, cooperative work atmosphere is a basic tenet of the Foundation's approach to employee relations. In order to maintain a professional and safe work environment where all are treated fairly and respectfully, the following standards have been established regarding doing business, directly or indirectly with the Foundation staff, community, business associates, and the general public.

The Foundation insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are central to our core values.

The Standards of Conduct listed below are not intended to be all-inclusive. Rather they are illustrative of specific areas of conduct. Accordingly, the absence of any rule(s) of unacceptable conduct shall not restrict the right of the Foundation to carry out its function to otherwise manage, direct, or discipline employees. Unacceptable conduct includes:

- Theft, unauthorized removal, use or misappropriating of Foundation property or that of another employee, member, vendor, or anyone on Foundation premises or with whom the Foundation is doing business.
- Willfully or negligently damaging property belonging to the Foundation, vendors, employees, or any persons with whom the Foundation is doing business.
- Engaging in threats of any kind with employees, vendors or anyone on Foundation premises or while conducting Foundation business.
- Possessing or concealing any object in the work place or while conducting Foundation business that can be constructed as a dangerous weapon in the work place.

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- Engaging in any conduct that violates any Foundation policy or procedure.
- Willfully not reporting to management one's knowledge of acts which violate any Foundation policy or procedure. Failure or refusal to be forthright, open or truthful; or withholding information or evidence concerning matters under review or investigation by the Foundation; fabricating information or evidence, or conspiring with another to do so within the course of a review or investigation by the Foundation.
- Disregard of or failure to comply with working directions and/or instructions, or safety, and security policies and procedures.
- Unauthorized disclosure, use or abuse of confidential Foundation information or documents.
- Gossiping or rumoring with the intent or effect of discrediting, or generating unrest, distrust, or undue concern. Making disparaging remarks about the Foundation or college, its facilities, personnel, or the services or products it provides.
- Engaging in any conduct which, when revealed, may reflect unfavorably upon the Foundation's reputation, good will, or standing in the community, adversely affect the Foundation's business or future business, or render the employee less effective, credible, or desirable as a representative of the Foundation.
- Using one's employment relationship for personal gain without prior approval.

Alcohol and Illegal Drug Use

Employees are prohibited from using or being under the influence of alcohol and/or illegal drugs while performing company business for Monterey Peninsula College Foundation, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite. With approval from the Executive Director, employees may be able to have an alcoholic beverage as part of a donor event.

Employees who violate this policy may be disciplined or terminated, even for a first offense.

Attendance and Punctuality

To maintain a productive work environment, it is important that employees attend work as scheduled. Employees who are absent from their positions and/or are tardy put additional burdens on their co-workers and Monterey Peninsula College Foundation. As such, all employees are expected to work on all agreed-upon scheduled work days and times and to report to work on time. If an employee cannot avoid being late to work or is unable to work as scheduled, he/she must call his/her Manager as soon as possible, preferably before his/her scheduled start time and no later than 15 minutes after the start of the workday. This policy applies to every day the employee is absent or late unless an employee has already notified the Foundation of an extended absence.

Monterey Peninsula College Foundation will comply with all applicable laws relating to time off from work, but employees are expected to provide Monterey Peninsula College Foundation with the appropriate information to be able to make that determination. Employees must notify his/her Manager of any change in status as soon as possible. The Executive Director may require a doctor's note if an employee is absent due to surgery, serious illness or sick for more than five days.

Disciplinary Procedure

The Foundation believes that in the majority of situations, expected standards of behavior and performance at work can be communicated through routine and constructive discussion between the Executive Director and staff. The primary purpose of this communication is to afford the employee the opportunity to correct behavior or improve performance. If behavior or performance falls below Foundation standards, the Foundation reserves the right to exercise sole discretion in determining appropriate discipline, up to and including immediate termination.

Grievance Procedure

Good employee-employer relationship can exist only if employees believe they have been treated equitably and fairly within the management policies, procedures, and actions which influence this relationship. It is recognized that there are occasions when honest differences of opinion can occur regarding the interpretation and application of policies, procedures, and actions.

The following procedure is established to provide an effective and acceptable means for employees to bring misapplications of these policies to the attention of management for resolution.

