

**EMPLOYEE  
HANDBOOK**  
(September 2018)

**CALIFORNIA DEMOCRATIC PARTY**

# TABLE OF CONTENTS

## Page

I.	INTRODUCTORY STATEMENTS .....	1
A.	Welcome .....	1
B.	At-Will Employment .....	1
II.	RECRUITING AND HIRING POLICIES .....	1
A.	Equal Employment Opportunity .....	1
B.	Reasonable Accommodation .....	2
C.	Employment Applications .....	4
D.	Verification of Lawful Work Status .....	4
III.	PROBATIONARY PERIOD.....	4
IV.	EMPLOYEE CLASSIFICATION.....	4
V.	WORK PERIODS AND COMPENSATION.....	5
A.	Workday/Work Week .....	5
B.	Overtime .....	5
C.	Breaks And Meal Periods .....	5
D.	Time Sheets.....	6
E.	Payroll Deductions And Wage Attachments And Garnishments .....	6
F.	Pay Periods.....	6
G.	Pay Advances.....	6
VI.	BENEFITS .....	7
A.	Health, Welfare and Retirement Benefits .....	7
B.	Bike Commuter Benefit .....	7
VII.	LEAVES OF ABSENCE .....	7
A.	Sick Leave.....	7
B.	Holidays .....	8
C.	Floating Holiday .....	8
D.	Vacation .....	8
E.	Advancement of Vacation and Sick Leave Accruals.....	9
F.	State Disability and Paid Family Leave Disability Benefits.....	10
G.	Pregnancy Disability Leave .....	10

**TABLE OF CONTENTS**  
(continued)

	<b>Page</b>
H. Workers' Compensation Leave.....	11
I. Bereavement Leave.....	12
J. Jury Duty.....	12
K. Time Off for Crime Victims .....	12
L. Time off for Victims of Domestic Violence, Sexual Assault or Stalking .....	12
M. Military Service, Witness Duty, Voting Time, and Community Service .....	13
N. Organ and Bone Marrow Donor Leave .....	14
VIII. PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE .....	14
A. Unlawful Harassment.....	14
B. Employee Conduct.....	16
C. Attendance And Punctuality .....	17
D. Professional Attire .....	18
E. Business Ethics .....	18
F. Outside Employment .....	18
G. Conflicts Of Interest.....	18
H. Media Inquiries .....	18
I. Employment Of Friends And Relatives .....	19
J. Confidential and Proprietary Information.....	19
K. Parking .....	19
IX. PERSONNEL ISSUES .....	19
A. Employee Relations/Open Door Policy .....	19
B. Respect For Others.....	20
C. Personnel Information.....	20
D. Discipline .....	20
X. TERMINATION OF EMPLOYMENT .....	21
A. Termination.....	21
B. Benefits Continuation .....	21
XI. WORKPLACE SAFETY AND HEALTH.....	22
A. Safety .....	22
B. Office Security Policy.....	22

**TABLE OF CONTENTS**  
(continued)

	<b>Page</b>
C. Violence Prevention.....	23
D. Smoking .....	23
E. Policy Prohibiting Use Of Drugs And Alcohol .....	23
XII. OTHER PARTY RULES .....	24
A. Party Property .....	24
B. Technology Policy .....	24
C. Social Media Policy .....	25
D. Cell Phone Policy.....	26
E. Personal Expenses and Mileage Reimbursement Policy .....	27
F. Political Reporting and Accounting Policy.....	28
G. Compliance with Party Bylaws — Contractual Obligations .....	29

## I. INTRODUCTORY STATEMENTS

### A. Welcome

Welcome to the California Democratic Party (the “Party”). This handbook is designed to acquaint employees with the Party, and provide information about our employment practices. It replaces all previous handbooks and personnel policies. It is a confidential document for Party employees and is not intended for public distribution.

Employees should read, understand, and comply with all provisions of this handbook. However, this handbook is not a contract and does not create any contractual obligations. In addition, no employee handbook can anticipate every circumstance or question about the Party and its policies. Therefore, the Party reserves the right to revise this handbook anytime, with the exception of its at-will employment policy.

### B. At-Will Employment

All employment with the Party is “at-will.” This means that either the employee or the Party can terminate the employment at any time, for any reason or for no reason, with or without advance notice. All employees, whether probationary, regular, or temporary, are at-will employees. Only the Chair of the Party has the right to amend this at-will policy. Any amendments must be in writing, and signed by the Chair of the Party.

## II. RECRUITING AND HIRING POLICIES

### A. Equal Employment Opportunity

The Party guarantees every applicant for employment and every employee the right of equal treatment without regard to race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status, or any other status protected by law. This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of Party facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the Party furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence and general ability. The Party does not consider an individual’s race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status in recruiting and selecting employees.

Promotions are based on an employee’s past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual’s status. The Party takes all personnel actions without regard to an individual’s race, color, sex, age, gender,

gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status.

B. Reasonable Accommodation

The Party is committed to complying with all laws that protect qualified individuals with disabilities and/or medical conditions, and is committed to complying with all laws that protect individuals who are pregnant or have pregnancy- or childbirth-related conditions. The Party will reasonably accommodate the known physical or mental disability and/or medical condition of a qualified individual, provided the requested accommodation does not create an undue hardship for the Party or pose a direct threat to the health or safety of others in the workplace or to the requesting employee. In addition, the Party will reasonably accommodate conditions related to pregnancy, childbirth or related medical conditions, which may include transfer to a less strenuous or hazardous position for the duration of an employee's pregnancy where based on the advice of her physician or where the Party determines such a transfer is necessary.

The Party's goal is to provide equal opportunities to all applicants and employees in the workplace.

Examples of reasonable accommodations include, but are not limited to:

- modifying work equipment or work areas (e.g., providing stools);
- making facilities readily accessible to and usable by disabled individuals (e.g., providing accessible break rooms)
- modifying job duties;
- modifying work schedules;
- reassigning an employee to another task, department position or location;
- allowing assistive animals at the jobsite;
- providing a finite leave of absence (if the employee/employee's healthcare provider requests a leave of absence or if it is determined there is no reasonable accommodation available that will allow an employee to continue working).

This list is not exhaustive. What may be a reasonable accommodation varies depending upon the situation.

Further, in addition to reasonable accommodations provided for disability, medical condition, and/or pregnancy, the Party provides reasonable accommodations consistent with California and federal laws for employees who are breastfeeding and/or have religious beliefs or observances that necessitate accommodation.

Employees must inform their supervisor and the Director of Human Resources immediately if they believe they need reasonable accommodation for a temporary or permanent disability, medical condition, and/or condition related to pregnancy, childbirth or related medical conditions. Employees must also advise their supervisor and the Director of Human Resources of any facilities they believe need to be made accessible. If any supervisor becomes aware of an employee's need for reasonable accommodation, he/she should immediately inform the Director of Human Resources. Requests shall be treated in a confidential manner to the extent possible.

Once the Party is aware of the need for a reasonable accommodation, it will engage in a timely, good-faith interactive process to discuss possible accommodations. This may be done in person or by telephone or video conferencing, or a combination of these means.

