



# 2011 Employee Handbook

(short version)



The FELS Employee Handbook (Short Version) is suitable for short-term and seasonal employment. It can be used in conjunction with the "Receipt of Company Handbook" shown below. FELS will customize the handbook with your company's site-specific information and then print the handbook in English and Spanish.

## SAMPLE EMPLOYEE HANDBOOK

An English sample of the Short Verison Employee Handbook is attached or it may be obtained by contacting FELS; or a copy can be downloaded from our online catalog at [www.fels.org/catalog](http://www.fels.org/catalog) (Employment Forms & Supplies).

**Your Company's Site-Specific Information:**  
**Company has Sponsored**  
**Group Health Plan:**  Yes;  No

**Work site location(s):**  
 \_\_\_\_\_  
 (counties or describe geographic area)

**Workweek:**  
 Begins(day): \_\_\_\_\_ Time of day: \_\_\_\_\_

**Payroll Period:**  
 Daily;  Weekly;  Biweekly;  Semimonthly

**Payday:** (Day of week) \_\_\_\_\_

**Family & Medical Leave Act, California Family Rights Act, and Pregnancy-Disability Leave Coverage:** (Check one box)

- #1.  Fewer than 5 Employees\*
- #2.  5 - 49 Employees\*
- #3.  50 or more Employees\*

**Company Provides a Group Health Plan:**  
 Yes,  No

(\*Employed in 20 or more weeks in the current or prior calendar year)

## HOW TO ORDER

**To Order:** Complete the form below, including the section titled 'Your Company's Site-Specific Information' located to left of the Order Form. Then mail or fax the completed form to **FELS**. Companies requesting printing services will receive a copy of the finished product for approval before printing. Additional customization of the handbook is available from **FELS**. Call for details.

## ORDER FORM

**Order Online at** [http://www.fels.net/1/supply-catalog/hr-materials.htm#\\_1\\_44B](http://www.fels.net/1/supply-catalog/hr-materials.htm#_1_44B)  
**Items Ordered**

- ADMIN.MINI.HNDBK** - Customize the **FELS** Employee Handbook (Short Version)..... \$49.00
- Add our company logo beside our company name.  
 (Company logos are reduced to approximately 1"x1" depending on the space available). . . . \$20.00
- 401.E.BRO** - Print the first 100 copies of our ENGLISH (11"x17") handbook..... \$35.00
- Print \_\_\_additional copies (increments of 100) of our ENGLISH handbook (\$25/100)..... \$25.00/100
- 401.S.BRO** - Print the first 100 copies of our SPANISH (11"x17") handbook..... \$35.00
- Print \_\_\_additional copies (increments of 100) of our SPANISH handbook (25/100)..... \$25.00/100
- Paper color:  Blue;  Yellow;  Buff;  Brown;  White;  
 Salmon;  Green;  Goldenrod

(Note: handbook will be printed only after final approval of the draft by your company)  
 Send \_\_\_pads of the form #106.B.FRM "Receipt of Company Handbook."  
 (Printed on two-part NCR paper in pads of 25 sets; see sample to left.) . . . . . \$4.95/each

**Payment Method:**

Check # \_\_\_\_\_  VISA  MasterCard      FELS discount ① \$ \_\_\_\_\_

Credit Card No: \_\_\_\_\_      Handling ② \$ \_\_\_\_\_

Exp. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      Taxable Subtotal ③ \$ \_\_\_\_\_

Signature: \_\_\_\_\_      Sales Tax ④ \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

FELS CTR No.: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

UPS Shipping Address:  Residential  Commercial

Address: \_\_\_\_\_  
 (No P.O. Boxes)

