



Tulare Public Cemetery District

900 East Kern Avenue Tulare, Ca. 93274
Phone (559) 686-5544 Fax (559) 686-7484



BOARD AGENDA

Regular Board Meeting
January 5, 2022
1:00 P.M.

PRELIMINARIES:

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Moment of Silence in Memory of Those Who Have Passed
- 1.5 Public Comments (three (3) minutes per person)
- 1.6 Trustee Comments (three (3) minutes per person)

NOTICE TO THE PUBLIC PUBLIC COMMENT PERIOD

AT THIS TIME, MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM THAT IS NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD. Under state law, matters presented under this item cannot be discussed or acted upon by the board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for board consideration. Any person addressing the board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak

OPEN SESSION – AGENDA ITEMS: (All items are subject to discussion and possible action by the Board of Trustees.)

- 2.1 Approve Minutes of December 2, 2021 Regular Board Meeting and December 21, 2021 Special Board Meeting
- 2.2 The Cemeterians Report
- 2.3 District Manager's Report
- 2.4 Audit Committee Report
- 2.5 Verification Committee Report
- 2.6 Review Employee Handbook
- 2.7 Approve to Request Fund Transfer of Resolutions 2021/2022-5
- 2.8 Board Training by Counsel
- 2.9 Tall Stone Rows
- 2.10 Training Bonus
- 2.11 Proposed Changes to District Manger Job Description
- 2.12 End of Year Incentive Bonus for Executive Positions
- 2.13 District Manager Compensation
- 2.14 New Business

CLOSED SESSION ITEMS:

- 3.1 **CONFERENCE WITH LEGAL COUNSEL – Public Employee Evaluation**
(Government Code Section 54957) For the Position of: Manager.
- 3.2 **CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION**
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))
Disinterment of Edwina Santos

OPEN SESSION:

- 4.1 Announcements Out, If Any

ADJOURNMENT:

OPEN SESSION AGENDA ITEMS NOTICE TO THE PUBLIC

ALL WRITINGS, MATERIALS AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 900 E. KERN AVE., TULARE, CA 93274

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 686-5544 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.

Rules of Decorum

- Meetings of the Tulare Cemetery District shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Trustees is retained at all times.
- No person in the audience at a District meeting shall engage in disorderly, boisterous conduct or other acts which disturb, disrupt or otherwise impede the orderly conduct of any District meeting.
- The Chair shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair shall order him or her, to leave the District meeting.
- If such person does not remove himself or herself, the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor.

Addressing the Cemetery Board

- No person shall address the Trustees without first being recognized by the Chair.
- Each person shall confine his or her remarks to the agenda item.
- Each person shall limit his or her remarks for business items or oral communications to three minutes, with a total of 15 minutes allotted for the Public Comment Period unless further time is granted by the Chair.
- All remarks shall be addressed to the Trustees as a whole and not to any single member thereof, unless in response to a question from such member.
- No question may be asked of the Trustees without permission of the Chair.

Trustee Conduct

- The Tulare Public Cemetery Trustees agree to disagree.
- The Tulare Public Cemetery Trustees when desiring to speak shall address the Chair and confine their remarks to the questions under debate.
- The Tulare Public Cemetery Trustees will use respectful language, will not shout nor use aggressive behavior when communicating ideas, beliefs or comments.
- The Tulare Public Cemetery Trustees will not allow personal attacks on staff, each other, or the public.
- The Tulare Public Cemetery Trustees will not condone issues brought before the board that warrant public review without allowing the staff to review the situation and/or permission to add to the board agenda. Issues that warrant review, discussion and/or consideration of the legislative body shall be presented at an open and public meeting in a courteous and professional manner.
- The Tulare Public Cemetery Trustees will not condone grandstanding.
- The Tulare Public Cemetery Trustees will not belabor issues that have either been resolved or tabled to ensure continued productive discussions and decisions.
- The Tulare Public Cemetery Trustees will be proactive in addressing disagreements with fellow members or staff by directly addressing concerns with that member through meaningful and respectful dialogue.



Tulare Public Cemetery District
Regular Board Meeting Minutes
December 2, 2021



CALL TO ORDER:

The Tulare Public Cemetery Regular Board Meeting was called to order at 1:00p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Xavier Avila. Other trustees present were Vice Chairman Jim Pennington, Secretary Steve Present, Trustees Charlie Ramos, Alberto Aguilar and District Manager Clara Bernardo.

RECONGNITION OF VISITORS:

Four members of the public were in attendance.

PUBLIC COMMENTS:

No members of the public spoke

TRUSTEE COMMENTS:

Five Trustees spoke

OPEN SESSION:

- 2.1 Present Motion to approve minutes as corrected Vote (4-1) Aguilar opposed
- 2.2 Linda Maloy gave presentation for Cemeterians
- 2.3 District Manger Bernardo gave monthly report
- 2.4 Present gave Audit Committee report
- 2.5 Present motioned to approve August, September and October 2021 financials. Vote (4-1) Aguilar opposed
- 2.6 Avila Disbanded the Ad Hoc Forensic Committee
- 2.7 Ramos and Present gave recommendation from the Investment Committee to keep our investments with the County of Tulare. Recommendation accepted.
- 2.8 Attorney Zaheen provided training on the Public Records Act
- 2.9 Ramos requested to have The Verification Committee be put on the January 2021 agenda. Aguilar requested to have the new employee handbook in January 2021 meeting
- 2.10 Ramos moved to approve resolution that cemeteries employees will not be pall bearers for non-direct burials. Vote (5-0)
- 2.11 Ramos moved to approve security cameras at the North Cemetery. Vote (4-1) Aguilar Opposed
- 2.12 Present moved to approve Vault Policy as presented Vote (4-0-1) Aguilar abstained
- 2.13 Item tabled
- 2.14 Ramos moved to employee another full-time office staff at the discretion of the District Manager. Vote (4-1) Aguilar Opposed
- 2.15 Avila asked county counsel to provide a resolution regarding contact of our vendors by the public and board chair/district manager control.

ADJOURNMENT TO CLOSED SESSION AT 4:00PM

OPEN SESSION FROM CLOSED SESSION AT 4:05PM

Chairperson Avila had nothing to report

Respectfully Submitted,

Board Secretary



**Tulare Public Cemetery District
Special Board Meeting Minutes
December 21, 2021**



CALL TO ORDER:

The Tulare Public Cemetery Regular Board Meeting was called to order at 1:04p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Xavier Avila. Other trustees present were Vice Chairman Jim Pennington, Secretary Steve Presant, Trustees Charlie Ramos, Alberto Aguilar and District Manager Clara Bernardo.

PUBLIC COMMENTS:

No members of the public spoke

TRUSTEE COMMENTS:

Three Trustees spoke

OPEN SESSION:

2.1 Avila spoke regarding recent media article regarding disinterment

ADJOURNMENT TO URGENT CLOSED SESSION BY COUNTY COUNCEL AT 1:25PM

OPEN SESSION FROM CLOSE SESSION AT 1:49PM

Chair Avila had nothing to report out.

Chair Avila asked for the Valley Voice to retract their inaccuracies reported on a past disinterment.

- 2.2 Presant moved to approve to have Chairperson Avila sign resolutions 2021-7 Vote (4-1) Aguilar opposed
- 2.3 Ramos moved to adopt resolutions 2021-8 with corrections Vote (4-1) Aguilar opposed
- 2.4 Discussion on having confidentially at closed session and the need to have Trustees give confidence to our District Manager on this issue.
- 2.5 Avila moved to approve \$125.00 end of year incentive bonus for all employees except Ms. Bernardo and Mr. Faria, who as executives at the district, must be acted on during a regular board meeting. Vote (3-1-1). Presant Abstain and Aguilar Opposed

ADJOURNMENT TO CLOSE SESSION AT 2:31 PM

District mangers employee evaluation

OPEN SESSION FROM CLOSE SESSION AT 3:35 PM

Chairperson Avila had nothing to report

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274
PHONE: 559-686-5544 FAX: 559-686-7484

RESOLUTION NO. 2021/22 – 5

FUND TRANSFER REQUEST

TO: TULARE COUNTY AUDITOR-CONTROLLER
221 S. MOONEY BLVD., ROOM 101-E
VISALIA, CA 93291

DATE: January 5, 2022

Please transfer the following funds for the account of:

Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274

Upon motion by _____, second by _____, the following resolution was adopted:

Resolve that the amount of **\$8,982.08** to be transferred from General Fund 772 known at the treasurer's office as (Tulare PUB CEM DIST–General Fund) of the Tulare Public Cemetery District to be transferred to the Tulare Public Cemetery District Endowment Fund 773 known at the treasurer's office as (Tulare PCD–Endowment) for future maintenance purposes.

<u>TRANSFER FROM:</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Tulare PCD-General Fund	CR 772-1100	\$8,982.08
<u>TRANSFER TO:</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Tulare PCD Endowment	DR 773-1100	\$8,982.08

I, _____, Secretary/Treasurer of the Board of Trustees of the Tulare Public Cemetery District, do hereby certify that the foregoing is a true and correct copy of a resolution made and adopted by the Board of Trustees of the Tulare Public Cemetery District at a meeting duly and regularly called and held on the 5th day of January 2022.

Board Secretary/Treasurer

**TULARE PUBLIC CEMETERY DISTRICT
900 E KERN AVE.
TULARE, CALIFORNIA 93274**

DISTRICT MANAGER JOB DESCRIPTION

The District Manager is directly responsible to the Board of Trustees for implementation and adherence to Board policies, rules, regulations and laws that govern public cemeteries.

DUTIES AND ACCOUNTABLE RESPONSIBILITIES

Oversees ~~Be responsible for the overall~~ programs of maintenance, and beautification of the District grounds and facilities. Becomes proficient in ~~Oversees~~ all activities involved in sales and services, including financial and clerical procedures. Supervises the personnel program for the District, including the administration, review and recommended revision of personnel policies and procedures to the Board of Trustees. Oversees all recruiting, screening, hiring of potential employees and setting of compensation. ~~Recruits, screens, hires potential employees, and sets compensation.~~ Prepares annual District budget, prepares Board meeting agenda packets, documents Board meeting minutes, makes recommendations to trustees involving District policy and procedures, and investigates complaints and inquiries concerning the District. Creates a safe work environment. Attends all Board of Trustee meetings unless otherwise excused, plus other duties as assigned by the Board of Trustees.

KNOWLEDGE OF:

Principles, problems and methods of public administration including organization, personnel and fiscal management, office management principles, methods and procedures, state and local laws and regulations relating to the operation of a public cemetery district, and principles of employee supervision and training.

ABILITY TO:

Analyze and solve problems of organization and management. Prepare reports and make recommendations on the setting of District policies. Train and supervise the work of subordinate personnel, establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees and other governmental agencies. Analyze and interpret fiscal and accounting records and data and prepare reports. Relate and deal with families and individuals in grief, and under emotional stress.



***EMPLOYEE HANDBOOK,
CODES OF SAFE PRACTICE &
COVID-19 PREVENTION***

OFFICE: 900 East Kern Avenue

Tulare, California 93274

Phone: 559-686-5544 Fax:559-686-7484

Email: office@tularecemetery.net

Web Page: <https://www.tularecemetery.net>

Two Cemetery Locations:

**900 E. Kern Avenue – Tulare, CA 93274
4462 North “J” Street – Tulare, CA 93274**

**Employee Handbook Revised 12/9/21
Codes of Safe Practice Revised 10/12/21
COVID-19 Prevention Program 11/16/21**

Tulare Public Cemetery Information & Emergency Numbers

Main Office - 900 E. KERN AVE. – TULARE, CA 93274

4572 NORTH J ST. – TULARE, CA 93274

Phone: 559-686-5544 Fax: 559-686-7484

District Manager - Clara Bernardo – Cell #559-837-0171

IN CASE OF EMERGENCY CALL 911

Here are other important numbers to know:

City of Tulare Water – 559-684-4260

City of Tulare Solid Waste -559-684-4325

City of Tulare – Graffiti – 559-684-4279

City of Tulare – Streets – 559-684-4279 -After hours 559-686-3454

City of Tulare – Sewer – 559-685-2360 After hours – 559-686-3454

City of Tulare Police Department – Non-Emergency – 559-684-4290

City of Tulare Fire Department – Non-Emergency – 559-684-4360

County of Tulare Fire – Non-Emergency – 559-802-9800 (NORTH CEMETERY)

Waste Management – Trash Bin (NORTH CEMETERY) - 559-741-1766



Report an Outage (24-hours a day, 7-days a week): [1-800-611-1911](tel:1-800-611-1911).

If you see a downed power line, call 9-1-1 immediately.

- If you [suspect a natural gas leak](#) call SoCalGas at 1-800-427-2200.

NON-Death Threatening Work Injuries

Tulare Location: 755 E. Terrace Ave Tulare, CA 93274 Phone [559-685-8800](tel:559-685-8800)

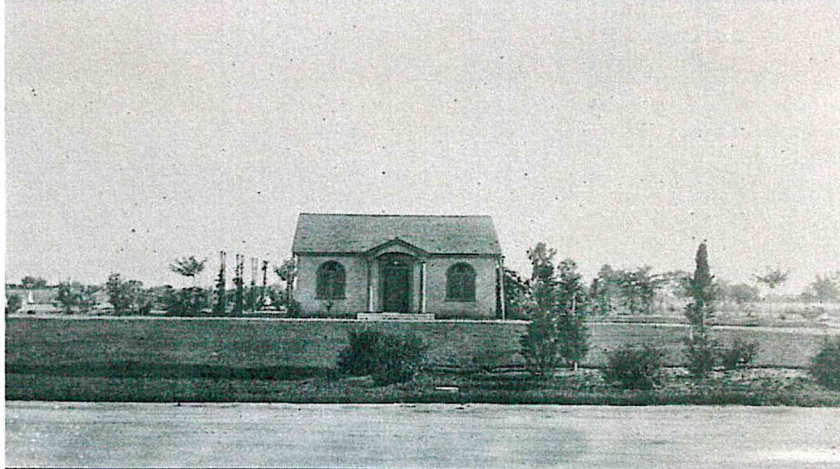


LOCAL TULARE HOSPITAL Available 24/7

869 N. Cherry St., Tulare CA 93274

[559-605-0310](tel:559-605-0310)

A Little About The Tulare Public Cemetery District



Tulare Public Cemetery District was established in 1874. It is located at 900 E. Kern Avenue, Tulare, California 93274. This cemetery is referenced today as the KERN Cemetery and is about 50 acers. The Kern Cemetery held its first board of trustees meeting in April 1889 and its first burial in April 1890.

With the population growth we knew we had to grow with it. On March 1994, The Tulare Public Cemetery District had its first burial at what is known today as North J Cemetery. It is located at 4572 North J Street, Tulare, California 93274 and is about 10 acres with plenty of potential for growth.

Between both cemeteries we now have over 350+ interments per year; consisting of the public within district and out of district.



Our Mission

The Tulare Public Cemetery District strives to provide respectful interment services and assist families with care and consideration in a dignified and pleasant atmosphere to the community we serve within the district and maintain our cemetery grounds.

Tulare Public Cemetery Board Members



The Cemetery Board consists of 5 Board Members from the public who reside in the City of Tulare. Each Board Member has a 4-year term which at that point they can be reappointed for another term.

Current Year 2021 Board Members:

Xavier Avila

Position: Chairman

Term: Jan. 7, 2020 - Jan. 8, 2024

Appointing Authority: Board of Supervisors

James Pennington

Position: Vice Chairman

Term: Jan. 7, 2020 to Jan. 8, 2024

Appointing Authority: Board of Supervisors

Steve Presant

Position: Secretary

Term: Jun. 12, 2018 - Jan. 3, 2022

Appointing Authority: Board of Supervisors

Alberto Aguilar

Position: Trustee

Term: Jan. 7, 2020 - Jan. 8, 2024

Appointing Authority: Board of Supervisors

Carlos Ramos

Position: Trustee

Term: Jan. 12, 2021 - Jan. 4, 2022

Appointing Authority: Board of Supervisors

TULARE PUBLIC CEMETERY'S EMPLOYEE HANDBOOK

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TULARE PUBLIC CEMETERY

INTRODUCTION

WE WELCOME YOU

WELCOME! As an employee of Tulare Public Cemetery, you will find your employment to be both rewarding and challenging.

Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute to the success of Tulare Public Cemetery.

This Employee Handbook sets forth the terms and conditions of employment for all full and part-time employees and supervisors. Individual written employment contracts may supersede some of the provisions of this handbook.

This Handbook is designed to familiarize you with our primary policies. Your supervisor or manager will be happy to answer any questions you may have.

TULARE PUBLIC CEMETERY

EMPLOYMENT POLICIES

AT-WILL EMPLOYMENT

Tulare Public Cemetery is committed to a standard of excellence in the products and services that it provides its clients. All employees participate in the efforts to meet this commitment and to achieve a standard of excellence. Because Tulare Public Cemetery and its employees are evaluated on their performance and results, it is important that **both** parties retain the ability to determine their own relationships with one another.

Employment at Tulare Public Cemetery is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Tulare Public Cemetery. Nothing in this Handbook or in any document or statement will limit the right to terminate employment at-will. No manager, supervisor or employee of Tulare Public Cemetery has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the President of Tulare Public Cemetery has the authority to make any such agreement, and then, only in writing.

EQUAL EMPLOYMENT OPPORTUNITY

Tulare Public Cemetery is an at-will equal opportunity employer and makes employment decisions on the basis of merit. It is our policy to afford equal employment opportunity to all individuals, regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, including cancer, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, transgender status, sex stereotyping, or military or veteran status, or any other basis protected by applicable law.

Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination, including harassment or discrimination based on sex, gender identity, transgender status, sex-based stereotypes, pregnancy, childbirth or related medical conditions, breastfeeding and the exercise of the right to family care and medical leave, or any other prohibited basis. Our policy also prohibits unlawful discrimination 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.

When necessary, we will make reasonable accommodations for disabled employees and for pregnant employees who request an accommodation for pregnancy, childbirth, breastfeeding or related medical conditions as well as religious dress and grooming. We

are completely committed to these principles—not only because of the various Federal, State and local laws which address these subjects—but because it is the right thing to do.

Our commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, disciplinary action, and all other matters of employment. This commitment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

EMPLOYEE INFORMATION

We rely on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE CLASSIFICATIONS

INTRODUCTORY EMPLOYEE

The first ninety (90) days of your employment is a get acquainted period during which you generally do not qualify for any discretionary, company sponsored benefits.

During the Introductory Period, your supervisor will explain your job responsibilities and the performance standards expected of you. At the end of your introductory period, your supervisor will review your progress, and determine whether you will be assigned to “regular” status, or whether the Introductory Period will be extended. Until your supervisor changes your classification, you will remain in the introductory period. The “at will” relationship will continue even after you become a regular employee.

FULL-TIME

“*Regular full-time employees*” are those employees who have completed the introductory period and are regularly scheduled to work at least thirty (30) hours per week.

PART-TIME

“*Regular part-time employees*” are those who work more than eight (8) hours and fewer than thirty (30) hours per week. To be considered regular part-time, employees must have successfully completed the introductory period and be customarily assigned to a regular schedule of work on certain days or during certain hours each week. Not all benefits are provided to regular part-time employees. Some benefits may apply to regular part-time employees on a prorated basis; in such instances this is specifically stated in this handbook.

TEMPORARY

Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees (those hired with the understanding that their employment will be temporary)

may be ineligible for various benefits in this handbook although they are expected to conform to the other policies described herein. Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees may work any number of hours per week (even as many as a full-time employee) and still remain classified as temporary.

INACTIVE

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds one (1) month will be placed on inactive status. During the time the employee is on inactive status, benefits will not be earned and seniority will not continue to accrue.

GENERAL

Although “regular” positions are intended to be a part of continuing operations, there is no guarantee that the job will continue or that work will be available on an everyday basis. Any position, whether regular, introductory, temporary, leased, casual, seasonal, common law, relief, occasional or on-call, may be reduced or eliminated at any time with or without notice.

We reserve 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, you may be asked to work on special projects or to assist with other work necessary or important to our operations. Your cooperation and assistance in performing such additional work is expected.

QUALIFICATIONS

In some classifications, before an employee is hired, they may be required to pass a background check and a physical examination which includes a drug test, for which we will pay. All employees, applicants for employment as well as volunteers who work with children are required to undergo comprehensive background checks before coming in contact with any minor. This is in compliance with the law and is for the public’s protection as well as ours and that of our employee.

If a question regarding physical or mental disability arises after employment, the employee may be required to take an examination, conducted by a physician approved by Tulare Public Cemetery.

EMPLOYMENT ANNIVERSARY DATE

The date your employment begins with Tulare Public Cemetery is your official anniversary date, which is used to compute your length of service and accumulation of benefits.