During this process, employees must cooperate with the Party and provide requested information, such as a list of restrictions that must be met to accommodate the employee and appropriate documentation from the employee's healthcare provider. In addition, if employees have suggestions for possible accommodations, e.g., job duties or positions the employee might be able to perform, the employee should share that information with the Party. Likewise, the Party will provide the employee with information, such as available vacant positions, that will assist in locating a reasonable accommodation.

The Party may require medical certification to substantiate or clarify an employee's restrictions (including identification of restrictions and anticipated date(s) restrictions will be in place) and reasonable accommodation needs. This certification may include, but is not limited to:

- a list of the employee's restrictions;
- a description of the requested reasonable accommodation;
- the date the need for the reasonable accommodation became/will become medically advisable and/or necessary to continue working;
- the probable duration of the need for reasonable accommodation; and
- a statement that because of the employee's disability, medical condition, or pregnancy, the reasonable accommodation is medically advisable and/or necessary to continue working.

Throughout this process, the Party will work with the employee to determine whether a reasonable accommodation exists that is consistent with the employee's restrictions and is consistent with the Party's obligations under all applicable laws.

The Party will not permit retaliation against employees for requesting reasonable accommodations.

The California Department of Fair Employment and Housing provides additional information regarding reasonable accommodations. Its website is located here: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Specific information for individuals with pregnancy, childbirth, or related conditions is located here: <https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH-100-20rv201604.pdf>

### C. Employment Applications

The Party relies upon the accuracy of information contained in employment applications, resumes, and other information presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment, or termination of employment if the person has been hired.

### D. Verification of Lawful Work Status

The Party only employs United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to commencement of employment.

## III. PROBATIONARY PERIOD

All new employees shall serve a 30-day probationary period. All employees, whether probationary, regular, or temporary, are at-will employees.

## IV. EMPLOYEE CLASSIFICATION

The Party has four job classifications that determine benefits and eligibility for leaves:

1. Regular full-time employee. A regular full-time employee is one whose scheduled working hours total a minimum of 30 hours per week, has been advised that he/she is not a coordinated/temporary employee, and has served the required 30-day probationary period. Regular full-time employees are eligible for certain employee benefits described in this handbook.
2. Regular Part-time employee. A regular part-time employee is one whose scheduled working hours total fewer than 30 hours per week, has been advised that he/she is not a coordinated/temporary employee, and has served the required 30-day probationary period. Regular part-time employees are eligible for certain employee benefits, some on a prorated basis, described in this handbook.
3. Temporary/seasonal employees. A temporary/seasonal employee is one who is retained for a specific project, and who has been advised that he/she is filling a specific assignment-related position with a projected termination date. A temporary/seasonal employee is considered a temporary employee because the assignment typically terminates with the election. Temporary/seasonal employees are not eligible for any employee benefits, including holiday pay, vacation pay, sick pay, or floating holidays, except as required by law.



4. Probationary employee. A probationary employee is an employee who is not a temporary employee but who has not yet completed his or her first 30 days of employment. Certain benefits may be available to the employee only once the employee completes his or her introductory period if the employee becomes a regular full-time or regular part-time employee.

Certain employees are exempt from federal and state wage and hour law, and are not entitled to overtime pay. These employees are referred to as “exempt employees.” Nonexempt employees receive overtime and are required to take certain meal and rest breaks. All employees, regardless of their classification and regardless of whether they have completed their introductory period, are at-will.

## V. WORK PERIODS AND COMPENSATION

### A. Workday/Work Week

The Party’s regular business hours are from 9:00 a.m. to 6:00 p.m., Monday through Friday. The Party’s workday is midnight to midnight and its workweek is Sunday through Saturday. The standard work hours for all regular full-time employees are 40 hours per week, eight hours per day, exclusive of the one-hour meal period.

It is very important that the office be kept open for business during normal work hours and that staff be present during these hours. It is inherent in the work of the Party that some employees will be required to work additional hours in attending meetings and participating in special projects. Where applicable, nonexempt employees will be paid overtime for these hours.

### B. Overtime

The Party pays overtime for nonexempt employees at time and one-half for any hours worked in excess of 40 hours per week or 8 hours per day and for the first 8 hours worked on the seventh consecutive workday of a workweek, and at double time for any hours worked in excess of 12 hours per day or beyond 8 hours on the seventh consecutive workday of a workweek. All overtime must be approved in advance by the employee’s supervisor. “Hours worked” means time actually spent on the job. It does not include an unpaid meal period, or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work. Exempt employees are not paid overtime, even if their hours exceed the normal work schedule.

### C. Breaks And Meal Periods

Nonexempt employees who work more than five (5) hours in a workday will receive an unpaid meal period which will be provided no later than the end of the fifth hour of work, except that an employee may voluntarily waive his/her lunch break if he/she does not work more than six (6) hours in a workday. All nonexempt employees who work more than ten (10) hours in a workday will receive a second unpaid meal period which will be provided no later than the end of the tenth hour of work, except that an employee may voluntarily waive (in writing) the second meal period so long as he/she took the first meal period and so long as he/she works fewer than twelve (12) hours in the workday. Each meal period shall be at least thirty (30) minutes in length, but no longer than one hour, at the discretion of the employee’s supervisor.

All nonexempt employees shall be authorized to take paid rest periods, which insofar as practicable shall take place in the middle of each work period. The rest period time shall be based on the total hours worked daily at the rate of one rest period of at least ten (10) minutes for every four (4) hours worked or major fraction thereof, i.e. 3.5 hours. All rest periods are paid and are considered as time worked.

Nonexempt employees may leave the worksite for their meal and rest periods but are expected to return to their worksite at the conclusion of their meal and rest periods.

In addition meal and rest periods, nonexempt employees who work outdoors are eligible to take a “recovery” or “cool down” period to prevent heat illness. A cool down period is a period of no less than five (5) minutes when an employee feels he/she needs to rest in shade to protect him/herself from overheating.

D. Time Sheets

Federal and state law requires the Party to keep an accurate record of time worked. The Party uses the Replicon system to record time worked. Employees must enter their time in the Replicon system daily. Employee time records are official Party records and must be accurately maintained. Modifying another employee’s time records or intentionally falsifying time records is a serious violation of this policy and may result in immediate termination of employment. If a time entry needs to be corrected, both the employee and the supervisor must document the change to verify its accuracy.

E. Payroll Deductions And Wage Attachments And Garnishments

The Party makes certain deductions from every employee’s paycheck. Among these are applicable federal, state, and local income taxes, social security and Medicare taxes, and state disability insurance and paid family leave contributions. By law, the Party is also required to honor legal attachments and garnishments of an employee’s wages or salaries. If an employee’s wages are attached, the Party will withhold the specified amount to satisfy the terms of the attachment.

F. Pay Periods

Paychecks are distributed on the 15th and the last day of each month, except for certain short-term staff that may be paid weekly. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the last workday before the regularly scheduled payday.

G. Pay Advances

The Party prohibits pay advances and extensions of credit on unearned wages.

## VI. BENEFITS

### A. Health, Welfare and Retirement Benefits

The Party offers the following group health insurance benefits to regular full-time employees and their dependents, after meeting the eligibility requirements of each individual plan: medical, dental and vision. The Party also offers a 401k retirement plan to eligible regular full-time employees after six months of employment.