City: \_\_\_\_\_

State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

### ② Handling Charges

\$0.00 - \$25.00.....	\$2.50
\$25.01 - \$50.00.....	\$5.00
\$50.01 - \$75.00.....	\$7.50
\$75.01 - \$100.00.....	\$10.00
\$100.01 - \$125.00.....	\$12.50
\$125.01 - \$150.00.....	\$15.00
\$150.01 - \$175.00.....	\$17.50
\$175.01 - \$200.00.....	\$20.00
\$200.01 - \$400.00.....	\$25.00
\$400.01 - \$650.00.....	\$30.00
\$650.01 - \$1,000.00.....	\$37.50
\$1,000.01 - \$1,500.00.....	\$45.00
\$1,500.01 - \$2,000.00.....	\$55.00
Over \$2,000.00.....	\$70.00

- Notes:**
- ① FELS Subscribers deduct 20% of subtotal
  - ② See Handling chart above
  - ③ Add 7¼% Sales Tax based on Taxable Subtotal

(Rev. 07/12/2011)

### RECIBO DEL MANUAL DE LA COMPAÑÍA RECEIPT OF COMPANY HANDBOOK

Nombre del empleado \_\_\_\_\_ Fecha \_\_\_\_\_  
 Employee Name \_\_\_\_\_ Date \_\_\_\_\_

El que firma abajo reconoce haber recibido una copia del manual de la compañía y reconoce que es requisito de empleo leerlo y entenderlo. Cualquier pregunta tocante el manual debe de ser dirigida a su supervisor.

En consideración a mi empleo, estoy de acuerdo mi empleo y compensación pueden ser terminados, con o sin causa, y con o sin aviso en cualquier tiempo, a la opción de la compañía o mía.

The undersigned acknowledges a receipt of a company handbook and recognizes that it is a requirement of employment to read and understand it. Any questions about the handbook should be directed to your supervisor.

In consideration of my employment, I agree my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the company or myself.

Firma/Signature \_\_\_\_\_  
 (EMPLEADO/EMPLOYEE)

Firma/Signature \_\_\_\_\_  
 (MAYORDOMO/FOREMAN)

PLEASE NOTE: PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Make Check Payable to FELS • 2300 River Plaza Drive • Sacramento, CA 95833-3239 • (800) 753-9073 • Facsimile: (916) 561-5696



# EMPLOYEE HANDBOOK

FOR

## YOUR COMPANY NAME

Copyright 2011 Farm Employers Labor Service (FELS®)



### WELCOME

Greetings! We are happy to have you working with us and hope our relationship will be satisfying.

Direct any problem about employment status, pay or working environment to your supervisor. Discuss with your supervisor's superior any issue you cannot resolve with your supervisor.

Company announcements and governmental notices are posted at convenient locations. Your supervisor can help you locate them.

### ABOUT THIS HANDBOOK

This handbook cancels and replaces all prior company personnel policies, practices and guidelines that pertain to its subject matter.

### EMPLOYMENT IS AT WILL

Your employment is not for any definite period but is irrevocably at will, meaning either you or the company may, either with or without cause, end the employment relationship at any time.

### CHANGES

Except for the at-will nature of the employment relationship and for the provisions stated in this paragraph (which cannot be changed), the company may, either with or without cause, change its employment policies, practices, requirements, benefit programs and your compensation, position, duties and hours of work and any other term or condition of your employment by notifying you of the change in a writing signed by the company's president or other authorized officer. Remaining in employment after having been so notified means you agree to the change.

### EMPLOYMENT STATUS

You will be informed of your employment status upon hire.

Your employment status never changes automatically, such as due to your employment continuing longer than initially anticipated.

If hired as a Temporary Employee or Seasonal Employee, your employment will end when the purpose of your employment ends.

Temporary Employees and Seasonal Employees are not eligible for any non-legislated employment benefits.

### COMMUTING

Our company has multiple work sites with a wide range of travel times to them. The work sites are located in **{Insert Worksites here}**. Employees may be assigned to work at any one or more of these work sites. Employees accept employment with our company understanding that they are responsible for their transportation to these work sites.

Time spent by employees traveling to and from these work sites is not considered hours worked, and employees are not compensated for that time whether they ride in their own vehicles or voluntarily in company-provided transportation; such time is considered hours worked by an employee only where the company requires the employee to use company-provided transportation.