YOUR SUPERVISOR

Your supervisor has been selected by management for their experience and ability to handle work assignments. As the manager of a project, shift or operation, a supervisor is responsible for the efficient operation and interested in helping you make correct decisions. They answer to the management of Tulare Public Cemetery.

It is the policy of Tulare Public Cemetery that the work of all employees shall be assigned, directed, and reviewed by supervisory/management. Employees will ordinarily have only one (1) supervisor to whom they are responsible.

It is the responsibility of the supervisory and management personnel to ensure that the goals are achieved and policies established by this handbook are implemented. Included in the responsibilities are the following:

- Interviewing and hiring of employees;
- Training employees in specific job duties;
- Keeping employees fully informed on all factors relating to their work assignments;
- Evaluating the performance of employees and recommending rate of pay;
- Scheduling time off, meals and rest breaks;
- Controlling absenteeism and tardiness;
- Verifying employee time records and approving overtime when it is necessary;
- Recommending hiring of additional personnel or elimination of a job;
- Protecting the safety and health of employees and reporting injuries, incidents and near misses of employees;
- Maintaining neat and orderly work areas;
- Implementing suggestions, disciplinary, and problem review procedures; and,
- Ensuring that all rules and regulations are observed by employees.
- Termination of employees.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. "Relatives" include spouses, cohabitants, registered domestic partners, children, siblings, parents, in-laws and step-relatives. Present employees who marry, become registered domestic partners, or begin to cohabit will be permitted to continue

working in the job position held only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest.

REQUIREMENTS FOR EMPLOYMENT

The following are requirements for employment with Tulare Public Cemetery:

- Must have a valid Social Security Number;
- Must complete an I-9 form with appropriate documentation establishing right to work in the United States in compliance with state and federal law;
- Must complete a W-4 form;
- Must have completed an employment application;
- If you will drive, you must display a valid driver’s license with correct class rating and photograph;
- If you are under 18 years of age, you must state your age. If you are required to attend school, you must also have a work permit issued by your school;
- All employees with driving-related duties must maintain a satisfactory record. Anyone with excessive tickets or other driving problems will not be retained in employment;
- Must attest to physical condition, with reasonable accommodation, appropriate to perform the job applied for;
- **Insurability** - All employees must remain insurable under our general and/or vehicle liability insurance policy. If any employee is declared uninsurable or a higher rate is charged by our insurance carrier due to the employee’s driving record, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated their employment as of the date of notification by the insurance carrier; and,
- **Drug and Alcohol Program** - Tulare Public Cemetery reserves the right to require drug and/or alcohol testing of any applicant or employee to the extent permitted by law. The testing program supplements other means, such as personal observation, by which the use of drug and alcohol can be detected.

ATTENDANCE

Employees should only be on the premises during their scheduled hours of work, arriving for work early enough to begin work at the scheduled starting time, but not so early as to create overtime. Departure should be promptly after the quitting time scheduled by the supervisor.

Regular attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee of Tulare Public Cemetery.

Unsatisfactory attendance, including reporting late or quitting early, or absent without a reason satisfactory to Tulare Public Cemetery, may result in disciplinary action up to and including termination. If you are absent due to illness, you may be required to submit appropriate medical documentation which sets forth; (1) the date on which you became ill, (2) the expected date of return, and (3) a brief description of the subject illness which does not invade the privacy of the employee, but provides Tulare Public Cemetery with confirmation that the employee's absence was due to illness.

If for any reason you cannot report for work on time, personally contact your supervisor as soon as possible. When reporting an absence, the expected date of return to work must be given. If unknown, a call is required each day. Notification must be given by the employee, not a relative, friend or fellow employee except in an emergency.

An employee who is absent for one (1) or more days without notification or calling will be considered to have abandoned the job and to have voluntarily resigned unless a reasonable excuse is offered and accepted by management. All Tulare Public Cemetery owned property (vehicles, keys, uniforms, identification badges, credit cards, cell phones, phone chargers, computers, etc.) must be returned immediately upon termination of employment.

SCHEDULING NOTE

Because scheduling is crucial to the overall effectiveness of our operations, we ask that the following conditions be noted so that you may provide Tulare Public Cemetery with adequate notice for fulfilling this requirement.

- We understand that in the case of a funeral due to a death in your immediate family, you may need time off. Please give Tulare Public Cemetery timely notice so we may handle any rescheduling that may be required. Based on specific circumstances, the time off period may be extended. Each case will be handled on an individual basis.
- Jury duty and court appearances may also require adjustments in the schedule. In the case of jury duty, give Tulare Public Cemetery timely notice. If you are chosen to report for possible selection for jury duty in Superior Court or Federal Court, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes. Tulare Public Cemetery is not required to pay for time spent on jury duty.
- Doctor appointments are generally scheduled far enough in advance for any scheduling changes that may be necessary. Timely notice is again the key. Remember to notify your supervisor just as soon as you are aware of the appointment. Tulare Public Cemetery may request proof regarding the appointment at any time.

APPEARANCE AND CLEANLINESS

No one has a second chance at a first impression. Personal appearance is always important to you and Tulare Public Cemetery. You are asked to wear articles of clothing suitable to the type of work you perform and the environment in which you work. Articles of clothing should be neat, clean, safe, in good taste and provide a professional image. Shorts, torn, worn or revealing clothing, are not permitted. If you are provided with a uniform, you are required to wear the uniform.

Footwear should be solid, non-slip shoes with good support for those who must be on their feet for long periods of time. No flipflops, open toe shoes, sandals, platform or spike heel shoes are to be worn.

Hair must be neat, clean and well groomed. Employees with long hair must maintain a neat hair style and keep it pulled away from the face.

Makeup should be simple and natural looking. Jewelry is acceptable if it is simple and appropriate. Jewelry should not present a safety hazard. Dangling jewelry may create a hazard and is not permitted. Only one (1) set of earrings is allowed; jewelry in piercing other than earrings is not allowed. No visible tattoos, stretching of ear lobes or plugs. The use of perfumes and colognes should be light and non-offensive. Fingernails must be kept clean and neatly trimmed or filed.

You are expected to maintain your work station in a neat, clean manner and contribute to keeping our interior work and eating areas clean and uncluttered. Our clients expect and are entitled to a clean, professional appearance. Interpretation of these provisions rest solely with management.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a supervisor with day-to-day personnel responsibility and to discuss the need for accommodation.

SMOKING & ELECTRONIC CIGARETTES

In keeping with a desire to provide a safe and healthful work environment, we do not allow smoking, vaping and the use of smokeless tobacco in the workplace. Smoking and the use of smokeless tobacco is expressly prohibited in our facilities and vehicles as well as the homes, facilities and vehicles of clients.

EMPLOYEE DATA FILE

Because Tulare Public Cemetery needs to have certain information available at all times, please notify your supervisor at once whenever there is a change in your:

- Address;
- Phone numbers;

- Driver's License status;
- Eligibility to work in the United States;
- Insurance and/or Retirement Plan Beneficiary;
- Marital status;
- Name - through marriage or otherwise;
- Number of dependents;
- Insured dependents' address, status or pertinent medical information;
- Person to notify in case of accident or illness;
- W-4 Form information; and,
- Professional licenses, registrations and certificates.

The employee data file is extremely important and it is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Tulare Public Cemetery will maintain confidentiality and disclose such information only as follows:

- As allowed by law;
- To the employee's personal physician upon written request or permission of the employee; or
- As required for workers' compensation cases.

PERSONNEL RECORD FILE

Employees have a right to inspect or receive a copy of their Personnel Record File which maintains information relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Categories of records that are generally considered to be "personnel records" are those that are used or have been used to determine an employee's qualifications for promotion, additional compensation, or disciplinary action, including termination. The following are some examples of "personnel records" (this list is not all inclusive):

- Application for employment
- Payroll authorization form
- Notices of commendation, warning, discipline, and/or termination
- Notices of layoff, leave of absence, and Paid Time Off
- Notices of wage attachment or garnishment
- Education and training notices and records
- Performance appraisals/reviews
- Attendance records

Any request to inspect or copy personnel records must be made in writing to the personnel manager who can also supply you with a form for making a written request.

You may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Tulare Public Cemetery may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location with no loss of compensation for going to that location to inspect or copy the records. The records will be made available no later than 30 calendar days from the date your written request to inspect or copy your personnel records is received. You may agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request.

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 12 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, we will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

TULARE PUBLIC CEMETERY

WAGE, HOUR & OVERTIME

WAGES & SALARY

Tulare Public Cemetery seeks to pay all employees according to fair and uniform principles and in relation to the responsibility and value which they contribute to our success. Within the limits of Tulare Public Cemetery's capability to do so, we will attempt to set wages at levels comparable to wages paid for the same responsibilities in similar organizations.

HOURLY

All Introductory Period employees will receive no less than the highest statutory minimum wage provided by the State or Federal governments. The amount of your wage, any increase and the timing of that increase is based primarily on business conditions and employee performance. Supervisors are responsible for appraising employee performance based on previously discussed standards.

SALARY EXEMPT

Exempt employees are those who are engaged in work which is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Time cards, overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees except for billing purposes.

RAISES AND REVIEW STANDARDS

The personal contribution of each employee to do productive and quality work is important to our current and future success. For this reason, your performance in these areas is an important aspect of your job.

As a measurement of quantity and quality of output, several elements of your performance are considered in the observation of your work. In broad terms, they include, but are not limited to:

- Commitment to client satisfaction.
- Dependability in following instructions and completing assignments within job standards for your position.
- Presence and punctuality.
- Personal conduct.
- Attitude toward clients, suppliers, other employees, and supervision.

- Cooperation in the teamwork effort of completing a job.

Wage and salary increases are given on the basis of merit rather than length of service. Any increase awarded will be effective at the beginning of the pay period following that in which the employee is notified of the increase.

These merit elements may also be the determining factors if a layoff is required due to business changes. If you are unsure as to the more specific performance requirements of your assignment, you should ask your supervisor for a comprehensive explanation, and review of your job description.

In the case of a promotion or an increase in the responsibilities of an employee, a special performance review may be conducted. A review does not necessarily mean you will get an increase in pay, but it is conducted to assess your current job performance, which may be accompanied by a wage adjustment.

TRAVEL, TRAINING & EXPENSE REIMBURSEMENT

Employees who are required to travel in their own vehicle during the workday shall be reimbursed at a designated rate per mile and a request for reimbursement must be made by submitting a statement. Requests for payment of meals and other approved expenses must be accompanied by receipts and submitted to the person authorizing such travel.

When your worksite changes, your workday begins when you arrive at the work-site at your scheduled time and are prepared to begin work.

When company transportation is provided for your convenience, and you are not required to perform work prior to your conveyance to the work-site, your workday begins at your scheduled time when you arrive at the work-site and are prepared to begin work.

Drivers of company vehicles that are provided for the convenience of the employee generally are not paid to drive the vehicle for their own transportation before or after the scheduled shift. Drivers of company vehicles who are required to transport employees and/or materials to the job site are considered to be working and will receive their regular rate of pay.

Non-exempt employees will be paid for their travel and attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and,
- Any hours in excess of eight (8) in a day or forty (40) in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

The training rate per hour is equal to the higher of the state or federal minimum wage. A per diem may be paid to cover all incidental expenses of overnight travel.

HOURS OF OPERATION

Regular office hours are Monday through Friday from 8:00am to 5:00pm.

All full time employees are provided two (2) 10-minute breaks and a meal period of at least thirty (30) minutes at which time they will be relieved of all duty. Your individual workweek, your particular hours of work, and the scheduling of your rest and meal periods will be determined by your supervisor and may vary from the above.

REPORTING TIME PAY

Whenever you are required to report for work and do report but are not put to work you shall be paid one half (1/2) your scheduled shift but not less than two (2) hours nor more than four (4) hours at your regular rate of pay.

When you are required to call in to see if you need to report to work but do not need to physically report, you shall be paid two (2) hours at your regular rate of pay. If you are not scheduled to work, and are called in, you shall be paid a minimum of two (2) hours at your regular rate of pay.

If you are required to report for work a second time in any one (1) workday and are furnished less than two (2) hours of work on the second reporting, you shall be paid for two (2) hours at your regular rate of pay.

The preceding reporting time pay provisions are not applicable when:

- Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; or

- Public utilities fail to supply electricity, water, or gas, telephone, internet or there is a failure in the public utilities, or sewer system; or,
- The interruption of work is caused by an Act of God or other cause not within Tulare Public Cemetery’s control.

SEVERANCE PAY

Tulare Public Cemetery does not provide severance pay to employees who terminate voluntarily or involuntarily.

HOURS AND OVERTIME

EXEMPT EMPLOYEES

• Exempt employees are employees whose work is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Record keeping (except for billing purposes) and overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees.

NON-EXEMPT EMPLOYEES

• When you are required to work more than eight (8) hours in any workday or more than forty (40) hours in any workweek you shall receive one and one-half (1½) times your regular rate of pay for all hours you work over eight (8) in the workday and forty (40) hours in the workweek.

• You shall receive one and one-half (1½) times your regular rate of pay for all hours you work up to eight (8) on the seventh (7th) day worked in any workweek.

• Double your regular rate of pay shall be paid for all hours worked in excess of twelve (12) hours a day or in excess of eight (8) hours on the seventh (7th) day worked in any workweek.

• Only actual hours worked will count towards computing overtime compensation.

• Any change in schedule including overtime requires supervisory approval. Anyone working unauthorized overtime or refusing to work requested overtime shall be subject to disciplinary action, suspension and/or termination.

• Employees may request time off in writing for personal obligations. If such time off is approved and make-up time is scheduled and worked in the same workweek, no overtime will be paid for time worked in any day in which time worked is no more than eleven (11) hours and no more than forty (40) hours in the workweek.

- Overtime will be worked only when necessary and you will be expected to work necessary overtime.
- Overtime work will be distributed as equitably as practical among those who normally do the work and those who are qualified to do the work.
- Employees are required to maintain their time records with correct notations regarding time in, out and meals as well as full name and date. Employees must also note in the time record the reason for any absence.

REST, MEAL & BREAK PERIODS

REST PERIODS

All employees who work a regular workday are provided two (2) 10-minute rest periods, where you are relieved of all duty, one (1) in approximately the middle of each half (½) shift. Rest periods may not be combined, used in conjunction with the meal period, or saved for use at the end of the day. The rest period is authorized and permitted, but you are not required to clock out. If you are unable to take your rest period, you must notify management so that the situation can be remedied.

No rest period need be taken when your total daily work time is less than three and one-half (3½) hours worked.

MEAL PERIODS

You will be provided an uninterrupted meal period of not less than thirty (30) minutes during any work period of more than five (5) hours. When a work period of not more than six (6) hours will complete your day's work, you may sign a waiver of the meal period.

During meal breaks, employees are relieved from duty, with freedom of activity during that time. If you are unable to take at least thirty (30) minutes of uninterrupted time for your meal period, you must notify management so that the situation can be remedied.

LACTATION BREAKS

Tulare Public Cemetery will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. If possible, the break time should be taken concurrently with other break periods already provided. If this time does not run concurrently with normally scheduled rest periods, employees should clock out for this time and such time will be unpaid. Tulare Public Cemetery will also make a reasonable effort to provide the employee with the use of a room, (other than a restroom,) in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing breast milk. The employee will also have access to running water, an outlet to plug in any equipment, and a place to store breast milk in order to keep it cool.

Employees should notify their immediate supervisor if they are requesting time to express breast milk under this policy. Employees have the right to file a complaint with the state for any violation under this policy.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

PAY CHECK INFORMATION

WORKWEEK

The workweek is from Sunday 12:01am through Saturday midnight.

PAY PERIOD

The pay period is two (2) workweeks.

PAY DAY

Earnings will be calculated at the end of each pay period and then distributed on the established pay day which is Friday of every other week. If a holiday falls on that day, the following work day will be the pay day.

No one other than the employee to whom a check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. Your earnings are the gross pay indicated on your pay check and not your net take home pay. *(See below)*

TIME KEEPING FOR HOURLY AND NON-EXEMPT EMPLOYEES

All nonexempt employees are required to keep a record of their time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees must record when they begin and end their meal period.

Employees also must record their time whenever they leave the work site for any reason when not engaged in on duty work. Employees are not allowed to work “off the clock.” Working off the clock violates company policy. Employees will be required to certify that their time record is accurate. Acceptable rounding practices guidelines may be in use in computing time worked.

Any errors on your time record should be reported immediately to your supervisor. Any corrections or changes in the time record must be reviewed or substantiated by a supervisor. Recording time for another employee, or allowing another employee to record your time, or altering a time record is not permissible and is subject to disciplinary action, up to and including termination.

TARDIES/ABSENCES

You are responsible for your schedule so that you are ready to begin work at your scheduled start time. Arriving at your work station after your scheduled start time is considered a tardy, even if it is only one (1) minute late! Excessive tardies or unexcused absences may result in discipline, up to and including termination.

PAY CHECK

At the time of each payment of wages, you will receive an itemized statement in writing showing:

- The name of the employee;
- An employee identification number or the last four digits of the social security number;
- The gross wages earned;
- All deductions;
- Net wages earned;
- Sick days available;
- The total hours worked;
- The applicable hourly rates and the corresponding number of hours worked at each rate;
- The number of piece rate units earned and the applicable piece rates;
- The inclusive dates of the period for which the employee is paid; and,
- The name and address of the legal entity that is the employer.

DEDUCTIONS

There may be additional deductions from your payroll check in the form of repayments of payroll advances, insurance premiums, self-contributed retirement and others. If there is to be additional withholding, other than the mandatory withholding, written authorization allowing Tulare Public Cemetery to deduct the amounts desired will be required.

We discourage payroll advances, but if an emergency necessitates such an advance, it is to be understood that payroll advances are a form of payment for services to be performed, whether this be for a Paid Time Off advance or any other advance on payroll to be earned. Inasmuch as the payroll advance is for work to be performed, any outstanding payroll advance will be collected in the terminal check upon separation.

As a result of current laws, you will notice that certain deductions will be taken out of your payroll check. These mandatory deductions are:

- Federal Income Tax (FIT);
- Social Security Tax (FICA);
- Medicare Tax & Additional Medicare Tax;
- State Income Tax (SIT);
- State Disability Tax (SDI) includes Paid Family Leave (PFL);
- Sick days used; and,
- Any garnishments.

TULARE PUBLIC CEMETERY

EMPLOYEE BENEFITS

BENEFIT INFORMATION

Tulare Public Cemetery provides certain mandated and discretionary benefits to qualified employees. These benefits are described below to provide you a brief summary of selected features of the benefit program. Tulare Public Cemetery reserves the right to modify, supplement, curtail, or eliminate any feature of a benefit plan, or the entire benefit program, if the employer determines, in its sole discretion, that such action is warranted.

Temporary, leased, casual, seasonal, inactive, common law, relief, occasional or on-call employees are **excluded** from all discretionary benefits. “Regular part time employees” may be excluded from all or some discretionary benefits described. “Regular full time employees” and, in some cases where benefits are offered, “regular part time employees” must meet specific eligibility requirements before being offered certain discretionary benefits.

After reading the benefits described herein, employees should contact Personnel to obtain the qualification criteria, review the official plan documents and, where applicable, the actual insurance policies, to identify all of the terms. If any real or apparent conflict exists between the brief benefit summaries in the handbook and the actual provisions of the official plan documents, the terms of the official plan documents will control.

HOLIDAYS

The following days will be designated as paid holidays. Eligible employees will be paid “holiday pay” of one day’s pay at the employee’s regular straight time rate of pay for their regularly scheduled hours:

- New Year's Day - January 1st
- President's Day - Third Monday in February
- Good Friday - Friday before Easter Sunday
- Easter
- Memorial Day - Last Monday in the month of May (Floating Holiday)
- Independence Day - July 4th
- Labor Day - First Monday in September

- Veteran’s Day - November 11th
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving - Friday
- Christmas Eve - December 24th
- Christmas Day - December 25th

When a holiday falls on a weekend, the day officially observed will be considered a holiday, generally Saturday holidays will be observed on Friday and Sunday holidays on Monday. If an eligible employee performs work on the above holidays the employee will be paid “holiday pay.”

In order to be eligible for holiday pay an employee will be a “*regular full-time employee*” currently on the payroll and will have worked the scheduled work day prior to the holiday and the first scheduled work day following the holiday unless excused by management.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive holiday pay.

PAID TIME OFF (PTO)

Paid Time Off time offers us all a chance to get away from work and relax. We recognize seniority by awarding increasing PTO benefits with increasing tenure.

“*Regular full-time employees*” who have been continuously employed by Tulare Cemetery District for the following periods will receive the listed PTOs annually with pay based on straight time (S/T) hours:

- One (1) year through three (3) years of continuous employment:
(112 hours) Paid Time Off.
Accrues at .0565 hours per S/T hour worked.
- Four (4) years through five (5) years of continuous employment:
(136 hours) Paid Time Off.
Accrues at .0686 hours per S/T hour worked.
- Six (6) years through ten (10) of continuous employment:
(160 hours) Paid Time Off.
Accrues at .0807 hours per S/T hour worked.
- Eleven (11) years through fifteen (15) years of continuous employment:

(184 hours) Paid Time Off.
 Accrues at .0928 hours per S/T hour worked.