In addition, the Party offers health and dependent care Flexible Spending Accounts (“FSA”) to reimburse employees for certain expenses that are not covered by any insurance plan for employees and their eligible dependents as outlined in Internal Revenue Service guidelines.

Employees should consult the individual plans for details. All benefits are subject to change at the discretion of the Party, without prior notice.

### B. Bike Commuter Benefit

Pursuant to the Bicycle Commuter Act, the Party provides a benefit to those employees who ride their bicycles to and from work. The Party reimburses employees up to \$20 per month for reasonable expenses related to an employee’s bike commute, including bicycle purchases, equipment purchases, repairs, and storage, if the bicycle is used as a substantial part of the employee’s commute to and from work for the month. Employees are not eligible for this benefit if they already receive another commuter tax-free fringe benefit, such as transit reimbursement.

## VII. LEAVES OF ABSENCE

In general, employees who are on an unpaid leave of absence in excess of 30 days are ineligible for group health benefits unless otherwise required by law. An employee will be considered to be on an unpaid leave of absence unless he or she is being paid by the Party. An employee is on an unpaid leave of absence even if he or she receives pay from the State, such as SDI, Paid Family Leave, or workers’ compensation. However, if the law requires that group health benefits continue during the leave, then the Party will provide those benefits. Employees who are on a paid leave of absence, such as vacation, sick leave, holidays or bereavement leave remain eligible for group health benefits during the portion of their paid leave.

### A. Sick Leave

An employee may use sick leave for an employee’s own or a family member’s diagnosis, care or treatment of an existing health condition, or preventative care. “Family member” means the employee’s spouse or registered domestic partner, child, parent, grandparent, grandchild, or sibling. An employee who is a victim of domestic violence, sexual assault or stalking may also use sick leave to seek aid, treatment or related assistance. Sick time may not be used for unrelated personal absences or vacation time. Time off for medical and dental appointments will be treated as sick leave.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notice to the employee's supervisor. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave to his/her supervisor as soon as practicable. The employee must also notify his/her supervisor on each additional day of absence. If an employee does not provide the appropriate notice, the employee may be subject to discipline.

Full-time employees accrue sick leave on a per day basis at the rate of 8 hours per month. Part-time employees accrue sick leave on a per day basis at the rate of 4 hours per month. The maximum number of hours that can be accrued is 240 hours; no further sick leave will accrue once an employee reaches this limit.

Sick leave must be taken in increments of no less than one-quarter hour. If an employee receives state disability insurance benefits during an illness, the Party will supplement these benefits with any accrued sick leave. Accrued but unused sick leave shall not be paid upon termination.

#### B. Holidays

All regular full-time and part-time employees are entitled to holiday pay on the Party-authorized holidays identified at the beginning of each year. Holidays which fall on a weekday will be observed on the day of the holiday. When a holiday falls on a weekend, the Party may, at its discretion, declare the preceding or following weekday as a paid holiday. In order to qualify for holiday pay, employees must work the last scheduled workday immediately preceding the holiday and the first scheduled workday following the holiday, unless the employee is on vacation or an approved paid absence.

Regular full-time employees shall receive 8 hours of regular pay for each observed holiday. Regular part-time employees will be paid the pro-rated number of hours normally scheduled per day.

#### C. Floating Holiday

Regular full-time employees are eligible for one floating holiday per year. Employees shall use the floating holiday prior to vacation. If an employee does not use his/her floating holiday by the end of the calendar year, the Party will pay the employee the value of the floating holiday. Floating holidays must be authorized in advance by the employee's supervisor and submitted to the Director of Human Resources. The Party pays all accrued but unused/unpaid vacation holiday benefits upon termination of employment.

Regular part-time and temporary/seasonal employees are not eligible for floating holidays.

#### D. Vacation

The Party recognizes the value of rest and relaxation and encourages employees to use all accrued vacation. Following 30 days of employment with the Party, regular full-time and regular part-time employees earn paid vacation as follows:

<u>Years of Service</u>	<u>Hours Accrued for Regular Full-Time Employees</u>	<u>Hours Accrued for Regular Part-Time Employees</u>
31 days - 1st Anniversary	3.36 hours/pay period (6.72 hours/month)	1.68 hours/pay period (3.36 hours/month)
1st - 2nd Anniversary	3.68 hours/pay period (7.36 hours/month)	1.84 hours/pay period (3.68 hours/month)
2nd - 3rd Anniversary	4 hours/pay period (8 hours/month)	2 hours/pay period (4 hours/month)
3rd - 4th Anniversary	4.40 hours/pay period (8.80 hours/month)	2.2 hours/pay period (4.40 hours/month)
4th - 5th Anniversary	4.72 hours/pay period (9.44 hours/month)	2.36 hours/pay period (4.72 hours/month)
5th Anniversary and beyond	5.04 hours/pay period (10.08 hours/month)	2.52 hours/pay period/5.04 hours/month)

Temporary/seasonal employees do not earn vacation leave.

Employees will not accrue vacation leave during any unpaid disciplinary suspension or unpaid leave of absence unless required by law.

Vacation is accrued on a daily basis. An employee may not accrue more than 240 vacation hours. If an employee accrues this maximum amount of vacation, the employee will not accrue any further vacation hours until he or she takes vacation and falls below the maximum accrual level.

Vacation must be authorized in advance by the employee's supervisor and submitted to the Director of Human Resources. Changes in scheduled vacation should be in writing and submitted at least two weeks prior to requested change.

The Party pays all accrued but unused vacation benefits upon termination of employment.

E. Advancement of Vacation and Sick Leave Accruals

If an employee does not have any accrued sick or vacation hours during his/her first year of employment with the Party, the employee may – at the discretion of the Party and with supervisor approval – take up to a maximum of three (3) days' (prorated for part-time employees) paid time off leave to be repaid from the employee's future sick or vacation accruals (or both), depending on the reason for the time off. After the employee has exhausted those three (3) days, any additional time off will be unpaid unless otherwise required by law.

F. State Disability and Paid Family Leave Disability Benefits

For certain absences, the State of California will pay State Disability Insurance (“SDI”) or Paid Family Leave (“PFL”) benefits. The Party does not pay SDI and PFL. SDI applies to leaves taken due to the employee’s own illness. PFL applies to qualifying leaves taken due to illnesses of the employee’s family member or domestic partner, as well as bonding with a new child.

G. Pregnancy Disability Leave

Female employees are entitled to a disability leave during the time they are disabled due to pregnancy, childbirth or related medical conditions. This leave will be for the period of disability, up to four months per pregnancy. An employee is “disabled by pregnancy” if she is unable because of pregnancy to work at all, or is unable to perform the essential functions of her job, or to perform these functions without undue risk to the employee, to successful completion of her pregnancy, or to other persons.

Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by an employee’s health care provider. If an employee needs intermittent leave or leave on a reduced schedule, the Party may require her to transfer, during the period of the intermittent or reduced schedule leave, to an available alternative position for which she is qualified and which better accommodates her recurring periods of leave. Transfer to an alternative position may include altering an existing job to accommodate better the employee’s need for intermittent leave or a reduced work schedule.