### EQUAL EMPLOYMENT OPPORTUNITY

Job applicants and employees have an equal employment opportunity in compliance with applicable laws prohibiting employment discrimination. Where required by law to do so, the company makes reasonable accommodation for the known physical or mental limitation of an otherwise qualified applicant or employee with a disability unless undue hardship would result.

### HARASSMENT

The company strongly condemns any form of unlawful employment-related harassment. Besides being against the law, unlawful harassment—including but not limited to sexual harassment—in employment is not good business.

The company strives to maintain a workplace free from discrimination and bias and expects all personnel to cooperate in implementing this policy, which includes these elements:

1. All supervisors and employees must ensure and maintain a bias-free and nondiscriminatory work environment free of unlawful harassment.
2. The company does not tolerate any harassment or use by anyone in its employ of any verbally-derogatory epithet based on race, religious creed, color, age (over 40), sex, physical or mental disability, national origin, ancestry, medical condition (cancer) or marital status.
3. Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior and includes sex-based harassment of a person of the same sex as the harasser. Some examples of sexual harassment are:
  - a. Making unwanted sexual advances or propositions
  - b. Offering employment benefits in exchange for sexual favors
  - c. Making or threatening reprisals after being refused a request for sexual favors
  - d. Visual conduct: Making sexual gestures, leering, or displaying sexually suggestive objects, pictures, cartoons or posters
  - e. Verbal conduct: Speaking offensive language, telling offensive jokes, or making slurs, derogatory comments, or sexual propositions
  - f. Engaging in verbal abuse of a sexual nature, making graphic verbal descriptions about a person's body, using sexually degrading or suggestive words to describe someone, or sending sexually suggestive or obscene letters, notes or invitations
  - g. Engaging in inappropriate physical contact, such as unwanted touching, assaulting, or blocking movement.
4. An employee who believes this policy is being violated should immediately report that belief to the employee's supervisor, either in writing or personally. An employee who believes the employee's supervisor is violating this policy should report that belief to the supervisor's supervisor.
5. After learning of an employee's concern about being harassed, the company acts to stop any further harassment and to correct any effect of the harassment. To those ends, it:
  - a. Fully informs the complainant of his or her rights and of any obligation to secure those rights.
  - b. Fully and effectively investigates the complaint. The investigation is immediate, thorough, objective and complete. Persons with information on the matter are interviewed. A determination is made and the results communicated to the complainant, to the alleged harasser, and as appropriate, to others directly concerned.
  - c. Takes prompt and effective action to remedy harassment. First, appropriate action is taken against the harasser and communicated to the complainant. Second, steps are taken to prevent any further harassment. Third, appropriate action is taken to remedy the complainant's loss, if any.
6. An employee or job applicant who believes he or she has been harassed may, within one year of the harassment, file a complaint with the California Department of Fair Employment and Housing (DFEH). The DFEH is a neutral fact finder that tries to help the parties voluntarily resolve disputes. If the DFEH finds evidence of harassment and settlement efforts fail, it may file a formal accusation against the company and the harasser. The accusation will lead to either a public hearing before the California Fair Employment and Housing Commission (FEHC) or a lawsuit filed on the complainant's behalf by the DFEH. If the FEHC finds that harassment occurred, it can order remedies, including fines or damages from the company and harasser. Further, the FEHC may order hiring or reinstatement, back pay, promotion, and changes in the policies or practices of the company. A court may order unlimited damages.

7. No employee will suffer any retaliation for using this policy to resolve a harassment concern, opposing the practices prohibited by this policy, or filing a complaint with or otherwise participating in an investigation or other proceeding conducted by the DFEH or FEHC.
8. For more information contact the DFEH. Consult the Government Pages of the telephone directory under "State Government Offices, Fair Employment and Housing," or call directory assistance (411).

### FITNESS FOR WORK

**Physical Examination:** The company may require a physical examination at the time of hire or whenever it is uncertain about an employee's physical ability to perform his or her job. A physical examination is conducted by a doctor selected by the company at the company's expense. Records of such physical examinations are confidential.