- Sixteen (16) years through twenty (20) years of continuous employment:
 (208 hours) Paid Time Off.
 Accrues at .1050 hours per S/T hour worked.
- Twenty-One (21) years of continuous employment and thereafter:
 (160 hours) Paid Time Off.
 Accrues at .1170 hours per S/T hour worked.

Employees are encouraged to take Paid Time Off in one week segments. Paid Time Off time-off should be requested at least one month in advance or earlier to secure a desired date. If there is a conflict between employees requesting the same Paid Time Off date, normally the first person requesting the date will be the one having the choice. No Paid Time Off requests may be taken May 16-31.

Paid Time Off time ceases to be earned when the employee has accumulated the listed amounts in the chart below and will not resume until the accumulation falls below the maximum accumulation amount for that earning year.

One (1) to three (3) years	168 hours Cap
Four (4) to five (5) years	204 hours Cap
Six (6) to ten (10) years	240 hours Cap
Eleven (11) to fifteen (15) years	276 hours Cap
Sixteen (16) to twenty (20) years	312 hours Cap
Twenty-One (21) years and thereafter	348 hours Cap

Each week of Paid Time Off pay will be paid at the average number of hours worked weekly at the straight time (S/T) rate earned. Salaried employees will receive their regular salary.

On December 1st of each year employees may request to cash out ½ of their accrued and unused Paid Time Off (PTO). This is the only time of the year an employee can cash out other than during separation of employment.

Terminating employees will be paid their prorated Paid Time Off pay.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive Paid Time Off pay.

GROUP INSURANCE

Group health insurance with dental coverage will be offered as part of Tulare Cemetery District's benefit program for "regular full-time employees," who have served their introductory period and become a regular full-time employee employed at least 32 hours per week. When employment drops below 32 hours per week, eligibility ends.

Tulare Cemetery District will pay the employee's premium for the group insurance. If you wish to have dependent coverage, the cost of the dependent coverage will be paid solely by you and deducted from your check as a payroll deduction.

An employee of Tulare Cemetery District covered by group insurance who works less than 40 hours per week during a 30-day period or less will be eligible for coverage again at the first of the month following return to full-time work. An eligible employee of Tulare Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of continued coverage. You may contact the carrier or administrator for more information. Tulare Cemetery District reserves the right to make changes in medical benefits and carriers.

If insurance coverage is provided during employment, under certain conditions, state and federal rules under COBRA or Cal/COBRA may require Tulare Cemetery District's insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier or administrator for more information.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

RETIREMENT PLAN

A retirement program may be made available to you as a "regular full-time employee" continuously employed by Tulare Cemetery District. If available to you, details of the plan will be provided to you and included in a Plan Document that gives full disclosure on the program.

UNEMPLOYMENT INSURANCE

If your employment terminates, you may be eligible to receive Unemployment Insurance. The cost of this coverage is completely paid for by Tulare Public Cemetery through taxes imposed by both the State and Federal governments.

Unemployment Insurance is not charity or welfare, but insurance. We pay the cost so you will have a weekly income when you are out of work through no fault of your own.

Depending on how much you earned during the prior eighteen (18) months, you may be entitled to receive payments per week for as long as twenty six (26) weeks.

As soon as you become unemployed, contact the nearest state Employment Development Department (EDD) field office to file a claim. To qualify for unemployment insurance, you must be physically able to work, available to accept work, and actively seeking work. Termination for misconduct or a voluntary quit may disqualify you from receiving Unemployment Insurance.

If you have any questions regarding the Unemployment Insurance Program, ask your supervisor or direct your question to the Employment Development Department.

Tulare Public Cemetery also pays a Federal Unemployment Tax (FUTA) on your earnings to a federal program that provides guidelines to states in setting up their unemployment insurance programs.

STATE DISABILITY INSURANCE

Employees who suffer a non-work-related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are funded through mandatory payroll tax deductions from your wages. SDI is required by the Disability Insurance provisions of the California Unemployment Insurance Code.

The purpose of SDI is to partially insure you against wage loss because of unemployment resulting from illness or injury occurring away from the job. This insurance pays a weekly benefit depending on earnings in prior periods. If you are hospitalized from the first day of injury or illness, or are ill or injured for more than one (1) week, you are entitled to SDI benefits. Return to work may require a doctor's clearance.

A portion of the SDI tax funds the state's Paid Family Leave program which provides partial wage replacement for absences related to the care of a family member or bonding with a new child.

Forms are available from your doctor and in any office of the Employment Development Department. If you have any questions regarding the State Disability Insurance program, ask Personnel or direct your question to the Employment Development Department.

PAID FAMILY LEAVE

The State Employment Development Department's (EDD) Disability Insurance Branch administers a program funded by employee withholdings called Paid Family Leave. No more than eight (8) weeks of Paid Family Leave benefits may be paid within any twelve (12) month period. Paid Family Leave is a component of the State Disability Insurance (SDI) program and workers covered by SDI are also covered under Paid Family Leave.

ELIGIBILITY REQUIREMENTS

• An employee may file a claim for Paid Family Leave benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, domestic partner, grandparent, grandchild, sibling and parent-in-law;

- To bond with the employee’s new child or the new child of the employee’s domestic partner; or

- To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee’s domestic partner.

• A medical certificate is required when a Paid Family Leave claim is filed to provide care for a seriously ill family member. The certificate must include a diagnosis and International Classification of Diseases code; the commencing date of the disability; the probable duration; the estimated time care is needed; and state that the serious health condition warrants care. This includes “providing psychological comfort” and arranging “third party care.”

• For bonding, Paid Family Leave is limited to the first year after the birth, adoption, or foster care placement of a child. A separate certification must be completed for leave associated with the birth, adoption, or foster care placement of a child.

• Employees are required to use up to two (2) weeks Paid Time Off leave, if eligible, prior to receiving benefits. The first week of Paid Time Off can be used during the waiting period.

• Employees cannot receive Paid Family Leave while receiving SDI, Unemployment Insurance, or Workers’ Compensation benefits.

• An individual is not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time that the individual is providing the required care.

• An individual who is entitled to leave under the federal Family Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrent with leave taken under those acts.

The granting of Paid Family Leave does not guarantee the employee’s right to return unless the leave is in combination with another leave policy that requires employee reinstatement.

If Paid Family Leave provides a specific date of return, failure to return from leave in accordance with a mutually agreed date or acceptance of employment elsewhere will result in termination, effective at the beginning of the leave of absence.

WORKERS' COMPENSATION INSURANCE

We carry Workers' Compensation Insurance to protect employees who are injured on the job or become ill from conditions on the job. The cost of this coverage is completely paid for by Tulare Public Cemetery.

This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related illness or injuries. Compensation payments begin from the day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized.

If you are injured while working, you must report it immediately to your supervisor, regardless of how minor the injury may be. If you have any questions regarding the Workers' Compensation Insurance program, ask your supervisor.

Upon submission of a medical certification that an employee is able to return to work from a Workers' Compensation leave, the employee will be reinstated to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a Workers' Compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

The law provides that any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

SOCIAL SECURITY - MEDICARE

As an employee of Tulare Public Cemetery, you are covered under the provisions of the Federal Insurance Contribution Act (FICA) better known as Social Security and Medicare. Social Security benefits are often a significant foundation in providing you and your family a retirement income. The amount deducted from your wages for Social Security taxes is matched by Tulare Public Cemetery.

The total contribution by you and Tulare Public Cemetery is credited toward your Social Security and Medicare benefits which may be available at the time you are eligible to retire. In addition, disability and survivors benefits are financed through Social Security deductions. Questions regarding Social Security and Medicare benefits should be directed to the local Social Security office.

TULARE PUBLIC CEMETERY

COMPANY POLICIES

POLICY ON LEAVES

We ask that only requests for leaves of absence for significant reasons be made. Because of the many reasons for a requested leave, they will not all be listed. All requests will be reviewed by Tulare Public Cemetery and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery when reasonable advance notice is given. Military, Civil Air Patrol volunteers, volunteer firefighter, reserve peace officer or emergency rescue personnel, Witness, Jury, Family Care, Voting and Pregnancy leaves will be allowed in compliance with applicable law.

Leave requests are required for an employee's absence for medical or personal leave for the period of need. The term "medical" and "mental" as used herein encompasses all temporary medical and mental disabilities. The employee's temporary disability status must be verified with appropriate medical documentation on a periodic basis. All requests will be reviewed and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery.

If you are off work due to an injury or illness, you are required to contact your supervisor once each week to report your status. When medical proof of such disability is required, it must be supplied by a health care professional in writing.

Any request for leave must be made as far in advance as possible using the appropriate form. Further, the request must contain the reason for the leave and the anticipated return date. A failure to do so may result in disciplinary action up to and including termination of employment.

A personal leave of absence without pay may be granted at the discretion of Tulare Public Cemetery. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Employees who serve in the military and take military leave are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Requests for leaves of absence for medical or personal leave for a period of need will be provided to the full extent provided by law.

Employees will earn no benefit credits while they are on leave. Unless mandated by statute, the return of the employee from leave is contingent upon the availability of an

opening at the time the employee is ready to return. The failure of an employee to return to work at the end of a leave when an opening is available is considered to be a voluntary separation.

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery’s insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier for more information.

SICK LEAVE AND DOMESTIC VIOLENCE LEAVE

SICK LEAVE

Sick leave is a benefit provided when an employee is unable to work due to illness and injury that are not work related. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. You must personally contact your supervisor as soon as possible regarding absences under this program. Employees may use their accrued sick leave to attend to the preventive care or existing medical condition of a family member.

Upon hiring and annually, on the employee’s anniversary date, three (3) days sick leave will be provided. Ninety (90) days after the initial or annual granting of sick leave days, employees shall earn additional sick pay at the rate of (2) days for a maximum of five (5) work days per year.

In order to be eligible to use paid sick leave, an employee shall be currently on the payroll and shall have worked at least ninety (90) days. Sick leave time taken may only be for days you are scheduled to work. Time taken in excess of the accrued time will be without pay. Unused sick leave expires at year end. When employment ends, you will not be paid for unused sick pay. Sick pay will not be considered hours worked for purposes of overtime calculation.

Sick pay benefits will be calculated on base rate of pay and does not include any special forms of compensation such as incentives, commissions, bonuses, shift differential or prevailing wage payments.

Events that qualify you for sick leave will also initiate your leave under Paid Family Leave and Family and Medical Leave under both state and federal law. You are required to take available paid sick leave before taking unpaid leave, or having unpaid absences.

Paid Family Leave (PFL) benefits begin upon the start of the leave. If you are absent for a reason that qualifies you for State Disability Insurance (SDI), payments do not begin until after you have been absent from work for seven (7) calendar days. If you have available paid sick leave, it will be used before SDI or PFL payments begin. SDI or PFL benefits do not replace all of your usual wages. { If you have no sick leave, or once you

exhaust your sick leave, accrued and unused vacation or PTO can be used to supplement your PFL benefits.

If you are unable to work due to injury or illness for more than three (3) days, you must provide appropriate medical evidence of your illness and/or medical certification of your fitness to return to work.

Sick leave is not available to employees who work less than thirty (30) total days of employment.

DOMESTIC VIOLENCE LEAVE

Under Labor Code Section 230, employees who are victims of domestic violence are eligible for leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. This leave is limited to 12 weeks in a 12-month period.

You should provide notice and certification of your 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;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, healthcare 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.

We will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. If you wish to receive compensation for Domestic Violence Leave, you may use up to three (3) days of your available sick pay for the period of time needed. Paid domestic violence leave is not available to employees who work less than thirty (30) total days of employment.

BEREAVEMENT LEAVE

When death occurs in a regular full time employee's immediate family the employee shall be entitled to up to 5 days paid time off for bereavement per occurrence.

“Immediate family” is defined as being a spouse, domestic partner, parent, step-parent, child, stepchild, brother, sister, grandparents, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or any other person who is the legal dependent of the employee

“Regular full time employee” is defined as an employee that has completed the introductory period and regularly scheduled to work at least 40 hours per week.

JURY DUTY LEAVE

All “*regular full-time employees*” who have been continuously employed by Tulare Cemetery District for six (6) months or more will be paid their regular pay, less jury pay they receive, for up to two (2) days per year of Paid Jury Duty Leave for service on a jury.

If you are chosen to report for possible selection for jury duty, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

EMERGENCY RESPONSE

Tulare Public Cemetery adheres to any requirement or regulation issued by the state or federal government, in the event of an emergency.

SCHOOL CONFERENCES

Employees who give reasonable notice to their immediate supervisor of their requirement to appear in their child’s school pursuant to a request made under Labor Code Section 230.7 or .8 may do so by utilizing existing Paid Time Off, sick leave, personal leave or accrued time off for purposes of the planned absence. Upon approval by the employee’s supervisor, meal periods may also be rescheduled and utilized for this purpose.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

LEAVE ELIGIBILITY AND PROVISIONS

The California Family Rights Act provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service;

- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 5 or more employees.

Leave may be taken for one or more of the following reasons:

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care;
- To care for the employee’s spouse, child, sibling, grandparent, grandchild, domestic partner, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- To bond with a newborn, an adopted child, or a child placed in foster care with an employee

CALCULATING THE 12-MONTH PERIOD

For purposes of calculating the 12-month period during which 12 weeks of CFRA or qualifying exigency leaves, we use a rolling year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee’s disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth they may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, we will grant a request for a California Family Rights Act leave (for birth/ placement of a child) of less than two weeks duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

LEAVE PROCEDURES

The following procedures shall apply when an employee requests family medical leave under CFRA:

Please contact the personnel department as soon as you realize the need for leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the personnel department at least 30 days before leave is to begin. The employee must consult with their supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to our operations. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, spouse, registered domestic partner, sibling, grandparent, or grandchild.

If the employee cannot provide 30 days' notice, the personnel department must be informed as soon as is practical.

If the California Family Rights Act request is made because of the employee's own serious health condition, Tulare Public Cemetery may require, at its expense, a second opinion from a health care provider that Tulare Public Cemetery chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by Tulare Public Cemetery.

If the second opinion differs from the first opinion, Tulare Public Cemetery may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on Tulare Public Cemetery and the employee.

We require the employee to provide certification within 15 days of any request for leave under CFRA unless it is not practicable to do so. We may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, we may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered under the California and Family Rights Act.

If the leave is needed to care for a sick child, spouse, parent, registered domestic partner, sibling, grandparent, or grandchild, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and

- Confirmation that the serious health condition warrants the participation of the employee.

CERTIFICATION

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

We will require certification by the employee’s health care provider that the employee is fit to return to their job.

Failure to provide certification by the health care provider of the employee’s fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

HEALTH AND BENEFIT PLANS

An employee taking leave under the California and Family Rights Act will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. We will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, we may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Payment is due at the same time when it would be made by payroll deduction.

SUBSTITUTION OF PAID LEAVE

Generally, CFRA leave is unpaid. You will be required to substitute paid leave in the following circumstances:

- Accrued sick leave, Paid Time Off or other paid time off must be used for absences that are otherwise unpaid by state disability insurance, workers’ compensation benefits or any other disability leave plan.

- Accrued sick leave or paid time off that is available as “Kin Care” must be used when leave is to care for a family member.

Paid leave may be substituted for unpaid leave in the following:

- Paid Time Off and other accrued time (other than sick leave) may be used for any family/medical leave qualifying event.
- Accrued sick leave may be used by the employee for the employee's own serious health condition.
- Accrued sick leave may be used for the care of a family member.
- Accrued sick leave may be used for the birth or placement for adoption or foster care of a child if mutually agreed upon by Tulare Public Cemetery and the employee.
- Any available paid time off may be used to supplement any portion of leave that is unpaid by state disability insurance, other disability leave plans or workers' compensation benefits.

REINSTATEMENT

Under most circumstances, upon return from CFRA, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

For additional information about eligibility for leave under CFRA, contact the personnel department.

TIME ACCRUAL

Employees on leave under the California Family Rights Act leave will not continue to accrue Paid Time Off, sick leave, paid time off during unpaid California Family Rights Act leave.

CARRYOVER

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement. The 12-month period is measured forward from the date any employee's first leave begins. Successive 12-month periods commence on the date of an employee's first

use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE

Employees may take California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee’s child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

PREGNANCY DISABILITY LEAVE

When our total employment is five (5) employees or more, an employee who is temporarily disabled and unable to work due to pregnancy, childbirth, and related medical conditions will, upon request be granted a leave of absence without pay for the period of the disability, provided such period shall not exceed four (4) months. The employee must give thirty (30) days advance notice and the temporary disability status must be verified by appropriate medical documentation. Medical leave and pregnancy leave run concurrently.

Any employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee’s physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- We will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must, insofar as is practical, inform Tulare Public Cemetery when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption of our operations. Any such scheduling is subject to the approval of the employee’s health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and the child;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Tulare Public Cemetery with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer.

The certification indicating the need for disability leave should contain:

- A statement that the employee needs to take pregnancy disability leave because they are disabled by pregnancy, childbirth or related medical condition.
- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if eligible) during a pregnancy disability leave.
- An employee will be allowed to use accrued Paid Time Off or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in hourly increments.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

ORGAN OR BONE MARROW DONATION LEAVE

When our total employment is fifteen (15) or more employees, we will provide paid leave for any employee who is donating an organ or bone marrow. Employees may take up to five days of leave for bone marrow donation, and up to 30 days of paid leave for organ donation. In addition, employees may take up to 30 additional days of unpaid leave in a one year period for an organ donation. Existing health care coverage will be maintained during the leave. Contact your supervisor for additional information.

WORKERS' COMPENSATION LEAVE

A. Policy

Employees disabled from working due to a compensable on-the-job injury or illness are entitled to the same leave of absence provided for other disability leaves or as

otherwise required by applicable statute. Leave will be granted in a nondiscriminatory manner.

B. Scope

This policy applies to all employees.

C. Procedure

1. Any employee sustaining an on-the-job injury is required to immediately report the injury or illness to their supervisor and an accident report must be completed as soon as practical under the circumstances. The employee must see a health care professional and a drug test will be administered if it is possible that controlled substances could have been involved.
2. Employees disabled from working due to a compensable illness or injury connected with employment by Tulare Public Cemetery are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves and the Workers' Compensation carrier will be advised of any leave provided.
3. If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to their supervisor signed by a physician certifying the following:
 - a) The employee's inability to perform the regular job duties;
 - b) Whether the employee is capable of performing restricted work duties;
 - c) The date the disability commenced and the date the employee is expected to be released to full or restricted duty.
4. Any employee who is unable to work because of a compensable on-the-job injury shall at all times have on file with Tulare Public Cemetery a current certificate from their designated treating physician verifying the employee's inability to return to work and the expected date of return.
5. Employees shall immediately notify Personnel upon being released for full or restricted duty or temporary disability.
6. Upon release to return to work following a medically-related leave, a physician's release statement must be submitted to Personnel.

7. Tulare Public Cemetery has a policy of encouraging return to moderate duty if full return to duty is not possible. Tulare Public Cemetery will make every attempt to accommodate any work restriction ordered by the physician.
8. Upon submission of a medical certification satisfactory to Tulare Public Cemetery, the employee will be reinstated in accordance with applicable law.

D. Benefits

1. For eligible and enrolled employees, company paid insurance benefits will be maintained for enrolled employees for the first twelve (12) weeks of leave under the same terms applicable as if the employee were not on leave. Thereafter, the employee has the option of retaining insurance coverage at the employee's own expense. The failure to make timely payments of any employee's share of the insurance premium shall result in loss of insurance coverage if the premium is more than thirty days late.
2. Leave is unpaid, however, employees may utilize accrued Paid Time Off or other accrued paid time off during the leave. Tulare Public Cemetery will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., SDI, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employees regular pay.
3. All other benefits shall be provided in accordance with applicable law.

RETURN-TO-WORK PROGRAM

In order to minimize serious disability due to on-the-job injuries and to reduce the effects to our injured employees, Tulare Public Cemetery has developed guidelines to deal with time loss in which the employee can be offered modified work, temporarily.

MODIFIED JOB

Modified jobs will be identified, after obtaining and examining the injured employee's physical limitations or restrictions. "Modified" might be the employee's regular job, modified by removing heavier tasks and reassigning these to other employees for a period of time; a different regular job currently existing at the workplace; or a job

which is specifically designed around the employee’s restrictions. A modified job offer will be made only when the work is available and of benefit to Tulare Public Cemetery.

The modified job, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for the modified work. Each case will be individually assessed based on need. Modified work may not be implemented in every time loss claim. Wages and/or hours may not necessarily be the same as that of the regular job.

