



POLICIES ON THE JOB

GENERAL EXPECTATIONS

We pride ourselves on our high standards of conduct and professionalism. Regardless of job description, our expectations for all employees include the following:

- Arrive at work on time and ready to work in accordance with their schedules;
- Treat the public and their co-workers with respect, courtesy, and professionalism;
- Treat Parks Conservancy equipment and property with care;
- Comply with all relevant regulations, policies, and rules; and
- Perform their job duties to the best of their ability, in a timely, pleasant, and positive manner.

ATTENDANCE AND PUNCTUALITY

Your work is essential to our mission to protect, preserve, and enhance the Golden Gate National Parks, and your co-workers count on you to help complete the important work that we do every day. For these reasons, your regular attendance and punctuality are important. Please comply with the following attendance policies:

- Employees are expected to be at their work sites at their scheduled start time and to remain in their work area throughout their regularly scheduled workday, unless authorized to leave early.
- Employees are expected to return from lunch on time, as scheduled by their managers.
- Late arrivals and unexpected absences or departures put an unfair burden on co-workers and may disrupt the Parks Conservancy's operations. Consistent or frequent incidents of unexcused absenteeism, tardiness, or leaving work early can lead to disciplinary action up to and including termination.
- If you cannot come to work, you must directly notify your supervisor or manager by telephone no later than two (2) hours before work is scheduled to begin, unless an emergency situation prohibits you from doing so.

Every attempt should be made to directly reach a manager or supervisor, rather than simply leaving a voicemail.

- If you cannot reach your supervisor or manager by phone, you must leave a message informing him or her of your absence. In addition, you must call the central attendance call-in line at (415) 561-3540 to notify the Parks Conservancy's Administrative Office of your absence.
- If you miss work for three (3) consecutive scheduled workdays and do not notify your supervisor or manager during that time, you will be considered to have voluntarily resigned. This means that your employment with the Parks Conservancy will end.

SCHEDULES AND TIMEKEEPING

The Parks Conservancy adheres to a 40-hour, 8-hour-per-day workweek for full-time employees. Work hours are set by the specific work location, department manager, or supervisor. You will be assigned a work schedule and you are expected to begin and end work according to that schedule. The Parks Conservancy reserves the right to change an employee's work schedule to accommodate business needs.

The following timekeeping policies and procedures in this section are applicable to non-exempt employees, but all employees should be aware of the policies to ensure compliance.

TRACKING HOURS OF WORK

Please fill out your online timesheet in an accurate and timely manner. All non-exempt/hourly employees should record their work hours on a daily basis, either via the online timesheet (ADP) or through the biometric punch clocks. All hours of work will be computed on actual time worked adjusted to the nearest increment of 15 minutes.

Non-exempt employees may not start work until their scheduled starting time.

Employees are not allowed to work "off the clock." Working off the clock violates the Parks Conservancy policy.

Exempt employees are required to record their own daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

It is your responsibility to approve your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors. Timesheets must be approved by the employee and a supervisor before submission to the payroll processor.

OVERTIME

Non-exempt employees are subject to the overtime provisions of the Federal Fair Labor Standards Act and applicable State laws. You will be informed at the start of your employment whether you are an exempt or non-exempt employee.

Non-exempt employees may occasionally be required to work overtime. For purposes of determining which hours constitute overtime, only *actual hours worked* in a given workday or workweek will be counted. Compensated holidays, for example, are not considered “hours worked” and therefore are not counted in making overtime calculations.

Exempt employees may be required to work hours beyond their normal schedules as business demands require. No overtime compensation will be paid to exempt employees.

PRE-AUTHORIZATION FOR OVERTIME REQUIRED

Overtime work must be approved in advance and in writing by the department manager.

CALCULATING OVERTIME

Overtime will be calculated as set forth below. As with regular time, overtime is computed on actual minutes worked, adjusted to the nearest increment of 15 minutes. In addition, the following “workday” and “workweek” definitions apply:

- The “workweek” on which overtime calculations will be based begins each Sunday at 12:01 AM and ends at midnight the following Saturday.
- Each “workday” on which daily overtime calculations will be based begins at 12:01 AM and ends at midnight.

OVERTIME RATE	APPLICABLE HOURS OF WORK
All non-exempt employees will receive overtime pay at the rate of 1½ times the employee’s regular rate of pay for:	<ul style="list-style-type: none"> • Work that exceeds 8 hours in one workday; • Work that exceeds 40 hours in one workweek; and • The first 8 hours of work on the seventh consecutive day of work in the same workweek.
All non-exempt employees will receive overtime pay at the rate of 2 times the employee’s regular rate of pay for:	<ul style="list-style-type: none"> • Work that exceeds 12 hours in a workday; or • Work that exceeds the first 8 hours of work on a seventh consecutive day of work in the same workweek.