An employee, if possible, should give at least 30 days’ notice requesting a pregnancy-related leave. This notice must provide and include the expected date on which the leave will begin, written certification from the employee’s health care provider stating the anticipated delivery date and the duration of the leave.

Before returning to work, the employee must provide a release from her health care provider certifying that she is able to safely perform all of the essential functions of her position with or without reasonable accommodation. The Party will reinstate the employee to her position unless:

- (i) The employee’s job has ceased to exist for legitimate business reasons;
- (ii) The employee has directly or indirectly indicated her intention not to return;
- (iii) The employee is no longer able to perform the essential functions of the job with or without reasonable accommodation;
- (iv) The employee has exceeded the length of the approved leave; or
- (v) The employee is no longer qualified for the job.

If the Party cannot reinstate the employee to the position she held before the pregnancy disability leave began, the Party will offer the employee a comparable position, provided that a comparable position exists and is available within sixty (60) calendar days of the employee’s scheduled

reinstatement date, and provided that filling the available position would not substantially undermine the Party's ability to operate safely and efficiently.

A pregnancy disability leave is unpaid, but employees will use their accrued sick leave during the leave. In addition, employees may elect to use accrued vacation during the leave. Sick leave and vacation will supplement any State Disability or Paid Family Leave Insurance benefits. The Party will maintain group health benefits during a pregnancy disability leave as required by law. No additional vacation, sick leave, or holiday pay will accrue during the unpaid portion of the leave.

The Party also provides reasonable accommodations for employees disabled by pregnancy and/or pregnancy or child-birth related conditions, and for employees who are breastfeeding. See the Party's Reasonable Accommodation policy for additional details.

#### H. Workers' Compensation Leave

An employee must report all accidents, injuries and illnesses occurring on the job, no matter how small, to his or her supervisor. The Party carries workers' compensation insurance coverage to protect employees who are injured on the job. If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be eligible to receive worker's compensation benefits. The employee must provide the Party with the certification from a recognized medical professional confirming the necessity of the leave within 14 days after the leave begins.

The leave will continue until (1) a recognized medical professional certifies that the employee is capable of resuming all of the duties of the employee's former position, with or without reasonable accommodation; (2) a recognized medical professional certifies that the employee is permanently precluded from returning to work in his or her prior position or performing some portion of his or her prior job (i.e., the medical condition is permanent and stationary); (3) the employee resigns, quits, accepts employment with another business, refuses to return to work after being released for full or partial work, or otherwise indicates that he or she is not going to return to work; or (4) one year has passed and the employee is still not able to return to work in his or her prior position.

An employee on a workers' compensation leave which exceeds 30 days must update the Party on at least a monthly basis and provide information concerning his or her health status, anticipated date of return to work and continued intent to return to work. **IF AN EMPLOYEE DOES NOT COMPLY WITH THIS REPORTING REQUIREMENT, THE PARTY MAY TERMINATE THE EMPLOYMENT.** Workers' compensation disability leave is unpaid.

An employee may return to work only after he or she provides the Party with a release to work from the employee's physician. If the employee has been released without limitation, or is capable of performing the essential functions of his or her job with reasonable accommodation, the employee will be offered the same position he or she held prior to the leave, unless that job no longer exists or has been filled in order for the Party to operate safely and efficiently. In this event, the employee will be offered a substantially similar position if one is available. If the Party receives medical evidence satisfactory to it that an employee will be permanently unable to

resume safely all of the essential functions of his or her job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, the employee's employment will be terminated.

I. Bereavement Leave

The Party provides regular full-time employees up to three (3) days of paid bereavement leave in the event of the death of the employee's family member or close friend. Upon approval from the employee's supervisor, additional days may be taken as vacation and/or sick leave. An employee who needs to take bereavement leave should contact his or her supervisor immediately.

J. Jury Duty

When an employee receives a jury summons, the employee must notify his or her supervisor as soon as possible and submit a copy of the jury summons. An employee is permitted to take time off for each full or partial working day he or she serves on jury duty. The employee must report to work on days or parts of days when he or she is not required to serve on jury duty. An exempt employee will be paid his or her regular salary during the time the employee serves on jury duty unless the employee does not perform any Party work during an entire week. Nonexempt regular full-time and nonexempt regular part-time employees will be paid their regular wages (less amounts received by the employee for jury duty pay) while serving on jury duty up to a maximum of 10 working days each calendar year. Nonexempt temporary/seasonal employees are not paid while serving on jury duty.

K. Time Off for Crime Victims

The Party takes threats and actions of crime against our employees and their families very seriously. If at any time an employee needs to be absent from work because he or she or a family member has been the victim of a serious crime, the employee should contact his or her supervisor or the Director of Human Resources immediately. The employee's privacy will be protected to the greatest extent possible. The Party may ask the employee for certification to confirm the need for time off. The time off will be unpaid. However, employees may use accrued vacation and/or sick leave. No employee who is a victim of a serious crime will be disciplined, discriminated against, or retaliated against for taking time off to appear in a court proceeding.

L. Time off for Victims of Domestic Violence, Sexual Assault or Stalking

Employees who are victims of domestic violence, sexual assault or stalking, are eligible for unpaid leave as provided by law to attend to issues arising as a result of the crime. Employees may also use accrued vacation time. Employees may request leave to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or staling, including temporary or permanent relocation. Time off may also be taken if you an employee is involved in a judicial



action, such as obtaining restraining orders or appearing in court to obtain relief to ensure the health, safety or welfare of the employee or that of a child. The Party will not discriminate or retaliate against employees who are victims of domestic violence, sexual assault or stalking. The Party will also make reasonable accommodations for victims who request them for their safety at work.

Employees who are victims of domestic violence, sexual assault or stalking should provide notice and certification of their need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.

The Party will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

M. Military Service, Witness Duty, Voting Time, and Community Service

An employee may take a leave of absence to accommodate service in the Armed Forces, Military Reserves or National Guard. The specific terms of the absence and of rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. Employees should contact the Director of Human Resources for more information.

An employee may also take time off as required by law to appear as a witness in court. For nonexempt employees, this time will be unpaid. An exempt employee will be paid his or her regular salary during the time the employee serves as a witness unless the employee does not perform any Party work during an entire week. An employee must give reasonable advance notice that he or she needs time off to appear as a witness.

In addition, an employee who is registered to vote may take up to two hours designated by the Party as paid time off to vote if the employee does not have sufficient time outside of his or her working hours within which to vote. An employee must give at least two (2) days' notice prior to the election that he or she needs time off to vote.

In addition, regular full-time employees are permitted up to two (2) days off, with pay, each year in order to perform community service. To qualify for this time off, employees must provide at least 30 days' advance notice and must obtain approval from the Chair of the Party. In addition, employees must provide the Party with proof that they performed community service during on the day(s) off.

N. Organ and Bone Marrow Donor Leave

The Party complies with the Maykin Memorial Donation Protection Act, which entitles eligible employees for paid leave for the purpose of donating organ(s) and/or bone marrow. Under this policy, the Party provides eligible employees up to thirty (30) business days of paid leave, in any one-year period, for the purpose of donating his/her organ(s) to another person and up to five (5) business days of paid leave, in any one-year period, for the purpose of donating his/her bone marrow to another person. The one-year period is measured from the date the employee's eligible organ/bone marrow leave begins and shall consist of 12 consecutive months.