On-the-job injuries and occupational diseases will be handled by a team consisting of the injured employee, their supervisor, the office manager or designee, Tulare Public Cemetery owners, the insurance company, and the injured employee’s physician. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity. The employee responsibilities are outlined below.

EMPLOYEE RESPONSIBILITIES

1. Report ALL injuries to your supervisor immediately. If medical treatment is necessary, you should go to the medical facility listed on our Workers’ Compensation poster.
2. If possible take “Notice to Physician” form and job analysis of your regular job with you to your first medical visit. Tell the doctor that your employer has a Return-to-Work Program and may be able to place you in a temporary modified job if you cannot return to your regular work. Return the form completed by your doctor to your supervisor or Personnel the same day.
3. You must complete the Employee’s Claim for Workers Compensation Benefits as soon after an accident as possible.
4. If you are not released for regular work but are released for modified work, discuss the possibilities with your supervisor and/or Personnel. If an appropriate modified job is developed, whether it is a modified version of your regular job or another modified job, you must report for work at the time designated by Tulare Public Cemetery.
5. If you are taken off work completely, or if modified work is unavailable, you must report your medical condition and your progress to Personnel or your supervisor at least once a week. Report in person if possible. Also furnish the office with your current mailing address and telephone number.
6. If you return to a modified job, you must make sure that you do not go beyond either the duties of the job or your physician’s restrictions. If your restrictions change at any time, you must notify your supervisor or the office at once and provide a copy of the new medical release.

ACCIDENTS, ILLNESS & SAFETY COMMITMENT

Federal and State law requires that we keep records of all illnesses and accidents that occur during the workday. State laws regarding Workers' Compensation also make it mandatory that you report any illness or injury on the job, no matter how slight.

If you injure yourself on the job or become ill, you are required to notify your supervisor or management immediately. If you fail to do this, you may jeopardize your right to certain Workers' Compensation payments and health insurance benefits. Worker's Compensation regulations further provides a one (1) year statute of limitations. Tulare Public Cemetery has made arrangements for complete medical aid and emergency treatment.

We have designed a Safety Program that outlines our safety commitment and have established safe working rules and guidelines for all employees to follow. Posters and placards have also been established that provide information on safe work practices as well as the industrial medical providers available to employees.

EMPLOYER'S RESPONSIBILITY

It shall be our policy to conduct all operations safely by instituting the appropriate safety measures that will prevent injuries to persons and damage to property. When an employee begins to work here, that employee has a right to expect a safe place in which to work and to be provided with the proper equipment to do the job safely.

We have a management commitment to promote safety, to operate in a safe manner and to always strive to improve our safety record.

In order to carry out these objectives the following procedures have been established:

- Periodic inspections will be conducted of all work areas to identify unsafe conditions and work practices;
- All on-the-job accidents and occupational illnesses will be reviewed to determine their cause;
- Unsafe conditions and work practices will be corrected as uncovered by periodic inspections and review of accidents and illnesses;
- Instructional training will be conducted on the hazards unique to each employee's work assignment;
- Employees will be trained in general safe work practices at the time of hire and trained specifically for their job before being assigned to the job or before being assigned to any new work assignment; and,

- Safety awareness programs, with a safety award program or contest, may be conducted to highlight the importance of safe work practices among all employees.

EMPLOYEES' RESPONSIBILITY

While every reasonable precaution is taken to provide you with a safe place to work, accident prevention is largely an individual responsibility and employees are expected to do their part to work safely.

These guidelines are to be followed:

- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin;
- Tulare Public Cemetery will supply safety equipment whenever it is needed. You must, at all times, wear required safety equipment and observe all posted rules and regulations;
- If you become ill or are injured on the job, tell your supervisor at once. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform the supervisor. The supervisor will have a list of available doctors and medical facilities in the area;
- Observe all warning signs, safety bulletins and posters;
- Avoid all horseplay and never annoy or bully another worker;
- Report any possible hazardous condition to your supervisor. **Safety comments can be made without a fear of reprisal;** and,
- Feel free to make any safety suggestions.

Tulare Public Cemetery cannot tolerate any employee's unsafe act or unsafe attitude. Employees who violate this principle will be disciplined in the same manner as employees are disciplined who violate other company standards of conduct. There is no exact procedure for disciplining employees. Depending on the offense and the employee's work history, an employee may be given a verbal warning, a written warning, or a suspension from work. When appropriate the employee will be terminated. In any event, Tulare Public Cemetery maintains the right to terminate employees at any time, for any reason, with or without prior notice, and with or without good cause.

FIRE REGULATIONS

Fire laws are very strict, particularly the blocking of fire corridors and exit doors. Furniture, equipment or electric cords are not to be stored in front of the exit doors. Each employee should become familiar with the location of fire extinguishers in all areas.

SECURITY

The most important member of the security staff is you! You are as much a security agent for our operations as anyone. Be observant and report any activity, situation or potential situation to management so that corrective action can be taken. Should you see a client, supplier or fellow employee doing something that is against policy, you are required to report this at once, or you may be involved also. For the security of our employees and clients, we conduct and record audio and video surveillance of the premises and work sites.

SUSPICIOUS ACTIVITY

For the security of our employees and clients, be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to security. Secure your work station at the end of the day or when called away from your work area for an extended length of time and do not leave valuables and/or personal articles in or around your work station that may be accessible.

INSPECTIONS

For the safety and security of all employees, the management retains the right to inspect company property including the work areas, desks and lockers of all employees as well as all packages, parcels, purses, briefcases and containers brought on to the premises or leaving the premises or any vehicle owned or leased by Tulare Public Cemetery.

Voice mail and/or Electronic mail (e-mail) are to be used for business purposes only. Tulare Public Cemetery reserves the right to listen to voice mail messages, access e-mail messages and observe Internet site records to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

SECURITY

A variety of programs and devices have been installed on computers, network and internet devices and to ensure the safety and security of technology resources. Any employee found tampering with or disabling any of these security devices will be subject to discipline up to and including termination.

GLOBAL POSITIONING SYSTEMS

For the safety and security of employees and the protection of the autos, trucks and other equipment, a Global Positioning System (GPS) may be provided in the vehicle or equipment used by staff. Tampering with or disabling any of this equipment will subject the user to discipline up to and including termination.

NOTICES

Employees are asked to read all notices posted in work areas and on the bulletin boards. This is important because the notices cover activities that you should be familiar with including State and Federal law, policy statements and changes significant to you.

PARTIES & RECREATION

Tulare Public Cemetery does not require your attendance at parties, social get-togethers and recreational activities that it or a supervisor sponsors or hosts. Attendance is voluntary unless it is clearly expressed by Tulare Public Cemetery in writing that attendance is mandatory.

It should be understood that your Worker’s Compensation Insurance may not cover injuries received in such voluntary activities and Tulare Public Cemetery does not assume any responsibility or liability for any actions during the course of, or as a result of such activities.

EMPLOYEE PARKING

You are expected to park your personal vehicle in designated employee parking areas posted or directed by management. Employees parking on company property do so at their own risk with Tulare Public Cemetery sharing no liability. Protect your property by locking your doors and storing packages in the trunk or out of view. Parking as directed by management is subject to change as needed.

DISCRIMINATION, HARASSMENT & ACCOMMODATION

Tulare Public Cemetery is committed to providing a work environment free of harassment, retaliation, disrespectful, bullying or other unprofessional conduct. Our policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on race, color, creed, gender (including gender identity, gender, transgender and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, ancestry, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), or physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination 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.

Irrespective of law, we believe that all such harassment is both morally wrong and offensive. You have a right to responsibly resist any harassment without fear of retaliation. You have a responsibility to report any act of harassment or any attempt at retaliation.

Our “zero tolerance” anti-harassment policy applies to **all** persons involved in its operations and prohibits harassment by any employee, client, vendor or delivery person during work time and training sessions and off-duty time including meal and break time as well as social gatherings. This policy also applies to activity outside our premises, our vehicles or our job sites and other locations used for our business. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited.

PAY DISCRIMINATION

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, we are not obligated to disclose the wages of other employees.

ANTI-RETALIATION

We also prohibit retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is Unlawful.

Description

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by our policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Employees should tell their co-workers when the co-worker's behavior with others is unwanted, unwelcome or offensive.

Employees may have a claim of harassment even if they have not lost a job or some other economic benefit. The law prohibits any form of protected-basis harassment which impairs an employee's working ability or emotional well-being at work.

If employees believe they are being harassed on the job because of their sex, sexual orientation, gender, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated.

BULLYING

"Bullying" is offensive, intimidating, malicious or insulting behavior involving the misuse of power that makes a person feel vulnerable, upset, humiliated, undermined or threatened. "Power" does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of physical, verbal and non-verbal conduct.

Examples of Potential Bullying:

- Shouting at, being sarcastic towards, ridiculing or demeaning others;
- Physical or psychological threats;
- Acts of physical or psychological violence;
- Creation of arbitrary standards for one person, imposing unrealistic demands, micromanaging work, or using supervision to intimidate a person;
- Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others;
- Sabotage of work;
- Abuse of authority or power by those in positions of seniority;
- Deliberately excluding someone from meetings or communications without good reason, or encouraging others to do so; and
- Stealing credit for another's work.

Legitimate, reasonable, and constructive criticism of a worker's performance or behavior, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

REASONABLE ACCOMMODATION

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. We will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, we will make the accommodation.

We will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

COMPLAINT

Notification is essential. We cannot address a problem of harassment unless we know about it. Therefore, it is important that employees report those matters to any member of management who is not involved in the alleged harassment as soon as possible so that the problem can be corrected. The report should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

INVESTIGATION

All complaints of harassment will be investigated promptly. The investigation may include interviews with the complainant, the alleged harasser and any witnesses.

REMEDY

If we determine that harassment has occurred, we will take appropriate remedial measures which will be designed to deter future harassment. We will not retaliate against employees for filing complaints and will not knowingly permit retaliation.

We encourage all employees to report all incidents forbidden by this policy immediately so that complaints can be quickly and fairly resolved. This includes all victims and witnesses.

CALIFORNIA DFEH

Employees should also be aware that the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. Employees who believe they have been (1) harassed, or (2) retaliated against for responsibly resisting the prohibited conduct or because they notified management, may file a complaint with that Department. The nearest Department office is listed in the telephone book. The Department will investigate the complaint. If the complaint has merit, the Department will attempt to resolve it. If no resolution is possible, the Department may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and may require our firm to pay money damages and reinstate the complainant or give other appropriate relief.

SUPERVISOR/SUBORDINATE RELATIONSHIPS

In an effort to avoid any actual or perceived favoritism, we prohibit personal relationships between supervisors and their department staff. Should such a situation develop, alternative options will be pursued which may include reassignment, transfer or termination.

If a romantic or sexual relationship between a supervisor/manager and an employee they supervise should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to Personnel. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

By its discouragement of romantic and sexual relationships, our firm does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

WORKPLACE VIOLENCE

Violence by anyone against an employee, supervisor, member of management or client will not be tolerated. In order to minimize the potential risk of personal injury to clients, guests and employees and to reduce the possibility of damage to property in the event that someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management, the following policy shall be observed:

- If you receive or overhear any threatening communications from an employee, client or third party, report it to your supervisor at once;
- Do not engage in either physical or verbal confrontation with a potentially violent individual;

- If you encounter an individual who is threatening immediate harm to an employee, client or visitor to our premises, contact an emergency response agency (911) immediately;
- All reports of work-related threats will be investigated, documented and kept confidential to the extent possible;
- Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence; and,
- Cooperation with this policy is mandatory.

Failure to report or fully cooperate with this policy may result in discipline up to and including termination.

Violations of this policy will not be permitted and may result in disciplinary action up to and including termination.

LAYOFF & RECALL

LAYOFF

Regular work will be provided to you so far as practical. If a layoff should become necessary, employees will be laid off on the basis of the needs of Tulare Public Cemetery and the employees':

- Skill and Ability;
- Productivity and Performance;
- Attendance and Tardiness Record;
- Versatility;
- Efficiency;
- Attitude; and,
- Length of Service. *When all factors are equal, length of service will be controlling.*

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery's insurance carrier or Personnel to provide continuing coverage at your expense when you are not employed. Please contact the carrier for more information.

RECALL

Worker recall will follow the same standard as layoffs using demonstrated skill and ability, then exhibited productivity and performance, recorded attendance and tardiness, versatility, efficiency, attitude and finally, length of service. As with layoff, when all factors are equal, length of service will be controlling in recalling laid off workers.

Recall from layoff of all qualified employees will be made for the three-month period following a layoff if work becomes available. In the event of a general layoff

involving more than 10% of the workforce, Tulare Public Cemetery, at its discretion, may extend the recall period up to six (6) months.

SEPARATION OF EMPLOYMENT

Tulare Public Cemetery would appreciate if you would give at least two (2) weeks notice in the event that you decide to leave our employ. Any unused earned Paid Time Off time will be paid at the time of separation.

COMPLAINTS

We recognize that from time to time problems or difficulties may surface at work. Tulare Public Cemetery has a policy of dealing with such problems before major disruptions occur. If you have a complaint or problem, you are to direct it to your immediate supervisor or to another member of management if the problem is with the supervisor. If the problem is not solved to the satisfaction of the parties, you may request a review of the problem by management. A final decision will be made following a thorough investigation and consideration of facts as presented to management.

Tulare Public Cemetery has found that an open door policy helps make a peaceful and enjoyable workplace. This means, literally, that every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time.

We encourage you to take part in this process. Also, the open door policy applies not only to complaints, but to ideas and suggestions that may be helpful to Tulare Public Cemetery.

TELEPHONE AND CELL PHONE POLICY

TELEPHONES AND PERSONAL CELL PHONES

While at work employees must exercise the same discretion in using personal cell phones as for the use of company phones. Personal calls and making use of social media during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Cell phones are not to be carried on the job without specific permission from management who will keep supervisors regularly informed of this permission. Employees will inform their supervisor of the need to carry a phone who in turn will set up a meeting with management to discuss with the employee a need to have a cell phone on the job. Permission for use will be granted/denied on a case-by-case basis. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. Tulare Public Cemetery will not be liable for the loss of personal cell phones brought into the

workplace. Employees are not authorized to use personal cell phones in place of company provided phones and radios.

The use of a cell phone's recording or photographic capability on company premises is prohibited. Camera cell phones are not permitted under any circumstances in locker rooms, rest rooms, dressing rooms or other locations where individuals have a reasonable expectation of personal privacy.

PERSONAL USE OF COMPANY-PROVIDED CELL PHONES, AND RADIOS

Where job or business needs demand immediate employee access, a business cell phone and/or two-way radio may be issued. For business reasons the personal use of such equipment is not permitted. Phone records may be audited for compliance. If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their supervisor. Failure to report such use may result in disciplinary action up to and including termination. Employees in possession of company equipment such as cell phones and radios are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

CELL PHONES AND DRIVING

Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option,

- Use hands-free devices;
- Use the voice-activated or "speed dial" feature;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations;

- When there is moderate to heavy traffic;
- Inclement weather; or,
- Driving in an unfamiliar area.

In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

CONFIDENTIALITY

INFORMATION

Many things that occur in the day to day operation of Tulare Public Cemetery are highly confidential. Contracts, pricing structures, client information, trade secret, financial information, etc., are **all** confidential as they relate to our operations. This information must be used in a very discreet manner as it deals with matters of privacy. The importance of privacy of this information cannot be stressed enough and each employee must maintain confidentiality as a condition of continued employment. All employee files and personnel information such as wages and salaries are considered confidential.

No proprietary or confidential information may leave the premises without written management permission during or following employment including files, computers and backups and electronic files, email, communications and other storage devices.

HIPAA RULES

HIPAA Laws regarding the confidentiality and privacy of “protected health information” (PHI) that we receive in the course of managing the health care plan require the highest degree of confidentiality.

When a breach occurs, we will provide notice to affected individuals and will include, at a minimum, the following five categories of information:

- (1) a brief description of what happened, the date the breach was discovered, and the date the breach occurred, if known;
- (2) an identification by category of the PHI that was compromised, e.g., Social Security number (SSN), diagnosis, date of birth;
- (3) how individuals may protect themselves against possible harm resulting from the breach;
- (4) a brief description of the investigation, of efforts to mitigate any harm, and of steps taken to prevent a recurrence; and,
- (5) contact information for recipients of the notice to ask question or obtain additional information. Employers should note that while the amendments do not require an offer of any service to assist affected individuals, such services, e.g., credit monitoring or fraud resolution services, commonly are offered.

RECORDS

Laws regarding the confidentiality of the information that we receive in the course of managing our hiring, fitness and sick leave plan require the highest degree of confidentiality.

These obligations apply to traditional health plans and health flexible spending arrangements (FSA). We will protect the privacy of (PHI) gathered in connection with the administration of the health plan and keep it separate from other employee information. PHI includes all health and personal information that either identifies or can be used to identify an individual and related medical data.

REFERENCES

In order to protect the privacy of current and former employees, Tulare Public Cemetery strictly controls information provided to outside employers and others seeking information for employment reference or other reasons.

No information regarding current or former employees (other than employment status) will be provided to persons, organizations or institutions unless an authorization to release information is signed by the employee.

COMPANY VEHICLES

When it becomes necessary to use a company vehicle, the following applies:

- Only with authorization of management, a valid California drivers license and a good driving record. No personal use of company vehicles without prior authorization. No driving of vehicle by spouse, family or friends;
- No employee shall operate a company vehicle while under the influence of alcohol or other drug that may impair safe operation;
- Seat and shoulder belts are to be worn at all times by occupants;
- Operate company vehicles in a safe manner and in accordance with the California state vehicle code rules and regulations. Be familiar with the operator’s manual for the vehicle you are driving;
- Comply with all posted speed limits and signs. Reduce speed in inclement weather;
- Headlights will be used under all reduced visibility situations including fog, haze, twilight, blowing dust and rain;
- At all times when unattended, company vehicles, storage boxes and other equipment on board must be secured and locked.
- Smoking and tobacco chewing is prohibited in any company vehicle;
- Eating, drinking and the unsafe use of a phone, such as talking on the phone and taking notes, while driving a company vehicle are to be avoided;
- The interior and exterior of all company vehicles must be kept clean and neat at all times;
- Note mileage, check all fluids and maintain levels at time of fueling. Check tires and tire pressure monthly;

- Any defect, mechanical or electrical, must be reported to your supervisor immediately. Employee negligence in proper maintenance of the vehicle which requires repair will result in discipline up to and including termination; and,
- On the occasion of any vehicle accident involving a company vehicle, the driver must immediately submit to a drug and alcohol screen test at a location designated by Tulare Public Cemetery if requested. The employee shall immediately notify the appropriate authorities, and contact Tulare Public Cemetery regarding any accident and report for the drug/alcohol screen if requested. Refusal to undergo such testing may result in discipline up to and including termination.

COMPANY EQUIPMENT

You will be expected to keep all equipment that you work with in good and safe working order at all times. Report anything that needs repair or replacement to your supervisor. This includes anything other than routine cleaning and maintenance that you are qualified to perform. Failure to take proper care of equipment may result in disciplinary action up to and including termination.

PERSONAL USE OF COMPANY PROPERTY

The use of Tulare Public Cemetery's stationery, logos, trademarks, postage, telephones, faxes, cell phones, computers and other company items for the personal use of the employee is not permitted. Personal use of the telephones shall be done on break and meal periods and kept at a minimum. Violation of these rules may result in discipline up to and including termination.

Use of company time, equipment, vehicles or other resources for non-work and non-emergency related reasons is also not allowed. This includes use of company time to conduct non-work related activities such as personal cell phone use.

Personal visits should be limited. Also, no merchandise for personal use shall be ordered through Tulare Public Cemetery, unless written permission is first obtained through Management.

COMPUTER, E-MAIL, INTERNET & SOFTWARE POLICY

TECHNOLOGY USE AND PRIVACY

Tulare Public Cemetery provides various technology resources to authorized employees to assist them in performing their job duties for Tulare Public Cemetery. Each employee has a responsibility to use our technology resources in a manner that increases productivity, enhances our public image, and is respectful of other employees. Failure to follow our policies regarding technology resources may lead to disciplinary measures, up to and including termination of employment. Tulare Public Cemetery reserves the right to advise appropriate legal authorities of any violation of law by an employee. Upon termination, access rights end immediately.

Technology Resources Definition

Technology resources consists of all electronic devices, software, and means of electronic communication including, but not limited to, the following: smart phones, Blackberries, I-Phones, personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives, tape drives, flash drives, and CDs; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic-mail; telephones; cellular phones; pagers; and voicemail systems. Upon termination, access rights end immediately.

Authorization

Access to our technology resources is within the sole discretion of Tulare Public Cemetery. Generally, employees are given access to our various technologies based on their job functions. Only employees whose job performance will benefit from the use of our technology resources will be given access to the necessary technology.