MEAL PERIODS AND REST BREAKS

REST BREAKS

Non-exempt employees who work a shift of at least 3 ½ hours will receive, and must take, a paid, 10-minute rest break approximately halfway through every four (4) hours of work or major fraction thereof. Rest breaks will be scheduled by your supervisor or manager.

MEAL PERIODS

You must clock out for every meal period and record the start and end of that break. Employees are not allowed to work “off the clock,” during that break. All work time must be accurately reported on your time record.

First Meal Period: Non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Second Meal Period: If you work more than ten (10) hours in a day, you will be provided a second uninterrupted and unpaid 30-minute meal period. This second meal period will be provided no later than the end of your tenth hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Other Paid Meal Periods: Non-exempt employees who are restricted to their job site due to the requirements of their work or the remoteness of the job location may be allowed a paid meal period. Eligibility for a paid meal period is determined by the Vice President of Human Resources. Employees eligible for paid meal periods are still required to take and record their meal periods, as described in this Handbook.

REPORTING TIME PAY

Employees that are sent home before the completion of their scheduled shift must be paid for at least half of the scheduled shift time but not less than two (2) hours and not more than four (4) hours. These non-worked hours are not counted towards overtime.

Exceptions to reporting time pay are:

- When safety issues are the cause of the business closure;
- When public utilities are the cause of the closure (failure to provide water, electricity, gas, sewer maintenance, etc.);

- When interruption is caused by a natural event outside of the employer’s control (earthquake, fire, etc.);
- If the employee is not fit to work;
- If the employee has not reported to work on time and is fired or sent home as a disciplinary action.

PAYROLL PROCEDURES

PAYCHECKS

Employees are normally paid every other Thursday. If a pay day falls on a holiday, every effort will be made to distribute paychecks on the preceding business day.

Your pay stub itemizes deductions taken from your gross earnings. By law, the Parks Conservancy is required to take deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your pay stub will also differentiate between regular pay and overtime pay.

If you believe there is an error in your pay, please bring the matter to the attention of the HR Department immediately so the Parks Conservancy can resolve the matter quickly.

It is the Parks Conservancy’s policy to issue a paycheck only to the identified payee unless it is requested that the check be mailed to his or her home, or authorized in writing for another person to accept the check.

ADVANCEMENT OF PAY

The Parks Conservancy does not provide pay in advance of it being earned, nor do we allow pay to be borrowed against accrued paid time off.

CHILDREN IN THE WORKPLACE

The Parks Conservancy is sensitive to the needs of working parents. We understand that, on occasion, emergency situations may require you to bring your children to work for a short period of time, perhaps a few hours on a particular day. However, regularly bringing your children to the workplace is not allowed.

We care about the health and safety of our staff and their families. Therefore, we must request that sick children are not brought into the workplace. Additionally, please be aware that there are many workplace hazards that may not be obvious to your child. Therefore, locations that contain equipment or procedures that require a higher degree of training or awareness are not appropriate worksites for children. Further, locations or positions with a high degree of visitor engagement or supervisory responsibility may be determined to be inappropriate locations for visiting children.

Please seek permission from your manager or supervisor before bringing your child into the workplace. If your manager approves your child’s workplace visit, you are responsible for directly supervising your child at all times.

PETS IN THE WORKPLACE

It is the Parks Conservancy's policy that employees are prohibited from bringing personal pets or other animals into the offices or onto worksites. The only exception to this policy applies to service animals.

JOB ELIMINATIONS/LAYOFFS

There may be times when the Conservancy must reduce the size of its work force because of a lack of work, reorganization, financial or other considerations. It is the Agency's policy to determine at that time whether, under what terms and conditions, and in what form and/or amount, to offer severance pay to employees who will experience a layoff termination based on the business and other circumstances then existing. The fact that the Conservancy may have provided severance in the past should not be construed as any indication of promise or intent by the Conservancy to provide any severance in the future.

Where possible, the Conservancy will endeavor to make newly created positions and open positions known to staff that face layoff. Staff who are qualified, according to the standards set forth in the Job Description, will be given preference over external candidates. Preference shall be demonstrated by alerting internal candidates, via e-mail, intranet and/or other Agency-internal methods of communication, that a position may be available. Additionally, depending on tenure, program-relevant experience or other factors deemed salient by the Hiring Manager, an internal candidate may be given preference over external candidates with different qualifications at the discretion of the Hiring Manager. This should not, however, be construed to mean that the Conservancy will guarantee the employment of any staff member. Nothing in this policy is intended to create an express or implied agreement that alters the employment at-will relationship that exists between the Agency and you, as set forth in the section of this Handbook entitled "At-Will Employment."