Level I – Informal Resolution

- Any staff member who believes she/he has a grievance shall present the grievance in writing to the Executive Director within thirty (30) days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. The written information provided by the grievant shall include:
 - a description of the specific grounds for grievance and the section of the policy alleged to have been violated
 - a listing of specific actions requested of the Foundation which will remedy the grievance.
- The Executive Director shall render the decision, in writing, within fifteen (15) calendar days after receiving the grievance.
- If the grievant has an issue with the Executive Director and is not comfortable discussing it with him/her, the grievant may, in writing document the grievance with the President of the Board of Directors.

Level II – Appeal to Executive Committee

If the grievant is not satisfied with the decision at Level I, the grievant may within ten (10) days of the receipt of the decision at Level I appeal the decision to the Executive Committee. This statement shall include a copy of the original grievance and appeal and a concise statement of the reasons for the appeal.

Within ten (10) days after receipt of the appeal, the Executive Committee, or a designee appointed by the Executive Committee, in conjunction with the Executive Director shall schedule a conference with the grievant and other persons is deemed necessary to adjust the grievance.

Within ten (10) days of the meeting, the Executive Committee and the Executive Director or designee will render a decision in writing.

It is understood that any employee who elects to use the employee complaint procedure will be treated courteously and that the case will be handled confidentially at all times. An employee will not be subject to discourteous action or reproach in any form due to use of the complaint procedure.

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A complaint documentation file will not become part of an employee's regular personnel file. Complaint documentation will be maintained in a separate file and used only as a basis for recommending changes in management procedures.

Only those members of management with a "need to know" and/or who are in the employee's chain of command may have access to complaint procedures documentation.

Tobacco Free/Smoking Policy

In order to provide a safe and healthy environment for all of our faculty, staff, and students, it is the policy of Monterey Peninsula College that smoking is prohibited in all enclosed buildings, facilities, and college-owned vehicles. This applies to all academic and administrative buildings, including individual offices. Employees shall abide by MPC's adopted smoking policy.

E-mail, Internet & Other Electronic Information Resources

The Foundation provides computers, computer files, software and electronic mail (e-mail) systems to assist employees in performing their jobs. These are the property of the MPC Foundation and employees have no expectation of privacy.

Employees are responsible for using the internet for Foundation purposes in a manner that is ethical and lawful.

Confidentiality

As an employee of the Monterey Peninsula College Foundation one may from time to time be engaged in work on projects that involve confidential information. Because the employee may have access to or control over confidential information, he/she must not (without the expressed authorization of the Executive Director), in any manner reveal, release, or otherwise divulge confidential information to any person or agency outside the Foundation during the course of or after the employee's term of employment.

External Communications

How the Foundation is perceived by its community, business associates, the media, legislators, and the general public is a direct result of the external communications activities performed by management and the Office of Public Information at Monterey Peninsula College. In order to present the best image of the Foundation and the college, it is important that the messages Foundation employees communicate are consistent with our philosophy, policies and procedures. Before discussing information with anyone outside of the Foundation, questions regarding what constitute confidential or sensitive information or Foundation confidential information should be discussed with the Executive Director.

Employment of Relatives

It is Foundation policy not to discriminate in employment and/or personnel actions with respect to employees, prospective employees, and applicants who are related. However, when the potential exists for creating an adverse impact on supervision, safety, or morale, the Foundation reserves the right to not place employees under the direct supervision of relatives.

Gifts and Gratuities

No Foundation employee shall personally benefit from any gift, gratuity, present, property, or service of any kind or nature regardless of value, which may be directly or indirectly offered as a result of, or in anticipation of, an employee's position or performance of duties with the Foundation. Exemptions include:

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- Unsolicited advertising or promotional materials of nominal intrinsic value such as pens and calendars
- Awards for meritorious civic service contribution
- Unsolicited consumable items that are donated to an entire work group during holidays and are consumed on the premises

Immigration Reform and Control Act Compliance

It is Foundation policy to comply with the Immigration Reform and Control Act of 1986. The Foundation is required by law to verify the work authorization, identity, and citizenship of all employees. INS Form I-9 must be completed on every new employee and the forms must be retained in Foundation records.