Use

Our technology resources are to be used by employees only for the purpose of conducting Tulare Public Cemetery business. Employees may, however, use our technology resources for the following incidental personal uses so long as such use does not interfere with the employee’s duties, is not done for pecuniary gain, does not conflict with our business and does not violate any company policy:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Tulare Public Cemetery assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on our technology resources. We accept no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Tulare Public Cemetery property. Tulare Public Cemetery strongly

discourages employees from storing any personal data on any of our technology resources.

IMPROPER USE

Prohibition Against Harassing, Discriminatory and Defamatory Use

We are aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth in “Equal Employment Opportunity” and more fully in our “Discrimination and Harassment Policy,” we prohibit unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination 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. Under no circumstances may employees use our technology resources to transmit, receive or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

Prohibition Against Violating Copyright Laws

Employees must not use our technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author’s permission or is accessing a single copy only for the employee’s reference.

Other Prohibited Uses

Employees may not use our technology resources for any illegal purpose, violation of any company policy, in a manner contrary to the best interests of Tulare Public Cemetery, in any way that discloses confidential or proprietary information of Tulare Public Cemetery or third parties, or for personal or pecuniary gain.

Company Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on our electronic mail system, voicemail system or computer systems are our property regardless of the content. As such, we reserve the right to access all our technology resources including its computers, voicemail and electronic mail systems, at any time, in its sole discretion.

Privacy

Although we do not wish to examine personal information of employees, on occasion, we may need to access the technology resources including computer files, electronic mail messages and voicemail messages. Employees should understand,

therefore, that they have no right of privacy with respect to any messages or information created or maintained on our technology resources, including personal information or messages. Tulare Public Cemetery may, at its discretion, inspect all files or messages on its technology resources at any time for any reason. Tulare Public Cemetery may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Tulare Public Cemetery. Thus, even though employees may maintain passwords for accessing technology resources, including electronic mail and voicemail messages, they are not to be considered private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers’ systems without express authorization.

Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on our technology resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by us. Tulare Public Cemetery may however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

- 1. Telephone Use and Voicemail:** Records can be kept of all calls made from and to a given telephone extension. Although voicemail can be password protected, an authorized administrator can reset the password and listen to voicemail messages.
- 2. Electronic Mail:** Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- 3. Desktop facsimile Use:** Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- 4. Document Use:** Each document stored on our computers has a history, which shows which users have accessed the document for any purpose.
- 5. Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

File Sharing

File sharing and Peer-to-peer (P2P) applications such as BearShare, Warez, Morpheus, BitTorrent, iMesh and KaZaA, are not permitted on any computer linked to our system, either by direct link or via a wireless connection. File sharing and P2P make it easy

for users to exchange files with each other over the Internet. While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as our network. **They are not permitted.**

Deleted Information

Deleting or erasing information, documents, or messages maintained on our technology resources is, in most cases, ineffective. All employees should understand that any information kept on our technology resources may be electronically recalled or recreated regardless of whether it may have been “deleted” or “erased” by an employee. Because we periodically back-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

SOCIAL MEDIA AND ON-LINE SERVICES

We provide authorized employees access to on-line services such as the Internet. We expect that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use our technology resources to access, download, or contribute to Internet sites that contain inappropriate content such as gross, indecent, or sexually oriented materials, gambling, and information related to illegal drugs. Do not use social networking accounts to harass, threaten, libel, malign, defame, disparage or discriminate against co-workers, managers, customers, or anyone else.

Our policy requires that employees who wish to access the Internet for non-work-related activities do so with their own personal equipment, on their own time, and off the work-site. We expect ethical and honest behavior from all employees. At all times any electronic communications and social networking activities for work-related purposes must maintain and reflect Tulare Public Cemetery's standards for professionalism.

These actions will generate junk electronic mail and may expose our firm to liability or unwanted attention because of comments that employees may make. We strongly encourage employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

Confidentiality

Some of the information to which employees have access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

Monitoring

We monitor both the amount of time spent using on-line services and the sites visited by individual employees. We reserve the right to limit such access by any means available to it, including revoking access altogether.

SOFTWARE USE

License Restrictions

All software in use on our technology resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on our computers, by any means of transmission, unless authorized in writing in advance by management or an IT manager. Authorization for loading software onto our computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

Confidential Information

We are very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Tulare Public Cemetery and third parties (“Confidential Information”). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on our technology resources.

Confidential Information should not be accessed through our technology resources in the presence of unauthorized individuals. Similarly, Confidential information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend: “This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise who it was intended for immediately or return it promptly by mail.”

Software for Home Use

Tulare Public Cemetery endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from our technology resource to another computer, employees must obtain written authorization from Management.

Security

We have installed a variety of programs and devices to ensure the safety and security of our technology resources. Any employee found tampering with or disabling any of our security devices will be subject to discipline up to and including termination.

Audits

We may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on our technology resources may be conducted without warning at any time.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

NO SOLICITATION POLICY

In the interest of maintaining a proper business environment and preventing interference with work, and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on meal periods or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

TULARE PUBLIC CEMETERY

STANDARDS OF CONDUCT

CONDUCT & BEHAVIOR STANDARDS

Our general Code of Conduct is based upon:

The importance of safety, productive and quality work, an awareness of the rights of others, an appreciation for the authority of management, and a positive attitude toward the workplace.

We recognize that most people prefer to work where people respect each other and work together in peace and harmony. It is important that everyone treat others with consideration and respect. We want this to be a good place to work. That there may be no misunderstandings about satisfactory conduct, our STANDARDS OF CONDUCT are listed below.

Although not all inclusive, the following list represents the kinds of behavior that will be considered improper and unacceptable in the workplace, and may subject employees to discipline, up to and including termination:

1. UNLAWFUL ACTIONS:

- Misappropriation or removal of private or Tulare Public Cemetery’s property including scrap without proper authorization;
- Gambling on company property;
- Willful destruction or defacement of private or company property;
- Harassment and discrimination including sexual harassment;
- Software and copyright violations;
- Violation of traffic or parking regulations while using a company vehicle; and, or,
- Failure to properly report any type of accident involving a company or client’s vehicle or company property.

2. IMPROPER BEHAVIOR:

- Violation of the Injury and Illness Prevention Program;
- Falsification, alteration or misrepresentation of information on any company form, e.g., time cards, applications and personnel records;

- Possession, use, or being under the influence of alcohol or drugs on company property during working hours. Includes hangovers! *If you must use a prescription drug during working hours, appropriate medical documentation must be provided to your supervisor;*
- Fighting on company property;
- Computer, e-mail, cell phone and Internet misconduct;
- Additional or repeated violations of the STANDARDS OF CONDUCT;
- Breach of confidentiality or corruption of electronic information;
- Sabotage, or making false, vicious or malicious statements about Tulare Public Cemetery, its clients or any employee;
- Profanity, or immoral /indecent conduct on a work site, company property or on company business or while wearing a company uniform;
- Failure to promptly report a work-incurred injury;
- Sleeping or unapproved absence during work time;
- Inappropriate removal from company premises or unauthorized possession of property, parts or materials belonging to Tulare Public Cemetery, its clients or another employee;
- Possession of lethal weapons or explosives on company premises or vehicles;
- Smoking in areas not designated for smoking.
- Using obscene, abusive or threatening language;
- Misuse of sick leave or medical leave;
- Disorderly conduct such as practical jokes, horseplay, scuffling or throwing objects;
- Other employment which constitutes a conflict of interest or adversely affects employee efficiency.

3. IMPROPER WORK PRACTICE:

- Unapproved & excessive absences or tardiness;
- Insubordination or disregard of instructions from supervisors or proper authority;
- Failure to be courteous and polite at all times to employees, clients or guests present at Tulare Public Cemetery;
- Leaving work area, job assignment or department during working hours without proper authorization;
- Failure to observe work schedules including rest and meal periods;
- Failure to report to work without authorization or reasonable notification to your supervisor;

- Failure to observe safety rules and regulations;
- Violation of NO SOLICITATION POLICY;
- Contributing to unsanitary conditions or poor housekeeping;
- Inefficiency, lack of productive effort, or other unsatisfactory work performance;
- Unauthorized use of company time, phones, materials or equipment for personal activities; or,
- Unsuitable or improper attire for the work situation.

Tulare Public Cemetery expects employees to observe the STANDARDS OF CONDUCT which will achieve an orderly, positive and productive workplace. Such a standard of conduct will benefit and protect both Tulare Public Cemetery and all employees.

This statement of a STANDARD OF CONDUCT does not alter Tulare Public Cemetery's policy of at-will employment. Either you or Tulare Public Cemetery remain free to terminate the employment relationship at any time, with or without reason or advance notice.

NORMAL DISCIPLINARY GUIDELINES

Although employment with Tulare Public Cemetery is not for a fixed term or definite period, and may therefore be terminated by either Tulare Public Cemetery or the employee at any time, Tulare Public Cemetery has established procedural guidelines for dealing with discipline and/or termination matters. Depending on the nature and circumstances of one or more incidents, discipline and termination actions will normally be progressive and bear a reasonable relationship to the violation. This general procedure is not intended to form an employment contract, and therefore does not bind Tulare Public Cemetery to follow the procedure of progressive action in all cases. Tulare Public Cemetery reserves the right to impose discipline not in accordance with these policies if it determines that such action is appropriate.

Behavior that violates the STANDARDS OF CONDUCT will typically subject employees to discipline up to and including suspension without pay, or termination. When disciplinary action is used, the severity of discipline will be determined in light of the facts and circumstances of each individual case. Each incident shall be considered in light of a variety of factors, including:

- The seriousness of the incident and the circumstances;
- The employee's past conduct;
- The nature of any previous incidents; and,
- The general practice as it relates to the incident.

Discipline will normally follow these steps:

1. **VERBAL** - Verbal warnings are generally given in cases of minor first time violations. A written notation of this warning will be put in the employee's personnel file.

2. **WRITTEN** - Written warnings are generally given for more serious first time violations, repeat violations after a verbal warning, or additional verbal warnings. This will be presented to the employee by their supervisor. The reasons for the action will be discussed with the employee. The employee will be given an opportunity to sign the warning, not admitting guilt, yet acknowledging receipt of the warning. This will be placed in the employee's personnel file.

3. **SUSPENSION** - Suspensions are generally given for serious first time offenses, or repeated violations following verbal or written warnings. This action will be written and placed in the employee's file. The written document notice of suspension shall include the reason(s) for such action, the days in which the employee is to be off work, and the return date of employment. The employee will be given an opportunity to sign the suspension notice, not admitting guilt, yet acknowledging receipt of the suspension notice. Tulare Public Cemetery retains the right to determine the number of days off, and the specific days to be taken. Example: a four-day suspension may be assessed on Tuesday and Thursday of two (2) consecutive weeks. Any time off for this reason is without pay. Further, Tulare Public Cemetery may utilize a suspension at any time. It is not necessary for an employee to receive a verbal or written warning prior to suspension, or a suspension prior to termination.

4. **TERMINATION** - Termination may be imposed for repeat violations, but can also be imposed for first time offenses. A written termination notice will generally be served upon the employee and will be placed in the employee's personnel file. The notice may give the reason for such action, however, as an "at-will" employment relationship exists, "just-cause" is not implied by the stating of a reason in the termination notice. The employee will be asked to sign the termination notice, not admitting guilt, but acknowledging receipt of the termination notice.

Tulare Public Cemetery retains the right to vary from the preceding steps at any time in the disciplinary actions. Because an "at-will" relationship exists, Tulare Public Cemetery may terminate employment, at any time, with or without cause or advance notice. All Tulare Public Cemetery owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned immediately upon termination of employment.

TULARE PUBLIC CEMETERY

DRUG POLICY

DRUG FREE WORKPLACE

Tulare Public Cemetery recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. Tulare Public Cemetery strives to provide for the safety and security of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol abuse by offering support, but not paying for, programs concerned with awareness, intervention and rehabilitation.

MEDICAL MARIJUANA

NOTE that the possession of a Medical Marijuana Identification Card will not insulate you from negative consequences for violating the provisions of this section.

Tulare Public Cemetery has set requirements for the availability of employee assistance programs; has established restrictions on the use, sale and possession of illegal drugs and alcohol; and has identified circumstances for required substance testing. These are outlined below:

USE, SALE AND POSSESSION

In keeping with Tulare Public Cemetery's objective to provide a safe and healthful work environment:

1. The use, sale, consumption, possession or distribution of drugs, controlled substances, cannabis, marijuana or alcohol while on company property or company business is strictly prohibited and will result in discipline up to and including termination.

2. Drugs, cannabis, marijuana or alcohol may not be brought or consumed on any company-owned or leased property (including vehicles) and job-sites. Any employee who is using prescription or over-the-counter drugs or marijuana that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work.

3. Employees will not be permitted to work while under the influence of alcohol, cannabis, marijuana or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances, cannabis, marijuana and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While Tulare Public Cemetery has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties in a safe manner. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to random drug and alcohol testing and if found

to be under the influence of alcohol, cannabis, marijuana or detectable level of prohibited drugs, shall be subject to discipline up to and including termination.

4. Any employee who is involved with off-the-job illegal drug use may be considered in violation of this policy. In deciding what action to take, Tulare Public Cemetery will take into consideration the nature of the charges and employee's assignment and record with Tulare Public Cemetery. In addition, Tulare Public Cemetery will consider any adverse effect the employee's actions may have on its clients, other employees, the public, or Tulare Public Cemetery's reputation and image.

5. Tulare Public Cemetery does not intend to authorize indiscriminate searches of lockers, desks or personal effects on Tulare Public Cemetery's property, but we do reserve the right to authorize searches for illegal drugs, cannabis, marijuana, alcohol, or contraband.

6. Employees in jobs designated as "safety-sensitive" who are undergoing prescribed medical treatment with a controlled substance must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for Tulare Public Cemetery to know treatment is occurring. A determination will be made if the employee's assignment is temporarily affected; the employee's job will not be jeopardized.

EMPLOYEE ASSISTANCE

Tulare Public Cemetery will encourage and reasonably accommodate employees with chemical dependencies (alcohol, cannabis, marijuana or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave.

Tulare Public Cemetery is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, cannabis, marijuana or alcohol use, nor is Tulare Public Cemetery obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are allowed to continue to work for Tulare Public Cemetery following an incident of drug, cannabis, marijuana or alcohol abuse are required to bear the cost of their continued drug testing. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

This policy on treatment and rehabilitation is not intended to affect Tulare Public Cemetery's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

SUBSTANCE TESTING

To support the objective of a drug, cannabis, marijuana and alcohol free workplace, testing for chemical substances is required under the following circumstances:

(1) Pre-employment drug testing as part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or regular full-time positions;

(2) After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after a personal injury resulting in lost time or for an employee whose behavior raises a reasonable suspicion of drug, cannabis, marijuana or alcohol use. A test will also be required after a preventable vehicle accident as defined by Tulare Public Cemetery's management;

(3) Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances; and,

(4) On an unannounced and random basis for employees in specific pre-designated safety-sensitive jobs. These are jobs where even a slight loss of judgment or motor skills could cause serious injury to employees, the public and Tulare Public Cemetery's property. Examples of safety-sensitive jobs include such jobs as commercial drivers, heavy equipment operators, employees concerned with potentially explosive material or high voltage electrical systems, and machine operators controlling machines that affect the safety of themselves and other employees.

Employees who are in safety-sensitive jobs will be notified of this designation, and the testing procedures required by this policy will be explained to them. Specific lists of safety-sensitive jobs will be developed and maintained by Tulare Public Cemetery's management.

The type of test performed will be determined by management based on the best method of common and available tests. If a urine or hair test is used, the following chain of possession procedures will be used.

CHAIN OF POSSESSION PROCEDURES

The supervisor requesting the test shall escort the employee to the independent hospital, laboratory and/or clinic. (The hospital, laboratory and/or clinic will be mutually selected by the employee and Tulare Public Cemetery.) At the time a specimen is collected, the employee shall be given a copy of the specimen collection procedures. The specimen must be immediately sealed, labeled and initialed by the employee to ensure that the specimen tested by the laboratory is that of the employee.

The required procedure for a urine test is as follows

(1) Urine shall be in a wide-mouthed clinic specimen container which shall remain in full view of the employee until split, transferred to, sealed and initialed in two (2) tamper-resistant urine bottles;

(2) Immediately after the specimens are collected, the urine bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the

container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

The required procedure for a hair test is as follows:

(1) A small lock of the test subject's hair (approximately the size of a shoelace tip) taken at the scalp line, shall be placed in a clinic specimen container which shall remain in full view of the employee until split longitudinally, transferred to, sealed and initialed in two (2) tamper-resistant test bottles;

(2) Immediately after the specimens are collected, the hair test bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

DRUG POLICY SUMMARY

While we hope that Tulare Public Cemetery will never have to discuss alcohol abuse, cannabis, marijuana use or drug problems with any employee, it is only fair that every employee understand the consequences of violating this policy. The illegal use, sale or possession of narcotics, drugs, cannabis, marijuana or controlled substances on Tulare Public Cemetery's property or job sites will result in termination of employment. Working under the influence of illegal drugs, cannabis, marijuana or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in administrative action, up to and including termination — even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to administrative action, up to and including termination.

TULARE PUBLIC CEMETERY

GENERAL INFORMATION

CLIENT RELATIONS

It is our purpose to serve our clients to the best of our ability. Always be polite, helpful and prompt in attending to the client's needs.

Employees receiving complaints from a client, whether in person or on the telephone, should immediately report the complaint to their supervisor. Under no circumstances is an employee to argue with a client. Abusive clients should simply be directed to consult with management personnel for a resolution to their problem, and the incident should be reported to a supervisor. Obviously, common courtesy and business etiquette should govern behavior when serving a client.

Remember that the client always comes first. It is they who pay all of our wages. Keep in mind, while they are not always right, they are always treated right. Clients are to be treated courteously and given proper attention at all times. Never regard a client's question or concerns as an interruption or an annoyance. Client inquiries, whether in person or by telephone, must be addressed promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Never argue with a client. If a problem develops or if a client remains dissatisfied, ask your supervisor or manager to intervene.

Through your conduct, show your desire to assist the client in obtaining the help they need. If you are unable to help a client, find someone who can.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

ANSWERS TO YOUR QUESTIONS

Should you have any questions concerning salary, Paid Time Off, leaves of absence, minor complaints or any other matters related to company policy, the person to see is your immediate supervisor.

Should you have questions or problems concerning insurance coverage, wage computation or the like, you are advised to consult with management.

EMPLOYEE COMMITMENT

Tulare Public Cemetery does not impose unreasonable restrictions on an employee’s use of personal time. Other employment in and of itself presents no problem unless the employee’s work with Tulare Public Cemetery is adversely affected.

Side jobs are not permitted unless approved by Tulare Public Cemetery in writing and in no case could it include work that falls under your job classification as an employee of Tulare Public Cemetery.

Employee must agree that while employed by Tulare Public Cemetery, during Tulare Public Cemetery’s normal business hours, employee shall devote their entire productive time, ability and attention to the business of Tulare Public Cemetery. During the period of employment by Tulare Public Cemetery, the employee will not, without Tulare Public Cemetery’s prior written consent, directly or indirectly engage in any employment, consulting, or other activity which would conflict with employment obligations to Tulare Public Cemetery. The following types of outside employment are disallowed:

- Employment that conflicts with an employee’s work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee’s employment with Tulare Public Cemetery;
- Employment that impairs or has a detrimental effect on the employee’s work performance with Tulare Public Cemetery;
- Employment that requires the employee to conduct work or related activities on Tulare Public Cemetery’s property during Tulare Public Cemetery’s working hours or using Tulare Public Cemetery’s facilities and/or equipment; or,
- Employment that directly or indirectly competes with the business or the interests of Tulare Public Cemetery.

CONFLICT OF INTEREST

Tulare Public Cemetery demands all employees maintain the highest level of integrity and objectivity in performing their job duties. Employees are expected to conduct their business dealings with suppliers, vendors and clients in a manner that will avoid any conflict of interest, or appearance of a conflict of interest between the employee’s interests and the interest of Tulare Public Cemetery. Any solicitation of, or requirement of, gratuities or gifts from suppliers, vendors, co-workers or from any other third party is strictly prohibited.

Personal or romantic involvement with a competitor, supplier, supervising employee or subordinate employee of Tulare Public Cemetery, which impairs an employee's ability to exercise good judgment on behalf of Tulare Public Cemetery, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the employee's immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, Tulare Public Cemetery may require whatever corrective action appears appropriate according to the circumstances. A failure to do so may result in disciplinary action or termination of employment.

BUSINESS GIFTS

Without written approval, you are not to accept gifts or gratuities that total more than \$25 value from clients, vendors or other persons who do business with Tulare Public Cemetery.