Prior to receiving this leave, an employee must provide the Party with written verification, from a licensed physician or other qualified professional, that: (1) the employee is an organ or bone marrow donor; and (2) there is a medical necessity for the donation of the organ or bone marrow.

During this leave, the Party will maintain the employee's health benefits as required by law. This leave does not constitute a break of employment for purposes of the employee's right to salary adjustments, paid time off, sick leave, vacation, or length of service. This leave will not be taken concurrently with FMLA or CFRA leave.

An employee is required to use a total of two (2) weeks of accrued vacation towards his or her organ donor leave and/or a total of five (5) days of accrued vacation for his or her bone marrow donor leave. If the employee does not have accrued vacation, he or she is required to use sick leave during this time.

Upon expiration of an employee's organ/bone marrow donor leave, the Party will make every effort to restore an employee to the position he or she held when the leave began or to an equivalent position. The Party will only decline to restore an employee to his or her former position (or an equivalent position) if conditions, unrelated to the employee's organ/bone marrow donor leave, make it impossible to do so.

VIII. PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE

A. Unlawful Harassment

The Party is committed to providing a work environment free of harassment, discrimination and retaliation. The Party therefore prohibits harassment, including sexual harassment, discrimination and retaliation based on race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status, or any other basis made unlawful by federal, state or local law or ordinance or regulation. It also prohibits such conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Such discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment of or by any employee of the Party, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the Party.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined by the Fair Employment and Housing Council as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.” Sexual harassment may occur even if the conduct is not motivated by sexual desire. Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, jokes, or comments;
2. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at an individual because of his or her sex or any other basis;
4. Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment or discrimination; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.

If an employee thinks he or she is being harassed, discriminated against, or retaliated against on the job because of race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her immediate supervisor, the Director of Human Resources, the Chair of the Party, or any other supervisor with whom the employee feels comfortable. The Party will maintain confidentiality to the extent possible. The Party will not retaliate against anyone for reporting any incidents of harassment, discrimination or retaliation, for making any complaints of harassment, discrimination or retaliation, or for participating in any investigation.

Supervisors must refer all harassment, discrimination and/or retaliation complaints to the Director of Human Resources or the Chair of the Party. The Party will immediately cause qualified personnel to undertake a fair, timely, thorough and objective investigation of the harassment allegations and to document and track the complaint and investigation. If an employee has violated this policy, the Party will take remedial action commensurate with the severity of the offense. This may include discipline of the offender, up to and including immediate termination. The Party will also take action to deter any further harassment, discrimination and/or retaliation, and will remedy any loss to the complaining employee resulting from such conduct.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) and the U.S. Equal Opportunity Commission (“EEOC”) investigate and may prosecute complaints of harassment, discrimination and retaliation. An employee may have a claim of harassment even if he or she has not lost a job related or economic benefit. Whenever an employee thinks he or she has been harassed or discriminated against or that he or she has been retaliated against for resisting or complaining of harassment, discrimination or retaliation, that employee may file a complaint with the DFEH or the EEOC. The nearest DFEH office is listed in the telephone book or can be found online. The Party has a brochure on sexual harassment which is available to all employees for additional information. The Party expects its employees to act in a professional and respectful manner at all times.

## B. Employee Conduct

Employees should keep in mind that they are representatives of the California Democratic Party and elected Democratic officeholders throughout the State. Employees are expected to conduct themselves in a professional manner, to be courteous in their dealings with the public and the Democratic State Central Committee (“DSCC”), and to avoid behavior that might bring discredit to the Democratic Party and its members.

Examples of conduct that may lead to disciplinary action are identified below. However, it is impossible to provide an exhaustive list of types of inappropriate conduct. The following list contains some, but not all, examples of conduct that may lead to discipline, up to and including termination. Nothing in this policy alters the at-will nature of employment with the Party.

- Unsatisfactory job performance;
- Violation of work rules;
- Destruction, damage or unauthorized removal of Party property (including computer files) or personal property of others without prior approval;
- Unauthorized possession or removal of property;
- Improper use of Party vendor accounts and credit cards;
- Failure to observe safety rules;
- Failure to secure Party property;
- Failure to promptly report on-the-job injuries or accidents involving an employee, equipment, property or visitor;
- Unexcused absences and/or tardiness;
- Unprofessional behavior;
- Insubordination, including refusal or failure to perform assigned work;
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of the California Democratic Party, its employees or officers;
- Dishonesty (including falsification of a document or misrepresentations);

- Rude or discourteous conduct;
- Harassment of other employees;
- Use or possession of illegal drugs or alcohol while at work or appearing for work under the influence of drugs or alcohol;
- Disclosure of proprietary information;
- Unauthorized possession of firearms, or any dangerous weapons or explosives on Party property;
- Improper use of Party telephones, cell phones; and
- Improper use of e-mail;
- Failing to comply with any policy in this handbook; and
- Improper use of staff time and/or Party resources, including equipment, office space, office supplies, for anything other than authorized Party business.

In addition, the following conduct will always result in immediate termination:

- Forging data or voter contact numbers. For a political campaign, forged data is not a harmless offense – it jeopardizes the integrity of the electoral process and violates our code of conduct. The Party has a zero tolerance policy for any evidence of dishonest reporting.
- Placing of campaign literature in mailboxes. This conduct is illegal, and will not be tolerated.
- Littering or dumping of literature in trash cans.
- Hostile or combative behavior with the public. The Party expects employees to be courteous and on their best behavior when out on the streets and at voters' doors.
- Trespassing, criminal harassment, or other criminal behavior.

#### C. Attendance And Punctuality

Attendance is an essential job function for all employees. An employee must report his or her absence from work to the employee's supervisor or the Director of Human Resources within thirty (30) minutes of the employee's scheduled working time, or as far in advance as possible. In addition, employees must notify their supervisor or the Director of Human Resources at the beginning of each subsequent day the employee will be absent, unless on an approved leave of absence. All absences will be recorded; excessive absences may, under certain circumstances, be cause for discipline, including termination. Unreported absences of three (3) consecutive workdays will be considered a voluntary termination.

If an employee is going to be late, the employee must make every effort to contact his or her supervisor prior to the start of the shift. If an employee becomes ill while at work or finds it

necessary to leave the Party's premises during working hours, the employee must advise his or her supervisor or the Director of Human Resources. Employees should never leave work or go home before the end of the scheduled workday, except for during meal periods, without first securing approval from their supervisor.

D. Professional Attire

Presenting a professional appearance contributes to the morale of all employees and affects the business image of the Party. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home, and will not be compensated for the time away from work.

E. Business Ethics

The Party expects its employees to act in accordance with the highest standards of business ethics at all times. This includes avoiding the appearance of impropriety. Employees are expected to abide by this policy and comply with all applicable laws while conducting Party business.

F. Outside Employment

An employee may only hold an outside job if the job does not conflict with the interests of the Party or interfere with the employee's ability to adequately perform his or her job with the Party. Employees may not perform outside work or solicit outside business on the Party's premises, or while working on the Party's time. Employees are not permitted to use any Party equipment or property (such as telephones, fax machines, copiers, office supplies or proprietary information) for outside work or business. If the Party determines that an employee's outside work interferes with his or her performance, the employee may be required to terminate the outside employment.