**Return to Work:** An employee returning from a disability leave of absence must give the Company a release from the employee's physician stating any limitation that must be observed. The Company may require the employee to be examined at its expense by a physician selected by it. To the extent it may be required by law to do so, the Company will reinstate the employee to the position previously held by the employee or place the employee in another available position, based on the physician's recommendation.

**Reporting for Work:** Employees must report for work when and where scheduled, both physically and mentally willing and able to work. Also, the employee must report to work with the necessary tools loaned to the employee by the company.

The company may prevent from starting or continuing to work an employee who, in the opinion of the employee's supervisor, is physically or mentally impaired to an extent the employee could not work competently or would pose a safety threat if allowed to work. Impairment may be due to the employee being under the influence of alcohol or other drugs, or to any other physical or mental limitation that may pose a safety hazard. The company may also prevent from working an employee who reports to work without necessary tools loaned to him or her by the company.

### INSPECTIONS

To protect its property and the safety of its employees and to maintain proper discipline, the company reserves the right to inspect to the extent allowed by law, without giving employees any notice of the inspection, all areas of and adjacent to its premises, as well as all other areas under its control. These areas include, but are not limited to, employee lockers, desks, company and employee vehicles, notebooks, electronic (computer) data, tool boxes, parking lots and buildings. The company may also inspect company-operated employee living quarters but will, except in the case of an emergency, give affected employees reasonable notice of the inspection.

### MISCONDUCT AND DISCIPLINE

People who work together must abide by rules of conduct, based on honesty, good taste and fair play. Here are examples of prohibited conduct:

1. Falsifying any timekeeping or other company record.
2. Fighting, threatening others, or disrupting their work.
3. Unlawfully possessing, using, or being under the influence of a controlled substance at any time on company premises or anywhere while on duty. (An employee taking medication that may affect work safety or performance must so inform the supervisor before starting work.)
4. Being insubordinate or failing or refusing to perform assigned work.
5. Slowing or interfering with production or encouraging other employees to do so.
6. Failing to inform the supervisor when unable to report for work.
7. Incurring excessive absences or tardies.
8. Abusing or stealing company property or that of another employee.
9. Failing to immediately report a work injury or illness to the supervisor.
10. Refusing to sign a receipt for any disciplinary or other issued notice.
11. Harassing other employees.
12. Breaking any company rule.

This is not a complete list of prohibited conduct. An employee who engages in prohibited conduct, even if it is not listed above, may be disciplined. In some cases the company may issue an oral or written warning. The company may suspend, demote, transfer, discharge or otherwise discipline an employee for a more serious violation, or when the employee has previously violated the same or another rule, or is not meeting acceptable performance standards. In all cases, the company has absolute and sole discretion about disciplinary decisions and actions.

### PHONE CALLS AND CELLULAR PHONES

Because the company wants to minimize work disruptions, non-emergency incoming personal telephone calls are prohibited. Employees may only use their personal cellular phone to make phone calls during non-working time. Employees may only use a company phone to make an emergency phone call. Employees should instruct persons who would likely call them in an emergency to call the office. The company will try to deliver an emergency message to you promptly.

Unless authorized by a company representative, an employee may not use a cellular phone (either personal or company-provided) during the employee's working time or while driving a company vehicle.

An employee authorized to use a cellular phone must obey all laws regulating its use. Accordingly, an employee may not use a cell phone in any manner prohibited by law. An employee who is not sure if the law prohibits a particular use of a cell phone should discuss the matter with the employee's supervisor.

### PHOTOGRAPHS AND VIDEOS

Taking photographs or recording videos in production areas is prohibited.

### EMPLOYEE RECORDS

Before any change in an employee's employment data can become effective, documentation of the change must be presented. An employee may not change any employment data for a fraudulent purpose.

**Social Security Numbers:** The company requires every employee to have a valid Social Security account number.

**Social Security Fraud:** It is possible but rare that an employee would be assigned a new or different Social Security account number. Where an employee notifies the company of a change in the employee's Social Security number, the company will verify the change with the Social Security Administration (SSA). If the SSA advises the company that the new SSN is invalid or does not otherwise match the SSA's records, the employee's record will not be changed. Unless the employee can provide other credible evidence supporting its legitimacy, the company will deem the requested change as an act of attempted fraud, and the employee will be fired.