HOUSEKEEPING

The general appearance of the premises must result from a teamwork effort and your participation is expected. It is your responsibility to keep your work area neat, clean, and organized. Doing so increases your ability to give quality performance in your work and is important to our image with the public. In addition to your work area, please clean up after meals and assist in maintaining cleanliness in restrooms and other public areas.

MEAL & BREAK AREA

A meal and break area is available for your use. You are expected to clean up after eating in this area. Please keep it clean for the next person's use.

SCRAPS AND WASTE

If you have use for any scraps or waste materials and wish to remove them from company premises, you must first obtain written permission from management.

EMPLOYEE TRAINING

Employees are encouraged to continue their formal training and continued education through attendance and participation in approved meetings and seminars, especially those programs which are directly related to operations, activities, and objectives of Tulare Public Cemetery, and which will place employees in a position to improve their job performance. If you attend such a training program or continued education at the specific request of Tulare Public Cemetery, out-of-pocket expenses for meals, lodging, and travel will only be reimbursed to the extent they are pre-approved. Compensation for time in attendance will be based on normally scheduled straight time hours to a maximum of eight (8) hours per day. Attendance beyond the normal schedule will be compensated at the training wage of one and one half (1½) times the minimum wage.

TUITION REIMBURSEMENT

We encourage continuing education and self development in areas which will improve current job performance, prepare employees for broader responsibilities in the future, and assist in the updating of skills and knowledge. The organization may or may not approve tuition reimbursement requests, and each request will be evaluated on a case by case basis. Participation in the program, as well as the maximum amount of reimbursement, must have prior approval.

PERSONAL PROPERTY

Employees are advised not to carry valuables or large amounts of money while on duty. Personal property brought onto the premises should be stored in secured locations; Tulare Public Cemetery is not responsible for loss, theft, or damage.

PERSONAL TOOLS & EQUIPMENT

We provide all needed work tools or equipment. If you choose to use your own tools, you are responsible for their security, maintenance, and replacement. Except as may be covered under our general liability insurance policy, we are not responsible for loss, theft, and damage. To be covered, a current inventory list of your personally-owned work tools and equipment must be on file. No claim will be considered where a loss is the result of your negligence or when no inventory is on file.

INTEGRATION CLAUSE & RIGHT TO REVISE

This employee handbook contains the employment policies and practices in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Tulare Public Cemetery reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, including the policy of at-will employment. However, any such changes must be in writing and must be approved by the President of Tulare Public Cemetery.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements, or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Tulare Public Cemetery as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

SUMMARY COMMENT

This Employee Handbook may not include all the information needed by you. There are some matters which will be specifically addressed in postings, notices, verbal addresses, general and safety meetings and Employee Handbooks supplemental to this one. However, most rules you will be expected to apply to your daily work, beyond those that reflect honesty, common sense and normal procedure for the type of work done, will be provided to you as needed.

You are requested to read all posted notices and instructional material. Hopefully, by explaining these rules which Tulare Public Cemetery expects you to follow, our relationship will be a good one. If at any time you need a clarification of any provisions within the Employee Handbook, please ask. We want your employment to be beneficial to both you and Tulare Public Cemetery.

TULARE PUBLIC CEMETERY

PERSONNEL FORMS

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by Tulare Public Cemetery. Tulare Public Cemetery reserves the right to change my hours, wages and working conditions at any time. I understand and agree, that other than the President of Tulare Public Cemetery, no manager, supervisor or representative of Tulare Public Cemetery has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President has the authority to make any such agreement and then only in writing signed by the President.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Tulare Public Cemetery is employment at-will; employment may be terminated at the will of either Tulare Public Cemetery or myself. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Tulare Public Cemetery and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Tulare Public Cemetery.

Employee's Signature

Date

(Printed employee's name)

PERSONAL LEAVE OF ABSENCE

Employee Name: _____ EE# _____

Job Title: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a personal leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months. Any extension must be requested in writing and will be processed in the same manner as the original request. I also understand that extensions will be granted solely in Tulare Public Cemetery's discretion.

I also understand that if I do not return to work at the end of this period or any extension granted, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery.

I understand that this personal leave is a non-paid leave of absence and the approval of the leave is at the complete discretion of the management. I also understand that this leave of absence request must be made in writing and that any leave of absence granted must also be in writing.

I understand that the leave of absence may cause the dates for purposes of merit review, Paid Time Off and sick pay accrual, if I am eligible, to be adjusted.

I understand that my return to work from a leave of absence is contingent upon an available opening at that time and I will verify that my job is available with Tulare Public Cemetery before reporting back to work.

If my leave is approved, I understand that my health insurance benefits, which are ordinarily provided for by Tulare Public Cemetery, if I am an eligible employee, will be continued for the current month. I understand that an employee of Tulare Public Cemetery covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. I understand that COBRA or Cal/COBRA coverage may be available for all extended periods of unemployment.

I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Approved: _____ From: _____ To: _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ on _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

I also understand that, if I do not return to work at the end of or before the completion of the period, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery. I understand that extensions may not be granted.

This application for leave must be accompanied by appropriate medical documentation which certifies that a leave is necessary.

If the leave is needed to care for a sick child, spouse or parent, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition;
- estimated amount of time the health care provider will provide care; and,
- confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for the employee's own serious health condition, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition; and,
- a statement that the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of his/her position because of the employee's serious health condition.

Before I return to work, I agree to provide Tulare Public Cemetery with appropriate medical documentation which states that I am medically qualified to return to work. I will keep Tulare Public Cemetery informed of the date on which I expect to return to work, and understand that my return to work is contingent on an available opening.

If at the time my leave is approved, and I have group insurance benefits, they will be continued for the current month, and, for pregnancy disability leave, for the approved leave. I understand that an employee of Tulare Public Cemetery covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. Insurance coverage will continue for up to twelve (12) weeks of Family Care Leave.

Date Employee Signature

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Rejected Leave Approved From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____

Tulare Public Cemetery

EMPLOYEE NOTICE

“AT-WILL EMPLOYMENT”

California is a state that recognizes that employment is “at-will.” Tulare Public Cemetery also acknowledges that employment is “at-will.” This means that each employee of Tulare Public Cemetery is employed for an unspecified period of time and that they are free to terminate employment at any time, with or without reason or notice. This also means that the employer is free to terminate the employment of any employee, at any time, with or without reason or notice.

While we hope that our relationship is a mutually satisfying one, we can make no assurances, either expressed or implied, as to the duration of your employment with us or any reason for the termination of employment. An employment agreement for a specified period of time may only be entered into in writing, signed by the employee and an officer of Tulare Public Cemetery.

Tulare Public Cemetery

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by Tulare Public Cemetery. Tulare Public Cemetery reserves the right to change my hours, wages and working conditions at any time. I understand and agree, that other than the president of Tulare Public Cemetery, no manager, supervisor or representative of Tulare Public Cemetery has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President has the authority to make any such agreement and then only in writing signed by the President.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Tulare Public Cemetery is employment at-will; employment may be terminated at the will of either Tulare Public Cemetery or myself. My signature below certifies that I understand that the foregoing agreement on At-Will status is the sole and entire agreement between Tulare Public Cemetery and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Tulare Public Cemetery.

Employee's Signature

Date

(Printed employee's name)

PERSONAL LEAVE OF ABSENCE

Employee Name: _____ EE# _____

Job Title: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a personal leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months. Any extension must be requested in writing and will be processed in the same manner as the original request. I also understand that extensions will be granted solely in Tulare Public Cemetery's discretion.

I also understand that if I do not return to work at the end of this period or any extension granted, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery.

I understand that this personal leave is a non-paid leave of absence and the approval of the leave is at the complete discretion of the management. I also understand that this leave of absence request must be made in writing and that any leave of absence granted must also be in writing.

I understand that the leave of absence may cause the dates for purposes of merit review, Paid Time Off and sick pay accrual, if I am eligible, to be adjusted.

I understand that my return to work from a leave of absence is contingent upon an available opening at that time and I will verify that my job is available with Tulare Public Cemetery before reporting back to work.

If my leave is approved, I understand that my health insurance benefits, which are ordinarily provided for by Tulare Public Cemetery, if I am an eligible employee, will be continued for the current month. I understand that an employee of Tulare Public Cemetery covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I understand that COBRA or Cal/COBRA coverage may be available for all extended periods of unemployment.

I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Approved: _____ *From:* _____ *To:* _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ *Date:* _____

Copy given to employee by: _____ *on:* _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

I also understand that, if I do not return to work at the end of or before the completion of the period, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery. I understand that extensions may not be granted.

This application for leave must be accompanied by appropriate medical documentation which certifies that a leave is necessary.

If the leave is needed to care for a sick child, spouse or parent, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition;
- estimated amount of time the health care provider will provide care; and,
- confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for the employee's own serious health condition, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition; and,
- a statement that the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of his/her position because of the employee's serious health condition.

Before I return to work, I agree to provide Tulare Public Cemetery with appropriate medical documentation which states that I am medically qualified to return to work. I will keep Tulare Public Cemetery informed of the date on which I expect to return to work, and understand that my return to work is contingent on an available opening.

If at the time my leave is approved, and I have group insurance benefits, they will be continued for the current month, and, for pregnancy disability leave, for the approved leave. I understand that an employee of Tulare Public Cemetery covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. Insurance coverage will continue for up to twelve (12) weeks of Family Care Leave.

Date Employee Signature

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Rejected Leave Approved From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____

TULARE PUBLIC CEMETERY DISTRICT'S CODES OF SAFE PRACTICE

SAFETY RULES

In order to maintain a safe and productive work place it is necessary to have rules that govern employees' behavior and job performance. Violation of these rules may result in disciplinary action and possibly immediate dismissal. Please be aware that our firm reserves its right to terminate the employment relationship at any time, for any reason, with or without cause, and with or without prior notice.

We have established Codes of Safe Practices which are specific safety rules which all employees must follow. The following list of safety rules is not a complete list. Your supervisor will provide you with additional information or training as necessary or deemed appropriate.

GENERAL RULES

- You must be at least 18 years of age to operate, adjust or repair any power driven equipment including autos, trucks, edgers, mowers, weed eaters, blowers, forklifts, compactors, slicers, saws, mixers, grinders and similar equipment.
- If you are unsure of how to do a job, ask your supervisor.
- Do not take chances or work without the proper safeguards.
- Work at a speed that is safe for job conditions.
- Watch for hazardous conditions and report them immediately.
- Be sure to report all injuries, no matter how minor, to your supervisor.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are banned.
- Eating, drinking, and smoking are prohibited in all areas except in designated areas.
- At no time will work clothing or equipment that has been contaminated be removed from our firm's property.
- No one will modify a safety device so that it does not perform its intended function.

- Heed all warning signs as they caution you about hazards or conditions detrimental to your safety.
- No one will knowingly perform any act that may result in harm to anyone or company property.
- Eye protection will be worn by all employees when appropriate.
- Individual protective clothing and protective devices will be worn as instructed by a supervisor.
- No equipment will be operated unless all guards and other safety devices are in place and functioning properly.
- All employees are expected to know the location of exits, alarms, fire extinguisher, eye wash stations, safety showers, hoses, and telephones in their work area. This applies to all operating areas, offices, parking and other sites.
- Employees will ensure that they have easy access to alarms, exits, fire extinguisher, electrical panels, eye wash stations, emergency showers, and all other emergency equipment.
- All temporary conditions that present unusual hazards such as excavation, overhead work, or chemical exposure, will be appropriately guarded by the use of ropes, signs and barricades. These guards and warnings will be observed by all employees.
- Possession or use of alcohol or drugs is strictly forbidden on company properties or anywhere on company time.
- The maximum allowable speed for any vehicle on company premises is 10 m.p.h.
- Employees who drive company vehicles will:
 - A. Obey all traffic laws, including speed limits;
 - B. Provide proof of a valid driver's license; and
 - C. Refrain from the use of alcohol before and during driving.

BACK SAFETY

Lifting things and moving them from one place to another is a very simple operation. However, if this operation is done incorrectly, it may cause many injuries.

You can wrench your back or pull a muscle, or crush or pinch your hands or feet.

Learn how to lift and prevent injuries.

- Use the right kind of personal protective gear. Hand protection and safety shoes are a must for most lifting jobs. Some lifting jobs might call for hard hats and goggles.
- If it is too big or too heavy for you to handle alone, get help.
- Check the material for staples, nails, splinters, rough stripping that might injure your hands.

Lifting procedures

- Face the load.
- Put one foot alongside the object, and one foot behind.
- Bend at the knees, let your legs do the work.
- Keep back straight and the load as close to your body as possible.
- Get a good, firm grip with the palms of your hands, while lifting by straightening your legs.
- Avoid twisting as you turn with a load. Shift and turn with your feet instead.
- Don't try to lift something above waist level in one motion. Set the load on a table or bench, then change your grip for lifting higher.
- To put the object down, just follow the lifting procedure, but in reverse.

PROTECTION FROM WILDFIRE SMOKE

Smoke from wildfires contains chemicals, gases and fine particles that can harm health. The greatest hazard comes from breathing fine particles in the air, which can reduce lung function, worsen asthma and other existing heart and lung conditions, and cause coughing, wheezing and difficulty breathing. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

Determine if there is Harmful Exposure

The smallest and usually the most harmful particulate matter is called PM2.5 (solid particles and liquid droplets suspended in air with an aerodynamic diameter of 2.5 micrometers or smaller).

With exceptions, emergency regulation section 5141.1, Protection from Wildfire Smoke, applies to workplaces and operations where the current Air Quality Index (AQI) for PM2.5 particulate is 151 or greater ("unhealthy") and where the employer should reasonably anticipate that employees may be exposed to wildfire smoke. Reference section 5141.1 for details on the scope and application of this regulation.

Section 5141.1 requires employers to determine employee exposure to PM2.5 for worksites covered by this section, before each shift and periodically thereafter as needed. This can be accomplished by any of the following methods:

- Checking AQI forecasts and current AQI for PM2.5 from the following web sources:
- U.S. EPA AirNow
- U.S. Forest Service Wildland Air Quality Response Program
- California Air Resources Board
- Local air pollution control district
- Local air quality management district

Obtaining (by telephone, email, text, other effective method) AQI forecasts and the current AQI for PM2.5 directly from:

- EPA
- California Air Resources Board
- Local air pollution control district
- Local air quality management district

The employer also has the option of measuring current PM2.5 levels with a direct reading instrument, provided it is done so according to the requirements in section 5141.1 on

Protect Workers if the Outside Air is Harmful

Employers must take the following measures to protect workers when the current AQI is 151 or greater:

- Implement a system for communicating wildfire smoke hazards in a form readily understandable by all affected employees, including provisions designed to encourage employees to inform the employer of wildfire smoke hazards without fear of reprisal.
- Training employees according to section 5141.1 Appendix B.
- Implement engineering controls, when feasible, to reduce employee exposure to PM2.5 to less than a current AQI of 151 (or as low as feasible if less than a current AQI of 151 cannot be achieved). Examples include providing enclosed structures or vehicles for employees to work in, where the air is filtered.
- Whenever engineering controls are not feasible or do not reduce employee exposures to PM2.5 to less than a current AQI of 151, implement changes to work procedures or schedules when practicable. Examples include changing the location where employees work or their work schedules.

- Provide proper respiratory protection equipment, such as disposable filtering facepiece respirators (dust masks), other half facepiece respirators, or full facepiece respirators*. See the following webpages and the "Resources" section below for further information on providing respirators to employees.

*To filter out fine particles, respirators must be labeled N-95, N-99, N-100, R-95, P-95, P-99, or P-100, and must be labeled as approved by the US National Institute for Occupational Safety and Health (NIOSH). Full facepiece respirators provide at least five times as much protection from fine particles as half facepiece respirators such as filtering facepiece respirators (dust masks). The employer must provide respirators for employee use on a voluntary basis when the current AQI for PM2.5 is equal to or greater than 150 but less than 500. The employer must require employees to use respirators when the current AQI for PM2.5 is greater than 500.

ALCOHOL, DRUGS AND FIREARMS

The use, possession, transportation, promotion or sale of illegal drugs, controlled substances without a valid prescription, and/or drug paraphernalia by anyone while on Company premises is absolutely prohibited. Except where specifically authorized, the use, possession or transportation of alcoholic beverages, firearms or weapons is also prohibited.

Violation of these rules by an employee while on Company business or premises may result in disciplinary action up to and including discharge and referral to law enforcement agencies. Employees who violate these prohibitions will not be allowed on Company premises and may be referred to law enforcement agencies for their action.

EMPLOYEE PERSONAL SAFETY

- Be in good physical condition before starting work; get adequate sleep.
- Be careful of the hazard of traffic in parking lot, being fully aware of traffic moving in all directions.
- Keep as clean as possible when handling cleaners, chemicals, lubricants or paint.
- Wash thoroughly before meals, especially after handling materials that may be hazardous to your health.
- Wear appropriate clothing for the job to be accomplished. Loose clothing, rings, and jewelry may be dangerous around machinery when in operation.

- All employees should know the location of First Aid Kits and Fire Extinguishers and how to use them.
- Gloves shall be worn at all times when handling rough or caustic materials.

GENERAL WORK AREA

Safe Workplace Conditions

- Report all unsafe conditions to your supervisor or the Safety Officer. A form for that purpose has been provided and you need not fear reprisal for reporting hazards.
- Report all accidents, injuries and illnesses to your supervisor or the Safety Officer.
- Report all equipment that fails to work properly to maintenance, your supervisor or the Safety Officer.
- Means of egress shall be unblocked, well-lighted and unlocked during work hours.
- Aisles and hallways shall be kept clear at all times.
- Become aware of the hazards posed by many common cleaning chemicals.
- Overhead cabinet storage doors must be kept closed except when you are actually accessing cabinets.
- Use only appropriate step stool or ladder to reach overhead storage.
- Use of rubber fatigue mat when standing for extended periods on cement floors.

Fire safety

- Fire extinguisher shall be kept clear at all times.
- Dispose of cigarette, cigar or pipe ashes properly.
- Use nonflammable waste baskets.
- Store oily or solvent-soaked rags in fireproof containers.
- Know evacuation procedures and the location of exits.
- Know the location and classes of fire extinguishers and how to use them.
- Do not store excessive combustibles including paper in work areas.

- In the event of a fire, sound alarm, call 911 and exit to the predesignated safe location.
- Upon hearing the emergency signal, stop work and proceed to the nearest clear exit. Gather at the appointed location.
- Only trained and designated workers may attempt to respond to a fire or other emergency.
- In case of earthquake, stand in doorway, away from glass, until the earthquake subsides.

OFFICE, CLERICAL & ADMINISTRATIVE WORKERS

Safe Workplace Conditions

- Use fingertip guards when handling paper.
- Store pencils and pens points down or flat in drawers.
- Sheath scissors, letter openers, razor blades or other sharp tools before storing.
- Adjust work station so that arms need not be raised during tasks.
- Adapt the components of your work station to minimize musculoskeletal injury, including adjustable equipment to the extent feasible.
- If you use a computer, adjust your Video Display Terminal (VDT) and keyboard work stations, to the background and lighting.
- Request a "no glare" screen for your VDT if needed.
- Consider background lighting levels and other measures to reduce vision strain when setting up your work station.
- VDT screen, keyboard and 10-key positions should be adjusted for comfort.
- VDT screens should be placed approximately 12 to 18 inches from your face, just below eye level.
- Use a cushioned shoulder pad on telephone handset to ease neck strain.
- Chairs should be adjusted for comfort with foot rests provided by management where needed.
- Sit with back straight and head level. Feet on the floor or a footrest and backs of knees at a 90 degree angle and slightly higher than the chair seat.
- The lower back should be supported to allow for a natural inward curve.

- Ensure that your work station has adequate electrical outlets to prevent overload and fire.
- Keep electrical and VDT cords and cables restrained and out of aisles.
- Cover electrical cords with floor guards to prevent tripping.
- Uneven floor coverings should be secured or reported for repair.

Safe Work Practices

- Workplaces shall be kept free of debris, floor storage and electrical cords.
- Take breaks away from video display terminals to rest eyes.
- Maintain adequate aisle space.
- Exercise caution in moving about the office.
- Open file cabinet and desk drawers one at a time and close them before leaving and when work is finished.
- Care should be exercised in closing file and desk drawers to avoid pinching your fingers or those of other employees.
- Use care to avoid striking sharp edges of furniture.
- When carrying loads, care should be exercised to avoid back injury, overexertion and strain.
- Lifting and carrying cartons of computer paper calls for safe lifting techniques.
- When opening cartons of computer paper, hold and operate blade away from you.
- Request assistance when lifting awkward or heavy items.
- Do not stack bankers boxes over 5 boxes high. Unstable boxes should be secured.
- Seek eye and vision care and use rest periods provided to relax eyes and body.
- Vary work to avoid repeated actions for prolonged periods.
- Follow training in preventing problems associated with VDT use and repetitive motion syndrome.
- Reduce possibility of stress by talking with supervisor job related problems. Seek guidance for unresolved work related or personal problems.