G. Conflicts Of Interest

The Party requires that each employee disclose, at or before his or her date of hire, all other employment or contractual commitments to which the employee is or will be obligated during the period of his or her employment with the Party.

Any changes to the status of non-Party employment must be disclosed to the employee's supervisor, as the change becomes known. Party employees who do not have any non-Party employment or contractual commitments at their date of hire must obtain permission from their supervisor(s) prior to accepting any outside employment, or entering into any non-Party contractual obligations.

H. Media Inquiries

All press inquiries are to be directed to the Media/Communications Department, unless otherwise instructed by the Chair of the Party.

## I. Employment Of Friends And Relatives

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. In addition, personal conflicts may impact the working relationship of the parties. Although the Party does not prohibit the hiring of friends and relatives of existing employees, the Party is committed to monitoring situations in which friends or relatives work in the same area. In the event of an actual or potential problem, the Party's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, or one who is a domestic partner.

The Party desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the Party asks that if employees become romantically involved with one another they disclose their relationship to an appropriate supervisor with whom they feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly. The Party reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

## J. Confidential and Proprietary Information

During the course of employment with the Party, employees may be given access to confidential and proprietary information belonging to the Party. All employees shall maintain the confidentiality of this information, and shall not disclose this information in any manner (whether in writing, electronically or verbally) to any other entity or person, except as authorized by the Chair of the Party. Unauthorized disclosure may result in discipline, up to and including immediate termination. Disclosing confidential and proprietary information on a personal web page such as Facebook, Twitter, Instagram, or a personal blog is strictly prohibited and subject to disciplinary action up to and including immediate termination.

## K. Parking

Employees may park their vehicles in designated areas, if space permits. Parking spaces are limited and are available on a first-come basis. If space is unavailable, employees must park in permissible public areas in the vicinity of the property at the employees' own expense. The Party is not responsible for parking expenses or for any loss or damage to employee vehicles or contents while parked on or near Party property.

## IX. PERSONNEL ISSUES

### A. Employee Relations/Open Door Policy

If an employee has concerns about work conditions or job responsibilities, the employee is encouraged to voice these concerns openly and directly. If there is something about an employee's job that bothers him or her, or if an employee feels that he or she has not been fairly

treated in accordance with the Party's policies, the employee should first report the problem in writing to his or her supervisor. If the employee is complaining that this supervisor has engaged in any unlawful harassment or condoned such harassment by others, the employee should follow the steps to report set forth in the Unlawful Harassment policy (set forth in this handbook).

If the problem is not resolved at this first level, it should be submitted to the Chair of the Party.

Employees find that most difficulties can be resolved in a satisfactory manner by bringing them out in the open and discussing them frankly with the people who can resolve them. The Party makes every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open and flexible so that it is easy to solve any difficulties that may arise.

#### B. Respect For Others

The Party values the importance of healthy and respectful working relationships amongst its employees. In order to achieve a productive, efficient work environment, the Party requires its employees to treat one another with courtesy and respect. The Party expressly prohibits its employees from engaging in disrespectful behavior such as: prying into the business of co-workers, making untruthful or negative statements about co-workers, making rude and unnecessary comments about co-workers, spreading rumors, and engaging in gossip. This behavior is a waste of time and detracts from each employee's job satisfaction and production. If an employee has a serious complaint about one of his or her co-workers, the complaint should be brought directly to the complaining employee's supervisor or the Director of Human Resources, and not discussed with other co-workers. Employees who do not observe this policy of courtesy and respect for co-workers will be subject to discipline, up to and including termination.

#### C. Personnel Information

The Party maintains a file for every employee. The file contains information pertaining to the employee's employment with the Party. It is every employee's responsibility to inform his or her supervisor immediately of any changes to the employee's personnel information, such as an address change or telephone number change. If an employee's marital status or dependents change, he or she may have to change the number of exemptions claimed for income tax withholding purposes and change dependent status with insurance plans. Please report any changes to the Director of Human Resources.

#### D. Discipline

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem and the employee's record of performance, behavior problems, or safety violations. The Party always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Such discipline may include, but is not limited to, verbal warnings, written warnings, suspensions, and termination. Exceptions and deviations from the normal discipline procedures may occur whenever the Party determines it necessary. For example, some circumstances may warrant immediate termination without a warning or suspension. Under no circumstances does this



policy alter the at-will nature of employment with the Party, nor require that employment may be terminated only for cause.

## X. TERMINATION OF EMPLOYMENT

### A. Termination

Employment with the Party is at-will and can be terminated by the employee or the Party at any time, with or without advance notice, and with or without cause. If an employee finds it necessary to resign, the Party requests that if possible the employee provide two weeks' written notice to his or her supervisor and the Director of Human Resources to aid in rescheduling the employee's workload. A final Employee Action Notice ("EAN") form must be completed by the Director of Human Resources.

Employees must return to their supervisors all Party-furnished tools, equipment, keys and other property prior to the last day of employment. All confidential information received while employed with the Party belongs solely to the Party and must be kept confidential even after the employment has ended.

Absent extraordinary circumstances, when an employee has been absent for three (3) days and has not contacted his or her supervisor, the Party will assume that the employee voluntarily terminated his or her employment as of the end of the third missed day.

### B. Benefits Continuation

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the Party's health plan and dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Party's group rates plus an administration fee. The Party provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Party's plan. The notice contains important information about the employee's rights and obligations.

## XI. WORKPLACE SAFETY AND HEALTH

### A. Safety

The responsibility for safety extends to every employee working for the Party, and every employee must be safety conscious. All employees are required to immediately report any unsafe or hazardous condition or accident, no matter how minor, to a supervisor. The Party will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline, including termination.

### B. Office Security Policy

It is the Party's policy to maintain the security of its offices for a variety of reasons:

- To ensure the safety of employees;
- To ensure the security of office equipment, furniture and files;
- To ensure the confidentiality of donor information;
- To ensure the confidentiality of campaign information; and
- To ensure the confidentiality of research information

Office FOBs will be distributed to those employees who are required to have access to the office(s). Keys to specific areas within the office(s) will also be distributed based on employees' need to have access to those specific areas. Employees will be required to sign for the FOBs/keys that are issued to them. Signature for and acceptance of fobs/keys will indicate the employees' agreement to the following restrictions:

- Party office FOBs/keys may not be copied;
- Party office FOBs/keys may not be lent to anyone, including co-workers; and
- If an employee loses his/her Party office FOBs/keys, depending on the circumstances, he/she may be required to pay for replacement costs.

Office alarm codes will be made known to those employees who are required to have access to the office(s) outside of regular business hours. Alarm codes to specific areas within the office(s) will also be distributed based on employees' need to have access to those specific areas. Employees will be required to sign for any alarm codes provided to them. Signature for and acknowledgment of receipt of the alarm codes will indicate the employees' agreement to the following restrictions:

- Party alarm codes are confidential, and may not be disclosed to anyone;
- Alarm codes should not be written down or carried in such a way that accidental loss of one's keys will provide the person finding or stealing the office keys with both the keys and the alarm code; and

- Alarm codes shall not be posted obviously at any employee's desk or workstation. It is the responsibility of the employee to maintain the security of the alarm codes; alarm codes must not be left in view of any unauthorized person(s).