Further, the company investigates an employee's Social Security number if it receives credible evidence from an apparently reliable source that the employee supplied the company with an invalid number.

**Social Security No-Match:** If the SSA advises the company that an employee's SSN is invalid or does not otherwise match the SSA's records, the company notifies the employee about the discrepancy and asks the employee to resolve the matter with the SSA.

### ATTENDANCE AND TARDINESS

Good attendance is important to the company. An employee who is tardy or absent, with or without notifying the company, may be disciplined or discharged.

The company normally does not provide employees with transportation to or from work. You must make your own transportation, child-care and similar arrangements to ensure your regular attendance and prompt arrival at work.

An employee who is absent for two days without notifying the company is discharged.

### SEASONAL LAYOFFS

As the end of the season approaches and the company's labor needs decrease, the company lays off employees, generally by crew or

department. The company may transfer to another crew or department an employee of special merit or who has a job skill of special value to the company. The company informs each employee whether the employee qualifies to be recalled when the next seasonal activity starts or is being discharged and not qualified for rehire.

### REST PERIODS AND MEAL PERIODS

All employees are authorized, permitted and encouraged to take rest periods and meal periods in accordance with the rules under Rest Periods and Meal Periods, below.

**Rest Periods:** Each authorized rest period is to be taken as close as practicable to the middle of each work period. Authorized rest period time is counted as hours worked and is based on the total hours worked daily at the rate of 10 minutes net rest time per 4 hours of work or major fraction thereof. **Exception:** No rest period is authorized for an employee whose total daily work time is less than 3½ hours.

**Meal Periods:** Each authorized meal period is 30 minutes long and is to be taken after a work period of not more than 5 hours. **Exception:** Where a work period of not more than 6 hours will complete the day's work, the meal period may be waived by mutual consent of the company and employee. Meal periods during which operations cease need not be recorded on the employee's time record. Otherwise, the starting and ending time of each authorized meal period must be recorded on an hourly employee's time record.

### WORKWEEK AND PAYDAYS

The workweek starts on {Workweek Begins} at {Workweek Begin Time} each calendar week. Pay periods are {Pay period, weekly, biweekly} and paid on {Payday}.

### WORKERS' COMPENSATION INSURANCE

If you incur a work-related injury, you will be entitled to benefits under the California Workers' Compensation Law, as follows:

**Medical Care:** All authorized medical expenses are fully covered. If you need medical care, you will be referred to a doctor within our Medical Provider Network (MPN). Should you still need care 30 days after reporting an injury and you desire to be treated by another physician, another physician within the MPN will be selected for you.

If, before an injury, you notified the company in writing of your physician, you may be treated for that injury by that physician.

**Temporary Disability:** If you are hospitalized or cannot work for more than three days, you will receive money to help replace your lost income.

**Permanent Disability:** If your injury or illness results in an irreversible loss of function, you will receive money to compensate for it.

**Death Benefits:** If you die from an injury, your dependents will receive money.

**Off-Duty Activities:** Neither the company nor its insurance carrier is liable for the payment of workers' compensation benefits for an injury that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.

**Important:** Immediately notify your supervisor of any work-related injury or illness. You will receive a notice of potential eligibility for benefits and a claim form on which you must describe the circumstances of the injury. You must complete and sign the form and return it to your supervisor.

**Discrimination:** It is illegal to punish or fire you for having a work injury or illness, for filing a claim, or for testifying in another person's workers' compensation case.

**For More Information:** For free information about workers' compensation, contact the California Division of Workers' Compensation. Call (800) 736-7401 for recorded information and the location of an Information and Assistance Officer.

### WORKERS' COMPENSATION FRAUD

Anyone who knowingly makes a false or fraudulent representation (claim of an injury or illness) to obtain workers' compensation benefits is guilty of fraud. A person found guilty of this offense can be imprisoned in

state prison for up to five years, be required to pay a fine of up to \$50,000 and/or be required to pay for any medical evaluation or treatment services. (California Insurance Code § 1871.4).