OFFICE EQUIPMENT

Filing Cabinet

- Close cabinet drawers when not in use.
- Do not open more than one drawer at a time.
- Place cabinets so that drawers do not open into aisles.
- Load cabinets starting from the bottom for stability.
- Secure cabinets to wall or floor.
- Use handles to close drawers to avoid catching fingers.
- Avoid overfilling cabinets to prevent paper and staple cuts.
- Do not keep heavy objects on top of tall filing cabinets.

Photocopier

- Do not attempt to operate the photocopier without first reading the operating instructions and warning placards.
- Keep all loose clothing away from operating parts of photocopier machine.
- Keep hands clear of heated fuser rollers.
- Do not use flammable aerosol products such as spray adhesives near the photocopier.
- Turn the photocopier off before you clean the interior to avoid damage to printer and personal injury to yourself.
- Do not open access door when photocopier is running.
- Never remove access cover or work near exposed electrical parts while power is connected.
- Do not attempt to clear a paper jam from machine without first shutting off or unplugging the photocopier.
- Lifting and carrying cartons of copier paper calls for safe lifting techniques.
- When opening cartons of copier paper, hold and operate blade away from you.

Paper Shredder

- Do not attempt to operate the shredder without first reading the operating instructions and warning placards.

- Keep all loose clothing away from shredding machine.
- Keep hands clear of shredding rollers.
- Do not attempt to clear a paper jam from machine without first unplugging the shredder.
- Do not allow any liquid to be poured into shredder or shredder waste bags.
- Do not force feed the machine as it could cause a jam.
- Empty and replace shredder waste bags when they become filled.

Stapler & Paper Cutter

- Ensure that protective covers are in place before operating paper shear or paper cutter.
- Blade on paper cutter to be kept in down & locked position when not in use.
- Do not put fingers in danger when cutting small items in paper shear or paper cutter.
- Maintain firm grip on blade handle.
- Do not cut too many papers at once.
- Do not attempt to operate the stapler without first reading the operating instructions and warning placards.
- Keep all loose clothing away from stapler.
- Keep hands clear of stapler operating head.
- Do not attempt to load stapler without first unplugging the stapler.
- Do not attempt to remove a jammed stapler without first unplugging the stapler.
- Do not force feed the machine as it could cause a jam.
- Do not allow staples to clutter other electrical equipment as it can short out electrical circuits.
- Use a staple remover to remove staples.

Letter Opener & Postage Machine

- Ensure that protective covers are in place before operating letter openers and postage machines.
- Do not put fingers in danger when using letter openers and postage machines.
- Do not put hand into rubber, cam-feed mechanism, causing abrasion or bruising.

- Do not attempt to operate letter openers and postage machines without first reading the operating instructions and warning placards.
- Keep all loose clothing away from letter openers and postage machines.
- Keep hands clear of cutter on letter openers.
- Do not attempt to remove a jam in letter openers and postage machines without first unplugging equipment.
- Do not force feed the machine as it could cause a jam.

MOWING

Much of mower safety, as well as the operation of any equipment, is common sense and good judgement. The following is an important list of rules and safety precautions to follow in the operation of push and ride-on mowers:

- Be thoroughly familiar with any mower before attempting to operate it.
- Read the operation manual on each piece of equipment.
- Make sure you are checked out on any mower by an experienced employee before attempting to operate it.
- Always look over your mowing area before starting.
- Be sure your working areas are free from dangerous objects and miscellaneous debris as rotary mowers can throw a foreign object a significant distance.
- Avoid mounds, rocks, etc. which could be hazardous to operator and equipment.
- Steep slopes should be avoided.
- Avoid extremely wet areas.
- Be constantly alert for overhanging limbs, etc. which could cause injury to operator.
- Always operate the equipment in a safe and reasonable speed.
- Excessive speed is hazardous to equipment and extremely dangerous.
- Wear protective clothing when appropriate.
- Goggles, gloves, work shoes, can be extremely important in certain areas.

- Avoid loose fitting clothing which can be caught in machinery.
- Make all adjustments and repairs to mower only when engine is shut off, and plug wire is disconnected.
- Keep mower in safe operational condition by having all guards in place and proper maintenance after each usage.
- Avoid areas where the public is at an unsafe distance from mower operation.
- Always be alert to any potential dangers and use common sense and good judgment when operating any mower.

ASPHALT SAFETY

Asphalt is a strong adhesive used for road paving, roofing tar, roll-roofing, roofing felt, shingles, pipe covering, floor tile, waterproofing, and many other products and processes. Asphalt is a dark brown or black substance derived from crude oil. It may be a solid, a semi-solid, or a liquid. Other names for asphalt include road tar, road binder, mineral pitch, petroleum pitch, petroleum asphalt, and seal-coating material.

Asphalt is often mistakenly confused with "tar," "coal tar," or "pitch" because the appearance is similar and the substances may be used interchangeably in many industrial processes. Tar and pitch are derived from coal products that are chemically and physically different.

There are two main types of asphalt: straight-run asphalt or asphalt cement and air-blown or oxidized asphalt. Straight-run asphalt is used for paving roads, airport runways, and parking lots. Because of its solid to semi-solid nature, it must first be "cut" with a solvent to bring it to a more liquid state; this is known as cut-back asphalt. Highway workers are most likely to use straight-run asphalt. Air-blown asphalt has a high softening point and is used primarily in roofing, pipe covering, and similar situations.

Health effects from exposure to asphalt fumes can include headache, skin rash, sensitization, fatigue, reduced appetite, throat and eye irritation, cough, and skin cancer. Exposures to various chemical components of asphalt fumes are addressed in specific standards for general industry, such as the use of personal protective equipment (PPE).

Hazards:

Primary hazards of asphalt:

- fire and explosion hazards, and
- health hazards associated with skin contact, eye contact, and/or inhalation of fumes and vapors.

Fire Prevention and Control:

Since asphalt products are often stored and handled at elevated temperatures, fire prevention is extremely important. It is made from petroleum products and is usually heated between 150-200 degrees F. One of the greatest hazards in handling hot asphalt is exposure to a source of ignition. Sparks, electricity, open flames, incandescent material (lighted cigarette), or other possible ignition sources should be prohibited or otherwise strictly controlled in the vicinity of asphalt operations.

Distributors

Asphalt that is applied while at temperatures above flash point is especially vulnerable to combustion. For example, applying a prime coat with a distributor involves using cutback asphalt heated above its flash point. If a fire is initiated at the spray bar it may spread through accumulated asphalt deposits on the distributor chassis and destroy the vehicle. Therefore, asphalt distributors should be kept clean and free from asphalt accumulations.

Before spraying begins, the burners must be shut off. If practical, the hot parts of the burner should be permitted to cool.

Exterior parts of the distributor truck exhaust systems should be kept clean by wire brushing to remove debris that could ignite and fall in the path of the spray-bar.

When spraying is in progress, there is always the danger of a fire starting from a cigarette or match thrown down by a passerby. It is advisable to post a warning with the traffic signs indicating roadwork ahead and that spraying operations are underway.

A distributor spray-bar fire can be put out quickly if dealt with in the early stages. The spray-bar must be shut off at the earliest possible moment by closing the spray valve, or, if necessary, by stopping the pump.

To help ensure success, the distributor crew should be trained to put out this kind of fire. Dry chemical or carbon dioxide extinguishers should be stored in the cleanest place on the vehicle, preferably in the cab. A second extinguisher should also be available in case the first fails to operate.

Asphalt will support combustion if overheated in the presence of an adequate air (oxygen) supply. Some asphalt cements and air-blown asphalts are not combustible until heated above 232 °C (450 °F).

The combustibility of asphalt varies with the type and amount of solvent. Therefore, rapid-curing cut-backs are the most susceptible to combustion because their solvents have flash points near those of gasoline and naphtha. Medium curing cutbacks contain solvent with a flash point near that of kerosene. Slow-curing cut-backs contain oil of lower volatility and higher flash point as a solvent, and

therefore these cutbacks are the least susceptible to combustion.

Asphalt cements and oxidized asphalts require heating to high temperatures for transfer and application. The resultant high temperature materials can cause severe burns, and precautions are necessary to prevent injury. Emulsified and cut-back asphalts may also be heated sufficiently to cause severe burns on contact.

Personal Protective Equipment

OSHA requires employees to use personal protective equipment (PPE) to reduce exposure to hazards when engineering and administrative controls are not feasible or effective.

PPE is necessary to protect against asphalt burns and irritation. In addition, many of the solvents used to cut asphalt can be absorbed through unprotected skin into the bloodstream, where they can travel throughout the body and cause damage to many different organs.

PPE recommended with heated asphalt:

- Chemical goggles and a 200 mm (8 inches) minimum sized face shield.
- Loose clothing in good condition with collars closed and cuffs buttoned at the wrist.
- Thermally insulated gloves with gauntlets that extend up the arm and worn loosely so that they can easily be flipped off if covered with hot asphalt.
- Boots with tops at least 150 mm (6 inches) high and laced without openings.
- Pants without cuffs which extend over the tops of the boots.
- Safety shoes at least 15 centimeters (cm) high and laced.
- Barrier creams and lotions leave a thin film on skin and act as a barrier against skin irritants worn with protective clothing.
- Long handled sprayers with flexible hoses should be used when emulsified asphalts are applied by hand for tack coats, or when cut-back asphalts are applied by hand for prime coats.

First Aid

Whenever a person is injured from exposure to asphalt fumes, cold asphalt, or hot asphalt, obtain first aid/medical attention immediately. To prevent the possibility of future medical complications, have the victim examined by a physician even if the injury does not appear to be serious.

Asphalt Fumes

- Move victim to fresh air.
- Administer oxygen if breathing is difficult.
- Start artificial respiration if breathing stops.
- Have victim examined by a physician.

Cold Asphalt

- Remove cold asphalt from skin with waterless hand cleaner [warm mineral oil 43 °C (110 °F) can also be used].
- Wash skin thoroughly with soap and water.
- Remove contaminated clothing and shower victim at once.
- Flush out contaminants from eyes for at least 5 minutes with water, lifting upper and lower eyelids occasionally.
- Have victim examined by a physician.

Hot Asphalt

- Apply cold water or ice pack to asphalt skin burns.
- If burns cover more than 10 percent of body (about equal to surface of one arm or one half a leg) apply lukewarm water, or warmer if needed to alleviate pain, but heat in the asphalt must be removed as rapidly as possible.
- Do not remove asphalt from skin.
- Do not bandage burn.
- Have victim examined by a physician.
- Safe Work Procedures

Training

All workers who can be exposed to asphalt fumes should be trained about hazards and safe work procedures. This training should include specific information about the solvents used in mixing the asphalt.

Material Safety Data Sheets (MSDS) should be made available to each employee assigned to work with or near asphalt processes. The MSDS should include specific information on the solvents present in the asphalt mix and should list all pertinent information including flashpoint, boiling point, acute and chronic effects of all chemical ingredients in the solution, recommended PPE, as well as other fire and emergency cleanup information.

ENGINEERING CONTROLS

Substitution

The best method of controlling exposure to asphalt fumes and solvent vapors is to substitute a safer asphalt mix. If explosion hazards are a problem in a paving operation, MC-250 may be substituted for RC-250. The flashpoint of the mix is nearly doubled, which means that the mix is less likely to ignite. If the toxicity of the chemical is a problem, the employer may be able to order an asphalt mixture which contains a less toxic solvent (for example, using toluene instead of benzene).

Enclosure

Enclosing the process where the asphalt is used is not possible in road paving and roofing operations. It may, however, be possible for smaller operations such as pipe covering processes.

Mechanization and Automation

Certain parts of asphalt processes may be mechanized. For example, stirring asphalt in a tar kettle exposes the worker to asphalt fumes, solvent vapors, and potentially severe burns; mechanical devices can accomplish this task without exposing the employee to such risks.

Local Exhaust Ventilation

Local exhaust ventilation may be an effective way to control worker exposure to fumes and vapors, particularly in areas where enclosure of the operation is impossible.

General Dilution Ventilation

General dilution ventilation involves flooding a work area with uncontaminated air in an attempt to remove contaminants from the worker's breathing zone. The use of fans and blowers set up for this purpose, however, is often not adequate to remove the contaminants. This is generally not the most effective way of removing contaminants from the worker's breathing zone, but may be used to supplement local exhaust ventilation.

Respiratory Protection

While engineering controls are the preferred method for controlling worker exposure to fumes and vapors, respirators should be worn where this is not possible. In selecting the proper respirator, it is important to know all of the hazards to which workers may be exposed. A NIOSH-approved dust respirator will control exposure to asphalt fumes, but will do nothing to protect the worker against exposure to the toxic vapors given off by the solvent in the mix. In situations where vapors are concerned, the minimum requirement would be for a full-face mask respirator with organic vapor and particulate cartridges. Because of the possibility of eye irritation a half-face mask respirator would be inadequate.

Asphalt Safety Reminders

- When working with any asphaltic material, avoid prolonged contact of the material with skin.

- Excessive breathing of asphalt materials should be avoided.
- Wear PPE (heavy work gloves, old clothing, protective shoe, etc.) to protect against asphalt spatters.
- When chipping or chiseling old blacktop, wear eye protection.
- Also, don't chisel with a carpenter's hammer, because it isn't designed for this type of job and may chip; use a hand-drilling hammer or machinist's hammer.
- Keep all asphalt materials away from high heat. Keep solvent-thinned materials away from open flames.
- Close containers after each use.
- Always follow the manufacturer's instructions for the product being used.

Remember to practice safety, don't learn it by accident.

READY MIX TRUCK SAFETY

Ready Mix Driver Safety

Ready Mix truck drivers are responsible for safely delivering concrete to the worksite and maintaining the quality of the concrete during transfer from plant to site. Ready mix concrete trucks vary in size and design, and a fully loaded truck may weigh as much as 70,000 pounds and contain as much as 11 cubic yards of concrete.

Special Note:

Vehicle accidents continue to be the leading cause of injuries and fatalities in the workplace every year. Additionally, the weight and size of ready mix concrete trucks make them laterally unstable and slow to stop. As a professional driver, it is your responsibility to be well rested and focused on the task at hand before starting your shift.

Occupational Hazards for ready mixed concrete truck drivers:

Slips, trips, and falls from truck equipment, elevated work stations, and walking surfaces. Falls account for roughly 50% of injuries to ready mix truck drivers. Hazards include slippery surfaces, unstable footing, damaged ladders and walkways, and unsure hand and footholds during climbing and descending. These hazards may occur at the plant, or at the delivery site.

- Use a good three point climbing technique whenever working on equipment. Only climb where;
- proper hand and footholds are provided, and keep them clean and free of mud and cement;

- Never reach around the guard at the top opening of the mixer drum while washing down or checking slump;
- Inspect cab and rear ladders for loose fasteners during your Pre Trip Inspection (PTI); and,
- Never stand on your chutes to access the rear of the mixer apparatus – Instead, use an elevated platform with stairways and guardrails.

Mechanical Hazards during equipment operations, such as handling the load-out chute, can cause pinch point injuries to the hands and fingers, or being struck by swinging parts and falling material and equipment. Moving mixer parts also pose entanglement hazards to the operator.

- Never place your hands in a pinch point when handling chutes;
- Ensure all machine guards are in place and secure;
- Never wear loose or baggy clothes; and,
- Always put on your hard hat and safety glasses before leaving the cab.

Ergonomic Risk Factors include whole-body vibration from driving the trucks, awkward and fixed postures, extremes in temperature (cold and hot), and repetitive twisting of the back and neck. Work-related stress impairs work performance and has shown to cause numerous health problems and has been linked to chronic work related musculoskeletal disorders. Remember to minimize lifting activities and awkward postures when possible. Always use proper lifting techniques and don't be afraid to ask for help when lifting heavy objects.

High Levels of Noise Exposure may put drivers at risk for noise-induced hearing loss. Wear hearing protection if needed. (Never wear hearing protection while driving.)

Confined Space and Silica Dust

Concrete residue removal from the mixer drum expose workers to excessive noise, silica dust, and confined space hazards such as oxygen deficiency, accidental start-up, and heat stress. Drivers may also be exposed to silica dust during drum loading operations at dry mix plants. Exposure prevention is handled simply by remaining in the cab during the load out process.

Chemical Exposures:

Drivers may have skin contact with concrete and admixtures which contain irritants and sensitizing materials. Cement products are highly alkaline by nature and concrete contains materials that may cause skin irritation and allergic reactions once sensitized. Eye injury from splash hazards may occur during loading or unloading operations.

- Use proper personal protective equipment such as eye protection and gloves when working with concrete;
- Be aware of hand washing and eyewash stations at the plant. On the job wash with clean water as soon as possible when exposed to concrete;

- Familiarize yourself with the revised GHS pictograms symbols for hazardous material used in ready mixed operations.

Site workers should plan ahead:

- Avoid backing trucks in whenever possible!;
- Remove hazards before trucks arrive;
- Walk the jobsite looking for access problems;
- Use proper hand signals;
- Help with people & vehicle traffic;
- If you can't see driver in mirror they can't see you. Drivers are instructed to stop!
- Check for overhead wires before moving mixer truck into position.
- Assist driver if having to back into traffic or congested area. If in doubt, have driver stop!
- Don't get between our truck and a solid object (wall, post, pumps.);
- Lighting for all night work areas.

Wear Proper PPE (personal protective equipment) when working with wet/dry concrete. When working around concrete or concrete trucks wear:

- Hard hats;
- Safety Glasses with side shields;
- Bright/Reflective clothing or vests;
- Long sleeve shirts when finishing concrete;
- Gloves; and
- Rubber boots or waterproof boots.

WARNING CONCRETE CAN BURN YOU!

- Corrosive-causes severe burns;
- Toxic-Harmful by inhalation. (May Contain Crystalline Silica);
- Use proper engineering controls, work practices, and personal protective equipment (PPE) to prevent exposure to wet or dry product. Read SDS for details.

Other Precautions:

- Thoroughly wash concrete off of skin;
- Use respiratory protection for cutting/grinding/chipping or breaking dried concrete; wetting the concrete may reduce dust and potential silica exposure; and,
- If concrete gets in your eyes - flush eyes for a minimum of 15 minutes and seek professional medical treatment for possible abrasions or burns.

Equipment:

- Driver will fold/unfold/attach and remove all truck chutes:
- Serious injury or death may result due to improper handling of the chutes;
- While placing concrete - maintain control of the chute swing at all times:
- Do not let go of the chute until you verify the lock is engaged;
- Do not operate chute or drum controls without direct authorization of the mixer driver;
- Do not climb on the mixer truck;
- Truck water is not considered potable for drinking;

- Know the hazards and precautions of all equipment on jobsite that you work around including: pumps, cranes, buckets, heavy equipment, etc.

ASPHALT PLANT SAFETY

General Rules

- Wear your hard hats, work boots, and safety glasses at all times while you are working in the plant.
- Do not wear loose clothing and dangling jewelry while you are working in the plant.
- Immediately clean up all oil, water and grease spills.
- Follow all additional safety instructions, warnings, signs, procedures and rules as written, posted, or communicated.

Job-Specific Rules

Maintenance Crew:

- Wear Asbestos-Free High Temperature Gloves when making repairs to hot equipment.
- Turn the power switch of the equipment that is to be repaired to "off," and apply locks and tags to the equipment breaker switches, before beginning repairs on that item of equipment. The repair person must keep the keys throughout the entire repair operation.
- Use the soap solution provided to wash the Pug Mill; do not use any cleaning oil. A fire can be started with the hot aggregate and the oil residue which may have been left after cleaning.
- Wear dust masks while working on or performing maintenance on the bag house.
- When repairing or inspecting asphalt tanks and containers, bring a fire extinguisher to the repair location so that it can be on the spot (within 24 inches of reach) for easy access.

Crusher Operator and Cold Feed Operator:

- Do not remove or alter any safety guards on conveyors, shafting, gears, couplings pulleys or any other moving machinery .
- Wear ear plugs and dust masks at all times while working on the crusher or cold feed machines.

Lab Personnel:

- Employees must wear latex gloves when working in the lab.

- Always wear Asbestos-Free High Temperature Gloves when using the lab ovens or kilns.
- Always wash hands, using soap and water, after working in the lab and before leaving the lab.
- Do not eat or drink in the lab.
- When handling equipment containing radioactive materials, like the Troxler Nuclear Gauge, the employee must wear, throughout the work day, the film badge issued to him or her. Do not use another employee's badge; this will cause false dosage reports, which may result in overexposure to radiation.

Truck Drivers:

- Only truck drivers are allowed to operate the trucks.
- If the truck is stuck in dirt, sand or mud, do not allow another vehicle to push the truck; dismount the vehicle and find the tow truck operator to pull the truck out.
- Remain in the cab of the truck throughout the entire loading operation (especially when loading from silos).
- Do not use diesel fuel or any other cleaning oils to wash the truck beds; use the soap solution provided for this purpose.