C. Violence Prevention

The Party has adopted the following policies to ensure the safety of its employees and to provide guidance on dealing with violence in the workplace. If qualified, an employee may provide first aid to injured persons when required. Each employee is required to:

- Immediately report all indirect and direct threats of violence to a supervisor.
- Immediately report all suspicious individuals or activities to a supervisor.
- Never put himself or herself in peril.
- Immediately call 911 and seek shelter if the employee hears a violent commotion near his or her workstation.
- Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.
- Allow the Media/Communications Department to respond to all inquiries from the media about violence on its premises so that the Party can speak with one voice.

D. Smoking

California law prohibits smoking on Party property. This includes Party cars as well as all buildings. An employee who violates this policy may be subject to discipline, including termination, and may also be subject to a fine imposed by the State of California.

E. Policy Prohibiting Use Of Drugs And Alcohol

The Party maintains a strong commitment to provide a safe, efficient, and productive work environment. In keeping with this commitment, the Party has a strict policy regarding the inappropriate use and possession of alcohol and controlled substances and the misuse of prescription drugs. For the purpose of this policy, "controlled substance" includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under any federal, state, or local laws, and any other substance which impairs an employee's ability to work. This policy recognizes that employee involvement with alcohol or drugs can be extremely disruptive and harmful to the work place. It may adversely impact an employee's work performance and quality, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity.

The Party requires each employee to report to work fit to perform his/her job. No employee may use, possess, distribute or sell alcohol or any controlled substance or misuse prescription drugs while on the Party's premises, while on duty, or while operating a vehicle that is owned or leased by the Party. In addition, no employee may report to work, or remain on duty while under the influence of, or impaired by, any alcohol or controlled substance, including impairment due to the misuse of prescription drugs. For purposes of this policy, alcohol and controlled substances

will be also be prohibited if its/their use is prohibited or restricted by law and/or an employee improperly uses or possesses the alcohol or controlled substance, regardless of whether such conduct constitutes an illegal act or whether the employee is or could be criminally prosecuted and/or convicted for the conduct. The only exception to this policy is that alcohol in moderation may be consumed at pre-approved social gatherings, such as receptions or holiday parties.

Assistance for drug abuse and rehabilitation is available through normal medical providers and may be covered to some extent by insurance. For assistance, employees are encouraged to contact their physicians directly. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination.

## XII. OTHER PARTY RULES

### A. Party Property

Employees are not permitted to use any Party property for personal use, such as computers, labelers, copy machines, fax machines, postage meters, supplies, tools, vehicles, calculators, typewriters, or credit cards. During work hours, employees must minimize personal telephone calls. Personal telephone calls are permitted only when absolutely necessary. Fax machine or postage meter use for personal matters and personal long distance phone calls are not permitted without authorization from a supervisor.

When using Party property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. An employee must notify a supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use or operation of Party property may result in disciplinary action, up to and including termination.

In addition, all desks, lockers, offices, work spaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Party vehicles and other areas or items belonging to the Party are open to the Party and its employees. EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS. Personal items and messages or information that an employee considers private should not be placed or kept in desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Party vehicles and other areas or items belonging to the Party.

### B. Technology Policy

The Party's information systems and technology resources, including all computer, data and telecommunications hardware and software (referred in this handbook as the "Systems"), are critical to its business and success. The Systems are owned by the Party. All messages and other information communicated through the Systems are also the property of the Party. These Systems are to be used only to further the business purposes of the Party and should never be used in violation of any applicable laws. The Party has the right to terminate any employee's access to and use of any of the Systems at any time with or without cause and with or without

notice. The Party may also take disciplinary action in its sole discretion, including termination, for any use of the Systems that is not in accord with this policy or any other policies of the Party.

Confidential or proprietary information of the Party should not be sent externally through e-mail or other systems, except when absolutely necessary and only with the approval of the Chair of the Party. Employees should use the following legend on each e-mail message sent via the Internet which is intended to be confidential or which contains confidential or proprietary information of the Party:

This electronic message contains information from the California Democratic Party, which is confidential or privileged. The information is intended to be sent to the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify us by telephone at (916) 442-5707.

The Systems may never be used in any manner or method that is illegal, disruptive or offensive to others. The Systems are governed by the Party's unlawful harassment policies and other policies in this handbook. The Systems may never be used for any activity that is a violation of any applicable law or for viewing, transmission, downloading, reproduction or copying of any pornographic, obscene, discriminatory or otherwise illegal matter. The Systems may not be used in violation of any applicable copyright, trademark or trade secret laws. Unless there is a legitimate reason to do so and the Party has approved the participation, the Systems may not be used to participate in chat lines, bulletin boards, Internet mailing lists or Usenet newsgroups. Only software legally licensed to the Party or an employee may be installed and configured on individual computer systems. Installation of software may only be performed by authorized employees of the Party.

Employees should understand that they have NO EXPECTATION OF PRIVACY in connection with use of the Systems, including stored e-mail and voice mail messages. All messages created, sent, received or stored in these Systems are and remain the property of the Party. The Party reserves the right to retrieve and review any message composed, sent or received via the Systems.

### C. Social Media Policy

Social Media often blurs the line between work and personal electronic communication. Because many Party employees participate in some form of personal Social Networking, such as social network sites, blogs, wikis, forums, discussion groups and chat rooms, it is important to be aware of how Social Networking can impact the Party, or employees personally as an employee of the Party.

Online, your personal and business identities are likely to cross over. The Party respects the free speech and other rights of all of its employees, but you must remember that donors, colleagues, and other employees often have access to the online content you post on your personal Social Media sites. Keep this in mind when publishing information online that can be seen by more

than friends and family, and know that information originally intended just for friends and family can be forwarded on. Remember never to disclose non-public information of the Party, its donors or your coworkers (including confidential information).

Employees should consider the following guidelines when engaging in Social Media:

1. Use sound judgment and think about reactions to your post before you post it. Remember that whatever you post may live for many years in the Web, even after you delete your copy of it.
  2. Unless you have been specifically authorized to speak on behalf of the Party via Social Media, you should never claim to be speaking on behalf of the Party or expressing an official Party position in such communications. Blogging and other online dialogue are far-reaching forms of communication; distribution is meant for a vast public audience. Information purported to be published by the Party contained within blogs and other websites could have a negative impact on the Party and its donors, with potential legal implications.
  3. Never knowingly communicate information that is untrue or deceptive. Communications must be based on current, accurate, complete, and relevant data. If you make a mistake in a posting, correct it as soon as possible. If someone else makes a mistake in a posting, be tactful and respectful in how you correct them.
  4. Protect the Party's Confidential Information. It is never appropriate to share, post, publish, or otherwise disclose confidential information of the Party or its donors, including financial, personal, and legal information.
  5. You must not conduct activities that are illegal or contrary to Party policies. Always respect the dignity and privacy of colleagues, donors and others. Harassing, intimidating, offensive, abusive, threatening, menacing, or hostile content communicated through blogs and other online communications is prohibited. Data related to others, including, but not limited to, personal details and pictures, may only be posted with that party's consent.
3. The Party's computer Systems are Party property to be used for achieving Party objectives. Inappropriate use is not acceptable. This includes, but is not limited to, using Party IT assets to post offensive material on content-sharing websites, publish defamatory remarks about colleagues or donors, or disclosing confidential information. Do not use your Party email address for any personal Social Networking.