### EMPLOYMENT BENEFITS

**Social Security:** Each pay period the company contributes an amount equal to that withheld from your wages towards social security coverage for future income.

**Unemployment and Disability Insurance:** The company contributes a percentage of each payroll to the government for unemployment insurance. When employment ends, you may be eligible for unemployment insurance benefits.

**State Disability Insurance & Paid Family Leave:** State Disability Insurance and Paid Family Leave are state-required insurance programs paid by employees. Contributions qualify employees to receive partial salary benefits if disabled or unable to work due to an off-the-job injury or illness, to care for a child, spouse, parent, or domestic partner with a serious health condition, or to bond with a new child. Pamphlets covering these programs are available in the office and from the state Employment Development Department.

### ACCIDENT PREVENTION

The company strives to prevent accidents and has a comprehensive program designed to prevent them. All jobs can be performed efficiently and safely. Make accident prevention a part of your job!

### CLOTHING AND FOOTWEAR

Wear clothing and footwear appropriate for the job function you are performing. Wear sturdy shoes or boots to protect your feet; no open-toe shoes or sandals may be worn. When working under the sun, wear a long-sleeved shirt, long-legged trousers and a hat with a wide brim. When working under wet or rainy conditions, wear outer garments and footwear that repel water.

You are not required to wear any garment or footwear of any distinctive design or color, and you must purchase and maintain at your expense your own garments and footwear.

### FIELD SANITATION

Drinking-water, handwashing and toilet facilities are provided as required by law. To protect your health and that of others, follow these good hygiene practices:

1. Use these facilities for drinking, handwashing and elimination.
2. Drink water frequently--especially on hot days and even if you are not thirsty.
3. Urinate as frequently as necessary.
4. Wash hands before and after using the toilet.
5. Wash hands before eating or smoking.

### EMERGENCY PROCEDURES

The company arranges for emergency medical services at the start of each production season. The phone number for emergency medical responders is given to supervisors along with a means to contact them if necessary. Supervisors inform their subordinates of the company's procedures for providing emergency medical assistance.

Supervisors are responsible for monitoring their subordinates, especially during hot work days, for signs of heat stress and illness. Employees also must be especially aware of signs of heat illness.

### EMPLOYEE TRANSPORTATION

The company normally does not provide its employees with transportation either to or from work. Employees are responsible for their own transportation to and from work. Employees may enter into voluntary "car-pooling" arrangements with other non-management employees--that is, with employees who are not managers, supervisors or forepersons.

Management and other supervisory personnel, including any employee who directly or indirectly hires, fires, assigns work, evaluates employee performance or otherwise influences decisions about or affects employment status, may neither:

1. Require, force or coerce any employee to ride with any individual or in any vehicle when the employee is coming to or going from work, nor
2. Transport any employee at any time, unless so authorized in writing by the president, owner or chief operations manager of the company. A supervisor who is so authorized may neither receive nor request from any employee a fee for providing transportation. Any supervisor who is so authorized must: (1) carry adequate motor vehicle insurance; (2) possess the appropriate driver's license for the vehicle used; and (3) maintain the vehicle as required by law.

An employee who believes this policy is being violated should inform the president, owner or chief operations manager about that concern.

## LEAVES OF ABSENCE

The company offers employees the benefit and convenience of several types of leaves of absence. Except where noted otherwise, these rules apply to all leaves of absence:

1. All leaves of absence are unpaid.
2. Employees on an approved leave of absence are considered to be on an inactive status.
3. An employee must receive written approval for a leave of absence before taking it. An employee absent for two consecutive days without notifying the company is discharged.
4. Upon returning from a leave of absence, an employee is placed in the same position held before taking the leave, as long as it is still open. If the position was filled during the absence, the company may offer to the employee another position at the new position's prevailing rate of pay.
5. The time while on leave of absence is not considered time worked and is not counted towards eligibility for company benefits.
6. A leave of absence is authorized according to any applicable legal limitation and with regard to the employee's performance, position and reason for leave and on the company's ability to replace the employee temporarily.
7. For a leave of absence exceeding two weeks, the employee must make arrangements for the payment of premiums for group health and life insurance. If premium payments are not paid, the employee's insurance will be discontinued, and upon return to work the employee will be required to re-establish eligibility for health and life insurance as though he or she were a new employee.