CHANGES IN JOB DUTIES

The Conservancy reserves the right, at any time, with or without notice to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

From time to time, a manager may alter the duties of an employee. These changes may be minor, and fall into the category of "other duties as assigned." The guidelines for categorizing such duties is that such duties will (a) have a temporary (i.e., approximately six-weeks) duration; and, (b) not require significantly different skills to achieve completion of those tasks.

If job duties are altered for longer than what may be reasonably considered temporary, or significantly different skills become a requirement for the position, the manager may amend the Job Description for that position. In that event, the manager will forward the Job Description to Human Resources for re-grading to determine whether the changes warrant a wage adjustment. In general, wage increases occur at the Conservancy's sole

discretion, when the breadth of job duties are augmented, not the level or depth. “Breadth” generally indicates that the new duties or responsibilities require additional skills, whereas “level or depth” indicates volume or amount of similar duties. For assistance in clarification, Human Resources will re-grade any Job Description at the request of a manager.

CHANGES IN JOB TITLE

Infrequently, the manager or Director of a program may determine that a position must undergo major revision in responsibilities and/or minimum requirements. Several factors can initiate a decision of this nature, including department restructuring, a change in contract requirement, etc. If a major re-writing of a job position becomes necessary, a new Job Title will be given to that position. In most cases, this major change results in the elimination of one position and the creation of another with a new Job Title. In this case, the former position will be treated as a job elimination (see Job Eliminations/Layoffs, above, paragraph 2).

In some cases, at the discretion of the Hiring Manager and the approval of Human Resources, depending on time and cost constraints, the Conservancy may offer a staff member, the opportunity to enhance their skills to the level necessary to qualify for the new Job Title. In this case, the Hiring Manager may postpone the Conservancy-internal posting of the new position until the feasibility and/or terms of this arrangement are clarified and approved by Human Resources.

TELECOMMUTING

For some positions within the Parks Conservancy, working away from the office, or telecommuting, may be possible. Telecommuting is a privilege and cannot exceed more than one (1) day per week unless approved by the Division Vice President.

No particular positions have been designated as “telecommuting positions”; rather, certain positions may from time to time be suitable for work from home, and in such a case, a manager may allow all or part of the duties of the position to be performed away from the office on a temporary or ongoing basis. However, no such arrangement is promised or guaranteed, and no particular duration of telecommuting is guaranteed. If telecommuting is allowed for a position, it will last as long as it is appropriate for both the employee and the organization.

Employees wishing to be considered for working by telecommuting must apply for such consideration. The request may be granted or denied. If granted, the supervisor and the employee will work out the arrangement. Such an arrangement must be set forth in writing and signed by both the employee and the supervisor. The arrangement must also adhere to the following terms.

ELIGIBILITY

To be eligible for consideration of a telecommuting arrangement, an employee must: (1) have been employed continuously by the Parks Conservancy for at least two years; (2) have no record of performance problems or disciplinary actions within the preceding two years; and (3) be classified as an exempt employee.

JOB RESPONSIBILITIES

Employee job responsibilities will not change due to telecommuting. Professionalism will continue to follow the standards set by the Parks Conservancy. The amount of time an employee is expected to work will not change due to telecommuting. Employee work hours will be mutually agreed upon by the supervisor and the employee. In the event that business requires the telecommuting employee's presence at a work location, function, meeting, or other occasion, the employee is expected to report there, even if the event occurs during normally scheduled telecommute hours.

CONTACT WITH THE CENTRAL WORK LOCATION

Once a telecommuting arrangement has been approved, the telecommuting employee is responsible for maintaining regular contact with his or her supervisor and his or her direct reports.

ALTERNATE WORK AREA

The Parks Conservancy shall provide workers' compensation and liability protection for the employee while in the course of employment within the agreed upon location and defined work schedule. The Parks Conservancy assumes no responsibility for any activity, damages, or injury that is not directly associated or resulting from the official job duties, and for which the Parks Conservancy has no ability to exercise control. The Parks Conservancy also assumes no responsibility for the employee's personal property.