Safety and Health

The Foundation is concerned about the safety and health of all of its employees and strives to maintain the highest level of personal safety of employees.

The Foundation will make every effort to provide working conditions that are as healthy and safe as possible. Employees are expected to be equally conscientious about workplace safety, including using proper work methods and reporting potential hazards. Unsafe work conditions in any work area that might result in an accident should be reported immediately. The Foundation's safety policy and practices will be strictly enforced.

If an employee is injured during employment, regardless of the severity of the injury, the employee must immediately report the injury to ensure necessary medical attention and completion of required reports. In cases of serious injury, employees will receive prompt medical attention prior to the completion of requisite reports.

Workers' Compensation

In accordance with applicable state laws and regulations, employees are eligible for workers' compensation benefits. These benefits are available in the event of an accident or illness resulting from an employee's occupation and which requires medical treatment, hospitalization, or loss of work time.

Promptness in reporting an injury cannot be overemphasized. In the event of an accident or illness resulting from the employee's occupation, the Foundation is required by law to file a report of the accident or illness.

Appearance and Attire

The personal appearance, quality of service, and positive attitude of all of our employees are essential to creating and maintaining a favorable public image.

Attire should be in good taste and promote a professional attitude and image in keeping with each specific job. The best rule of thumb is to dress for the position one holds and the people with whom one interacts in performing the responsibilities of the position.

Rest and Meal Periods

Each workday, full-time non-exempt employees are required to take two rest periods of 15 (*could be 10*) minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. All full-time non-exempt employees are required to take one meal period of 60 minutes (*could be 30 minutes*) in length each workday. A meal break can be declined by the employee only if the workday is six hours or less. Employees will be relieved of all active responsibilities and

restrictions during meal periods and will not be compensated for that time.

Access to Personnel Files

Monterey Peninsula College Foundation maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and other employment records.

Personnel files are the property of Monterey Peninsula College Foundation, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Monterey Peninsula College Foundation who have a legitimate reason to review information in a file are allowed to do so.

Employees also have access to their Personnel file and are encouraged to periodically review their file after making such request of the Executive Director. With reasonable advance notice, employees may review their own personnel files in the Monterey Peninsula College Foundation office and in the presence of an individual appointed by the Monterey Peninsula College Foundation to maintain the files.

Civic Responsibility

Jury Duty

Monterey Peninsula College Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one week of paid jury duty leave over any one-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, PTO) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Monterey Peninsula College Foundation or the employee may request an excuse from jury duty if, in the Foundation's judgment, the employee's absence would create serious operational difficulties.

Monterey Peninsula College Foundation will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Witness Duty

Monterey Peninsula College Foundation respects the duty of employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Monterey

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Peninsula College Foundation, they will receive paid time off for the entire period of witness duty.

Unless the employee is being subpoenaed for an action against them, employees will be granted up to one day of paid time off to appear in court if subpoenaed. Employees are free to use any available paid leave benefit (such as PTO) to receive compensation past one days absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Voting

Monterey Peninsula College Foundation encourages employees to fulfill their civic responsibilities by participating in elections. If employees are unable to vote in an election during their nonworking hours, Monterey Peninsula College Foundation will grant up to 2 hours of paid time off to vote.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off (optional).

There is no accrual of PTO during jury, witness or voting leaves.

At Will Employment

All employees of the foundation are "at-will" in that employment can be terminated with or without cause, and with or without notice, at any time, at the option of the Foundation or oneself, except as otherwise provided by law. The Foundation appreciates a two week notice of resignation by the employee.

Nothing in these policies should be construed as constituting a contract of employment between the Foundation and any of its employees.

ACCEPTANCE OF POLICY

All employees of the Foundation shall be given a copy of the Foundation Personnel Policy during the hiring process. Upon being hired, the employee shall read and sign a copy of the Personnel Policy. The signed policy will become part of the employee's confidential employment file.

Employee Signature

Date

Adopted by the Board of Directors: October 6, 2010

Amended by the Board of Directors: July 6, 2011, February 19, 2013 & June 17, 2015

February 15, 2017

Amended by the Executive Committee on behalf of the Board of Directors on March 23, 2020

President

Date