These rules apply to disability leaves of absence:

1. Definition - A disability leave is for the purpose of recuperating from an illness or accident, or for disability resulting from pregnancy, childbirth or related medical conditions.
2. Eligibility - An employee must provide written verification from a medical doctor that he or she cannot work due to the disability. The company may waive this requirement if the employee's disability does not require more than five days of recuperation.
3. Length of Leave - Upon the recommendation of a medical doctor, a disability resulting from a non-job-related injury or illness is granted for a maximum of one week. An employee who has been continuously employed by the company for more than two years is eligible for up to one month of leave.

An employee disabled due to pregnancy, childbirth or related medical conditions is eligible for up to four months of leave.

Except as noted below, a leave of absence for a job-related temporary disability is authorized until the disability ends.

To the extent allowed by law the, company discharges an employee: (1) who accepts employment with another company; (2) for whom it no longer has a position available; (3) who fails to return to work after having been released for full or partial work; or (4) who is no longer qualified to perform the job because of a permanent disability or because the employee's condition prevents the employee, even after reasonable accommodation, from performing it without posing either (a) an imminent and substantial risk to the employee's health or safety or (b) a greater risk to the health or safety of others than would be posed by person without the condition.

4. Reporting while on Leave - Employees on an approved disability leave of absence in excess of seven days must update the company at the end of the first calendar week and each week thereafter about

their health status, anticipated date of return to work and continued intent to return to work. AN EMPLOYEE WHO DOES NOT COMPLY WITH THIS REPORTING REQUIREMENT IS DISCHARGED.

5. Transfers - All jobs in the company require varying amounts of physical labor. The company tries to adjust a disabled employee's work assignment to accommodate the disability. A new assignment depends on the availability of a vacancy in a suitable position and upon the approval of the employee's medical doctor. If a suitable position is not available, the employee may not return to work until a written release is given by the employee's medical doctor.

You may be eligible for a personal leave of absence relating to: jury duty, attendance at your child's school, victim of crime or domestic violence, military status, firefighter status, literacy training, time to vote or drug/alcohol rehabilitation. Check with your supervisor to determine if you are eligible.

## VISITORS ON COMPANY PROPERTY

No one may enter company property or a company work area unless the person is an employee and is scheduled to work, the person has permission from a company representative, or the person has the right to take access under federal or state law.

## BULLETIN BOARDS

Changes in policy statements, government notices, and other information of concern to you are posted on Bulletin Boards located at convenient locations. Employees should inspect these bulletin boards frequently for important official announcements. Posting of information on other than company authorized bulletin boards is prohibited. Placement of items on company bulletin boards also requires the prior approval of the company.

**Fewer than 5 employees, stop here.**

## PREGNANCY-DISABILITY LEAVE

If you are disabled by pregnancy, childbirth or a related medical condition, you are eligible to take a pregnancy-disability leave (PDL). If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable. The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth or related medical condition of up to four months (or 88 work days for a full-time employee) per pregnancy. For more information, contact the company bulletin board or your supervisor.

**Fewer than 50 employees, stop here.**

## FAMILY, MEDICAL AND PREGNANCY LEAVE

The company is covered by the federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1991, as amended. If you have at least 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family-care or medical leave. This leave may be up to 12 workweeks in a 12-month period (1) for the birth, adoption, or foster-care placement of your child, (2) for your own serious health condition or that of your child, parent or spouse or (3) for "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Additionally, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember.

No matter whether you are eligible for CFRA leave, if you are disabled by pregnancy, childbirth, or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. For more information, contact the company bulletin board or your supervisor.