In addition, the following must be followed:

- A designated workspace should be maintained by the employee in a clean, professional, and safe condition.
- Any change in the approved job assignment, location, or defined work schedule must be reviewed and approved by the supervisor in advance.
- The Parks Conservancy retains the right to make on-site inspections of this work area, at a mutually agreed upon time, to ensure that safe work conditions exist.
- Employee tax implications related to alternate work locations are the responsibility of the employee.
- Employee expenses not specifically covered in this policy will be dealt with on a case-by-case basis between the employee and his or her supervisor.
- Employees who work at home will manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Any hardware or software purchased by the Parks Conservancy remains the property of the Parks Conservancy and will be returned to the Parks Conservancy should the alternative work arrangement be terminated.
- Software owned by the Parks Conservancy may not be duplicated except as formally authorized by policy.
- Employees using Parks Conservancy software must adhere to the manufacturer's licensing agreements.

- Restricted access materials (such as payroll, personnel files, etc.) may not be taken out of the office, copied, or compromised in any way. Employees working at alternate sites will take all precautions necessary to secure sensitive information and prevent unauthorized access to the Parks Conservancy's materials.
- Parks Conservancy equipment located at an alternative work location may not be used for personal activities.

DRUGS AND ALCOHOL

ILLEGAL DRUGS

Illegal drugs are strictly prohibited in the workplace. This includes cocaine, heroin, morphine, barbiturates, amphetamines, and all other illegal drugs. This policy applies wherever the interests of the Parks Conservancy may be adversely affected, including while you are:

- On Parks Conservancy premises;
- Conducting or performing Parks Conservancy business, regardless of location; and
- Operating or responsible for the operation, custody, or care of Parks Conservancy equipment or other property.

While acting in the course and scope of your employment with the Parks Conservancy, abuse or unauthorized use of any legal drug, such as over-the-counter medication, is also prohibited.

LEGAL DRUGS

The Parks Conservancy recognizes that you may, from time to time, be prescribed legal drugs such as painkillers that may result in your impairment even when taken as prescribed or according to the manufacturer's instructions.

You may not work while you are impaired by the use of legal drugs if the impairment might:

- Endanger you or someone else;
- Pose a risk of significant damage to Parks Conservancy property; or
- Substantially interfere with your job performance.

Some job duties, such as driving a vehicle or operating machinery, cannot be performed safely while the employee is taking legal drugs. If you believe that your ability to safely perform your job may be impaired by prescription drugs that you are taking under a doctor's orders, you must notify your supervisor or manager of that fact, **before reporting to work**, so that alternative arrangements or reasonable accommodations can be made if possible.

You may use accrued sick leave or vacation time to make up for time that you cannot work due to these circumstances. However, sick or vacation time cannot be used to accommodate absence due to the abuse of legal drugs. In addition, it is also possible that

you might qualify for an unpaid leave of absence. Please inquire about this with your supervisor, department manager, or the Vice President of Human Resources.

Nothing in this guideline is intended to diminish the Parks Conservancy's commitment to employ and reasonably accommodate qualified disabled individuals.

ALCOHOL

The Parks Conservancy may, at its discretion, offer alcohol to employees age 21 and over at certain social events, such as holiday parties. The reasonable consumption of alcohol at these events by employees age 21 and over does not violate this policy. However, inebriation is prohibited both on the job and at agency-sponsored social events.

Employees who are under 21 years of age must not consume alcohol or ask others of legal age to procure alcohol for them, and older employees must not procure alcohol for co-workers who are under age 21.

SMOKING

Smoking is limited to designated areas at worksites and is never allowed inside or immediately adjacent to buildings.

REQUIREMENT TO REPORT CRIMINAL DRUG CONVICTIONS

If you are convicted under any criminal drug statute during your employment with the Parks Conservancy, you must notify your manager, Division Vice President, or the Vice President of Human Resources within five days of your conviction. The Parks Conservancy may be required to notify any federal agency with which it has a contract of such a conviction.

COUNSELING FOR DRUG OR ALCOHOL ABUSE

We care about your health and well-being. If you suspect that you may have an alcohol or drug problem, we strongly encourage you to seek diagnosis and treatment with qualified professionals.

If you wish to participate in an approved alcohol or drug rehabilitation program, we encourage you to discuss this with your manager or the Vice President of Human Resources, because we may be able to accommodate you by providing unpaid leave for the time necessary for you to complete participation in the program.

However, participation in a rehabilitation program will not necessarily shield you from the imposition of disciplinary action for a violation of this guideline, particularly if discipline is imposed for a violation occurring before you seek assistance.

CONFIDENTIALITY

Any disclosures you make to the Parks Conservancy concerning your use of legal drugs or your participation in any drug or alcohol counseling or rehabilitation program will be treated discreetly. To the extent possible and practicable, we will keep this information confidential.