Nothing in this policy is intended to abridge employee rights under the National Labor Relations Act or any other federal or state law.

#### D. Cell Phone Policy

The Party restricts the use of Party cell phones to cases of genuine need. Only employees who are assigned to particular tasks or events which require them to be out of the office, yet in constant contact, will be assigned a cell phone, or will be reimbursed for use of their personal cell phones. Employees within the office should minimize their calls to co-workers who are temporarily using a Party or personal cell phone.

Employees must sign out Party cell phones by submitting a request form to their Department Head, who must authorize the request. The request form will contain specific information regarding the period of use, reason for use, and estimated cost authorized. The cell phone is to be obtained from and returned to the Director of Human Resources. **If any Party cell phone equipment is lost while it is signed out to an employee because of gross negligence or willful act of the employee, it is that employee's responsibility to replace it!** Personal telephone calls on Party cell phones are not permitted. Monthly invoices for cell phone usage will be reviewed by the employee's Department Head and/or the Director of Human Resources. Employees may be required to reimburse the Party for unauthorized personal phone calls.

Employees who hold positions that require the use of their personal cell phones will receive a monthly cell phone reimbursement allowance to reimburse for Party-related costs incurred when using their personal cell phones. For more information, contact the Director of Human Resources.

E. Personal Expenses and Mileage Reimbursement Policy

Certain expenses are incurred in the performance of job responsibility-related duties, such as mileage, hotel accommodations, airline travel, auto rental and meals and entertainment which are deemed "reasonable and acceptable business expenses." Advance approval from an employee's Department Head must be obtained before an employee incurs any expense with the anticipation of reimbursement, and all reimbursements must be reviewed by a Supervisor, Director, or the Chair of the Party before payment is made. Tickets, moving violations, fines and any other negligence or disobeying traffic laws are not reimbursable.

The following reimbursements are authorized, provided an employee has obtained approval from his or her supervisor:

1. Personally-Owned Automobiles. When personally owned automobiles are used, a mileage allowance will be paid equal to the standard mileage rate for transportation expenses paid or incurred for business purposes as provided by the Internal Revenue Service. Mileage reimbursement will only be authorized if the employee has been specifically requested to use his/her personal vehicle for Party business. Commuting to and from home to the Party offices is not subject to reimbursement. Employees must provide an accurate trip log, including the date of the trip, reason for the trip, location of the trip, and total mileage of the trip.
2. Other Transportation. The actual cost of coach air travel by the shortest route possible to and from points of business and the actual cost of taxi or ride-sharing service to and from the airport. Receipt or ticket stubs are required if the expense exceeds \$25.
3. Lodging. The actual cost of reasonable lodging. Other hotel charges are not reimbursed except upon satisfactory explanation of the expenditure. Receipts are necessary to support all lodging expenses.
4. Meals. Some employees receive a per diem payment to cover meals when required on authorized or approved Party business. Other employees will be reimbursed the actual reasonable cost of meals when required on authorized or approved Party business. Please contact a supervisor or Human Resources for more information. All claims for reimbursement of meals

should be supported by statements regarding the activity and location of the restaurant, and must attach receipts.

5. Communications. The actual cost of business communications such as telephone and postage. Claims for reimbursement must state names, places and purpose of all communications. See the Cell Phone Policy for further details.

A check request form (“voucher”), which identifies the date(s) of travel, reason for travel (such as event, rally, etc.), a description of the expense, and the date when the reimbursement will be required, must be pre-authorized and signed by the employee’s Supervisor and the Chair of the Party. All appropriate receipts must be attached to the voucher.

All requests for reimbursements must be submitted for payment within thirty (30) days of the when the expenses are incurred. If there are unforeseen circumstances which prevent submission of a reimbursement request within this time period, a written explanation of the delay must be provided to the employee’s Department Head and/or the Director of Human Resources.

A nonexempt employee will be paid for time spent: (1) traveling from his or her home to a client to the extent that it exceeds the employee’s regular daily commute; (2) reasonable time spent waiting to board a flight; (3) time on a flight, retrieving luggage and obtaining a rental car; (4) driving between the airport and the client’s office or the employee’s hotel; and (5) required meals with clients. Regular meal and sleeping hours will not be compensated while traveling.

#### F. Political Reporting and Accounting Policy

It is the Party’s policy to comply fully with all political reporting requirements imposed by the Federal Election Commission (“FEC”) and the California Fair Political Practices Commission (“FPPC”).

Each Party employee is responsible for compliance with memoranda and/or verbal instructions issued from time to time by his/her supervisor and/or the Party’s Accounting and Campaign Compliance Department, especially as these instructions relate to providing accurate and timely information about the administrative, fundraising, and campaign activities in which the employee is involved. If the employee does not understand the requirements cited in the instruction or memoranda, it is his or her responsibility to request further clarification from the Accounting and Political Reporting Department. Failure to comply with the Party’s political reporting obligations may lead to disciplinary action, up to and including termination.

It is the Party’s policy to operate within a budget which ensures that the maximum amount possible of contributors’ donations are expended to further the Party’s stated purpose as expressed in its Bylaws. It is therefore the Party’s policy to plan its expenditures in accordance with a specific budget, detailed by the departmental activity. For further information, see the accompanying memorandum, “Accounting Policies, Procedures and Fun Facts.”



G. Compliance with Party Bylaws — Contractual Obligations

In accordance with the Party's Bylaws, only certain designated persons are authorized by the Chair of the Party to incur contractual obligations on behalf of the organization. All employees must abide by the Bylaws in this regard, specifically as follows:

- Employment Matters: No person, other than the Chair of the Party, or specific agents designated by the Chair in writing, is authorized to promise employment by the Party, or to make commitments concerning terms of employment, e.g., employment status, compensation, level of benefits, length of employment.
- Contractual Matters: No person, other than the Chair of the Party, or specific agents designated by the Chair in writing, is authorized to initiate and/or execute any contracts or agreements on behalf of the Party.

Notwithstanding any authorized contract in force, or authorized request for payment received, no person, other than the Chair of the Party, or specific agents designated by the Chair in writing, is authorized to make payment commitments to contract holders or vendors.

EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM

I have received and read a copy of the Employee Handbook of the California Democratic Party (the "Party") and understand each of the policies contained therein. In particular I have read the policy on Unlawful Harassment as well as the policy Prohibiting the Use of Drugs and Alcohol. I agree to abide by these policies, as well as the other policies contained in the Handbook.

I understand and agree that my employment is at-will. This means that either the Party or I may terminate the employment relationship at any time, with or without cause or advance notice. I understand that only the Chair of the Party may change this at-will employment relationship, and then only if it is in writing. I agree that the Party may change, delete or add to any policies, benefits or practices described in the Employee Handbook from time to time at its discretion with or without prior notice, except for its policy of at-will employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_