Front End Loader Operator:

- Only the front end loader operator is allowed to operate the front end loader.
- Do not carry passengers on the front end loader.
- To avoid "tipping," do not exceed the manufacturer's load rated capacity posted on the arm of the front end loader.
- Do not lift the front end loader bucket over another person.
- Never leave the front end loader unattended while the motor is running.

OPENING & CLOSING GRAVES

- Select the proper tools for digging and make sure that are in good condition (sod cutters, spade, shovel, pick, etc).
- When possible, two men should be assigned to open a grave. This will lessen the amount of fatigue on one man and reduce the possibility of, strains.

- When opening a double depth grave, a ladder should be used when necessary for entering and exiting the grave. Jumping into a grave that is over 4' deep is discouraged.
- The use of shoring devices and jacks are recommended for double depth openings when soil conditions are such that a cave-in is possible. (Two men are always required for hand digging of double grave.)
- When digging with the backhoe, observe all heavy equipment safety precautions and make sure the backhoe is secured and balanced. Only qualified employees will operate the backhoe.
- Lowering devices and the placing of sectional liners require at least two workers and the proper methods of lowering and carrying of heavy objects should be practiced at all times.

CEMETERY DEPARTMENT

- Before beginning work check service board for time and locations of days funerals and compare with your working area.
- When working in the vicinity of where a funeral is to take place, as soon as the procession comes into view, stop all equipment and move to an area not in view of the people, or assist in parking vehicles then leave the area.
- Do not congregate with other employees during the service. Stay near your equipment or area of work but out of sight.
- At least one employee will meet the service, collect the Interment Permit and assist or oversee placement of the casket.
- At least one employee will stay near the service to watch over and assist in the proceedings if needed. (i.e.; lowering of casket)
- When the service is concluded, (usually there is a final prayer and the people begin moving around) resume your work, but at a respectable distance.
- The main priority of the Cemetery District is burial services. The courteous and considerate treatment of bereaved families and visitors is all that will be tolerated. Failure to comply or act as outlined above will result in disciplinary action up to and including termination.

VALLEY FEVER AWARENESS

Valley fever represents a substantial public health problem, the true burden of which likely remains under-recognized. The clinical presentation of this disease is often non-specific, and increased awareness among clinicians, particularly those involved in primary care, about the disease is essential in order to ensure that patients with Valley fever receive a timely and accurate diagnosis. Clinicians should maintain a high clinical suspicion for Valley fever in patients who live in the endemic region or who have traveled to these areas. Although only a small proportion of patients with Valley fever develop pulmonary complications or extra thoracic dissemination, it is important to identify these complications as early as possible. For the other patients, most coccidioidal infections are uncomplicated.

The five steps—Consider the diagnosis, Order the right tests, Check for risk factors, Check for complications, and Initiate management (COCCI)—are a simple way for generalists to identify those with complications and to manage uncomplicated infections without specialty referral

Valley fever awareness training will be required for employers who have employees working in counties where valley fever is highly endemic. Training will provide awareness of the fungal infection annually before an employee begins work that is “reasonably anticipated” to expose the employee to the fungus.

Work that is reasonably anticipated to create exposure includes:

- Digging
- Grading
- Other earth-moving operations
- Vehicle operations on dirt roads or in high winds in one of the counties specifically identified

Symptoms and Signs of Valley Fever include:

- Fatigue
- Night sweats
- Cough
- Chest Pain
- Dyspnea
- Hemoptysis
- Headache
- Arthralgias
- Fever
- Weight Loss

MATERIALS HANDLERS

Safe Workplace Conditions

- Hand carts and other mechanical stock handling equipment shall be available for heavy loads.
- Only cutting devices in good condition shall be used by employees.

- Spills shall be cleaned up immediately; floors shall be maintained in a clean, dry condition free of oil.

Safe Work Practices

- Exercise care in use of cutting devices.
- Do not attempt to lift or move more than you can handle comfortably.
- Exercise care, use proper lifting techniques and avoid overexertion. Back injury prevention training is necessary for employees in this job category.
- When lifting heavy or bulky items manually, keep your back straight and lift with leg muscles. Avoid twisting the body when carrying loads.
- Use hand carts or other handling equipment for heavy loads.
- Employees shall consult MSDS’s if they do not know the hazards associated with chemical spills.

Personal Protective Equipment

- Employees shall wear proper protective equipment when performing cleanups of chemical spills.

DRIVERS

Safe Workplace Conditions

- Comply with all traffic rules and regulations. Failure to follow established operator rules may result in discipline.
- Have specific knowledge of the safe and proper operation of the vehicle before operating the vehicle.
- You are responsible for the mechanical integrity of the vehicle.
- All defective systems must be reported to your supervisor before operating the vehicle.
- Drivers that drive a mechanically deficient vehicle may be responsible for any citation issued for that deficiency.
- Windows and mirrors must be kept clean. Vehicles that have major safety deficiencies shall not be driven.
- Because the backing of vehicles can be dangerous, you are required to be able to see behind, before backing.
- If the view is obstructed, and unsafe to do so, exit the vehicle to make sure it is safe to back.

- When people are in the area, sound the horn with three short blasts, before backing (unless vehicle is equipped with an automatic back-up alarm.)
- The use of the horn does not reduce the responsibility of the operator of backing in a safe manner.
- Avoid parking on hills. If unavoidable; use the parking brake and turn the wheels into the curb if headed down hill and out from the curb if headed up hill.
- Place a chock block on one wheel on the downhill side.
- In any condition when the vehicle is not clearly off the roadway, warning devices must be used.
- Be sure not to use flares in areas that could cause fires.

Safe Work Practices

- Seat belts and shoulder harnesses shall be worn at all times.
- Do not exceed the speed limit safe for conditions.
- Practice defensive driving.
- Park in legal spaces and do not obstruct traffic.
- Do not consume alcoholic beverages or use any intoxicating substance prior to or during work.
- Vehicle should be locked when unattended to avoid criminal misconduct.
- Park in well-lighted area and/or near entrances to avoid criminal misconduct.
- Look for unrestrained dogs in yards and on the grounds of delivery and service sites.
- Use proper lifting techniques and avoid overexertion when lifting packages.
- A hand cart shall be used for heavy loads.

MAINTENANCE & JANITORIAL WORKERS

Safe Workplace Conditions

- Extension cords must be grounded and attached to a protected outlet.
- Electrical cords must not be allowed to become wet or rest in water.
- Automatic floor buffer & vacuum machines must be treated with the respect due any portable power tool.

- Grinding and sanding wheels shall be equipped with properly adjusted safety shields and tool rests.

Safe Work Practices

- Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the maintenance supervisor.
- Only qualified employees designated by the maintenance supervisor are permitted to work on energized circuits.
- Welding must be done with proper ventilation.
- Parts being welded must be clean and dry.
- Employees must not climb to heights where falls are possible without use of approved ladders and safety belts.
- Employees shall exercise care in lifting, torquing and similar strenuous work consistent with training (back injury prevention training is required for maintenance employees).
- Use CAUTION/WET FLOOR safety signs and cones at wet floor locations, positioning cones on both sides of the hazard as soon as possible.
- Know how to clean up and properly dispose of broken glass and oily spills.

Personal Protective Equipment

- Employees must wear chemical protective gloves when degreasing parts.
- Employees must wear proper welding protection including goggles, spark proof head gear, aprons and gloves when appropriate.
- Welders must erect protective shields during welding when other unprotected employees might be exposed to welding hazards.

HOUSEKEEPING

- All work areas shall be cleared of unnecessary obstacles.
- Ensure proper lighting when working.
- Always return materials to their proper places. Ensure that your work area is clean and safe when you leave it.
- Pick up objects and wipe up spills from the floor.
- Do not carry loads over which you cannot see.
- Use step ladders or step stools for high reaching.

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- Always wear protective goggles, hearing protection or face shields where there is any danger of loud noises, flying particles or corrosive materials.
- Be certain to wear approved safety glasses at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns.
- Be certain to wear approved safety glasses at all times in areas where there is a risk of eye injuries or injurious light rays inherent in the work or environment.
- If you need corrective lenses (glasses or contacts) while working in environments having harmful exposures, use only approved safety glasses, protective goggles or other medically approved precautionary procedures.
- Please use protective gloves, aprons, shields, and other means provided for protection from cuts, corrosive liquids and chemicals.
- Be certain to wear a hard hat while working in areas where there is a danger of falling objects.
- Make sure that your hard hats are periodically inspected for damage to the shell and suspension system.
- Be certain to use appropriate foot protection where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects or crushing, penetrating actions.
- Make sure to use approved respirators for regular or emergency use where they are needed.
- Please maintain equipment in a sanitary condition and keep it ready for use at all times.
- Maintain your eye wash facilities and quick drench shower within your work area where there is a chance of exposure to injurious corrosive materials.
- Keep special equipment needed for electrical workers available where it is needed.
- When eating lunch on the premises, eat in areas where there is no exposure to toxic materials or other health hazards.
- Be certain to use protection against occupational noise exposure when sound levels exceed those of the Cal/OSHA noise standard.

LADDERS

- Check your ladder to make sure it is in good condition, that joints between steps and side rails are tight, that all hardware and fittings are securely attached and moveable parts are operating freely without binding or undue play.
- Check the ladder for weak or damaged rails and loose or broken rungs. Those ladders which develop defects shall be withdrawn from service for repair or destruction and shall be tagged or marked "Danger, Do Not Use." Do not makeshift a ladder.
- All ladders shall be equipped with non-slip bases suitable to the bearing surface. Non-slip bases are not intended as a substitute for care in safety placing, lashing or holding a ladder that is being used on oily, metal, concrete or slippery conditions.
- The top rest of the ladder shall be rigid and shall have ample strength to support the applied load. Ladders shall not be placed in front of doors unless the door is blocked open, locked or guarded.
- No employee shall be permitted to stand on or work from the top 3 rungs of any ladder unless there are structural members that provide a firm handhold or the worker is protected from falling by an approved safety belt.
- All ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter the assembled length of the ladder.
- While climbing, face the ladder and use both hands.
- Do not carry equipment or materials which prevent the safe use of ladder.
- Stay within safe limits of balance and never shift a ladder while your weight is on it.
- When using portable rung ladders to gain access to elevated platforms, roofs, etc., the ladder must extend at least 3 feet above the elevated surface.
- When portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, and tied blocked, lashed or otherwise securely held in place.
- Metal ladders shall not be used when working on or near electrical equipment. Portable metal ladders must be legibly marked with signs

reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording.

- Ensure that your hands and the bottoms of your shoes as well as the rungs and steps are free from dirt and grease before climbing a ladder.
- Wooden ladders shall not be painted or protected with other than a transparent material. Do not use a wooden ladder that has been painted.
- Do not use as a step the top step of stepladders or the top 3 rungs of a ladder.
- Do not place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded.
- Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.
- Do not use ladders as guys, braces, skids, supports, gin poles, or for other than their intended purpose.
- Only adjust extension ladders while standing at the base, not while standing on the ladder or from a position above the ladder.
- Ladders shall be stored in such a manner as to provide ease of access or inspection, and to prevent danger of accident when withdrawing a ladder for use.
- Ladders shall be stored at a location where they will not be exposed to the elements but where there is good ventilation. Wood ladders shall not be stored near radiators, stoves, steam pipes, or other places subjected to excessive heat or dampness. Rungs will be kept free of grease and oil or any other product that could result in slippery conditions.

**TOOLS
General**

- Only qualified persons are to use tools and equipment.
- Do not operate any tool without proper instructions.
- Some activities will require permits before starting work.
- Tools and equipment must be in good condition and maintained in such condition.
- Tools or guards are not to be altered.
- Tools are to be used only for their designed purpose.
- Personal tools are subject to inspection at any time.

Hand Tools

- Every tool was designed to do a certain job; use a tool only for its intended purpose. Every tool needs care!
- Keep your hand tools in peak condition-sharp, clean, oiled, dressed, and not abused.
- Worn tools are dangerous, e.g., the "teeth" in a pipe wrench can slip if worn smooth; an adjustable wrench will slip if the jaws are sprung; hammer heads can fly off loose handles.
- Tools subject to impact (chisels, star drills, and caulking irons) tend to "mushroom." Keep them dressed to avoid flying spalls. Use tool holders.
- Don't force tools beyond their capacity or use "cheaters" to increase their capacity.
- Don't use tools for pry bars.

**Portable Power Tools
Restrictions**

- DO NOT operate without instructions from your supervisor. (Note: Some activities will require permits before starting work.)

**PORTABLE POWER-OPERATED TOOLS &
EQUIPMENT**

- Grinders, sanders, saws and similar equipment must be provided with appropriate safety guards.
- Keep portable tools clean.
- Power tools must only be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Make sure that rotating or moving parts of equipment are guarded to prevent physical contact.
- All cord-connected, electrically-operated tools and equipment must be effectively grounded or of the approved double-insulated type.
- Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.
- Portable fans must be provided with full guards or screens having openings 1/2 inch or less.
- Hoisting equipment must be available and used for lifting heavy objects, and hoist ratings and characteristics must be appropriate for the task.
- Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction.

- Check regularly all pneumatic and hydraulic hoses on power-operated tools for deterioration or damage.

Circular Saws

- Portable circular saws must be equipped with guards above and below the base shoe.
- Check lower blade guard for proper operation.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.
- Do not work on saw without disconnecting cord.
- Do not cut unsupported material.
- Do not use a dull blade.
- Mount blade in proper direction.
- Wear eye protection and dust protection.
- Do not reach under work for any reason when operating saw.
- Do not wear loose clothing and jewelry.
- Remove adjusting keys and wrenches before turning on saw.

Drills & Power Screwdrivers

- Wear eye protection and dust protection.
- Do not wear loose clothing and jewelry.
- Do not work on drill without disconnecting cord.
- Do not drill unsupported material.
- Do not use a dull or damaged bit.
- Do not reach under work for any reason when operating saw.
- Tighten locking nuts after making adjustments.
- Remove adjusting keys and wrenches before turning on tool.

Mowers & Brush Shredders

- Portable power mowers & brush shredders must be equipped with guards that cover all of the blade.
- Stay clear of discharge opening at all times.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.

- Do not work on mower or shredder or adjust wheel height with engine running or without disconnecting power cord.
- Do not reach under deck or in discharge chute for any reason when operating mower.
- Remove adjusting keys and wrenches before turning on blades.
- Wear eye protection, dust protection, and solid shoes when mowing or shredding.
- Do not lock out control bar to allow machine to run unattended.
- Turn off engine and let machine cool before refueling and avoid spilling.
- Take fire fighting equipment when mowing or shredding in dry areas.
- Remove all sticks, stones, wires, cans, boards, etc. from area before mowing or shredding.
- Stop engine and check machine and blade when hitting a foreign object.
- Work only in good light.
- Follow mower and shredder, do not pull toward yourself.
- Work across an incline, not up and down.
- Do not work in wet conditions with electric machine.
- Do not operate machine without catcher if it has an open chute with catcher removed.

Roto-Tillers & Walk-Behind Trenchers

- Let the engine come to full speed before pushing machine into the work.
- Make all your adjustments before starting engine.
- Tighten locking nuts after making adjustments.
- Never tape down or tie down safety switch on tiller or trencher.
- Never use with defective muffler or spark arrestor.
- Maintain proper belt and chain tension.
- Hold handles firmly to prevent kick backs.
- Do not work on roto-tiller or trencher without shutting off power.
- Do not begin work with a dull tool.

- Mount and sharpen blades in proper direction.
- Wear eye protection and dust protection.
- Do not reach under tool to free obstruction for any reason when operating tiller or trencher.
- Do not wear loose clothing and jewelry.
- Do not transport with roto-tiller or trencher running.
- Turn off engine and let trencher or tiller cool before refueling and avoid spilling.
- Take fire fighting equipment when working in dry brushy areas.
- Stop engine and check tool when hitting a foreign object.
- Plan your work so that you are in a safe position when on grades and inclines.

Chain Saws

- Make sure lubrication system is working.
- Never use with defective muffler or spark arrestor.
- Maintain proper chain tension.
- Hold saw firmly to prevent kick backs.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.
- Do not work on chain saw without shutting off power or disconnecting power cord.
- Do not cut unsupported material.
- Do not cut with a dull chain.
- Mount and sharpen blade in proper direction.
- Wear eye protection and dust protection.
- Do not reach under work for any reason when operating saw.
- Do not wear loose clothing and jewelry.
- Do not climb ladder or tree with chain saw running. Pull saw into position with rope.
- Turn off engine and let saw cool before refueling and avoid spilling.
- When cutting log into lengths, take an uphill position.

- Take fire fighting equipment when cutting in dry areas.
- Stop engine and check saw and blade when hitting a foreign object.
- Plan your cuts, undercut limbs, and retreat to safe position when felling.

PAINTER SAFETY

Be Alert to Possible Hazards

- Short-term skin contact: rashes, blisters, swelling, scaling, etc.
- Short-term inhalation: eye irritation, sore throat, cough, runny nose, nausea, fatigue, dizziness, shortness of breath, flu-like symptoms.
- Long-term overexposure: liver, kidney, or lung damage; digestive or central nervous system damage.
- Single massive overexposure or repeated small exposures: sensitization (skin or respiratory), allergy-like reaction to any future exposure.
- Fire when exposed to ignition source, especially with inadequate ventilation.
- Explosion, especially if closed container is exposed to high heat.
- Dangerous reactions if mixed/exposed to reactive substances, including water.

Prevent Overexposure

- Check label and MSDS for hazard and protective information before using product.
- Report any missing, incomplete, or illegible label.
- Don't use paint from an unlabeled container.
- Use paint only in well-ventilated areas.
- Check to make sure ventilation is working properly.

Prevent Fire, Explosion, and Dangerous Reactions

- Paint only in well-ventilated areas.
- Don't use anything that could spark or flame when in a spray booth.
- Keep space heaters, hot surfaces, portable lamps, or trash that could catch fire out of spray booth.

- Keep only as much paint as needed for job in spray booth.
- Be sure spray booth "No Smoking" signs are posted and obeyed.
- Check that fire extinguishers and/or sprinklers are readily available for spray booth tasks.

Painting Safety

- Clean spray booths with non-sparking tools.
- Remove debris from spray booths immediately and dispose of properly.
- Remove clothing used during spraying from premises overnight unless left in metal locker.
- Keep open paint containers away from heat and ignition sources.
- Check MSDS for paint reactivity to avoid mixing with substance that could create dangerous reaction.
- Don't smoke in areas where paint is used or stored.
- Keep paint containers closed and tightly sealed when not in use.
- Store paint in fireproof containers and/or cabinets in areas where the temperature doesn't get too hot.
- Check paint containers regularly and report leaks immediately.
- Dispose of empty paint containers promptly and properly.
- Dispose of combustible rags in proper, closed containers that are emptied daily.
- Clean up all paint leaks and spills immediately and properly.

Prevent Health Problems Resulting from Overexposure

- Wear recommended protective clothing that fully covers skin.
- Wear gloves recommended to protect against specific ingredients.
- Wear eye and face protection.
- Wear respirators in spray booths and when otherwise required.

- Use protective skin creams when appropriate.
- Move into fresh air if you have inhalation-related overexposure symptoms.
- Wash skin thoroughly with soap and water if you have rashes or other overexposure symptoms.
- Use water-based rather than oil-based paint whenever possible.
- Remove paint from skin promptly with soap and water or according to manufacturer's instructions.
- Don't use solvents or thinners to remove paint from skin.
- Remove and dispose of contaminated protective clothing according to company policies.
- Flush eyes with warm water for at least 15 minutes after eye contact and get immediate medical attention.

WELDING, CUTTING, AND BRAZING

- Only authorized and trained personnel are permitted to use welding, cutting, or brazing equipment.
- Suitable fire extinguishing equipment, water containers, water hoses, sand, etc., must be available for immediate use at the site of welding operations.
- Hazards to workers may come from exposure to flammable vapors, toxic gases, confined or restricted spaces.
- No burning, welding or other source of fire or ignition shall be applied to any enclosed tank or vessel even if there are openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
- No welding is permitted in an explosive environment.

Personal Protective Equipment

- Welders are required to wear non-flammable gloves with gauntlets, shoes, boots, or leggings, aprons (leather) and shirts with sleeves and collars. Helmets, suitable for head protection (hoods and face shields). Suitable eye protection, respiratory protection (as required).
- Flash-screens must be provided to protect eyes of non-welders from flash burns and ultra-violet light rays.

Gas Welding & Cutting

- Compressed gas cylinders must be regularly examined for obvious signs of defects, deep rusting, or leakage.
- Care must be used in handling and storage of cylinders, safety valves, etc., to prevent damage.
- Precautions must be taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.
- Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used.
- Cylinders must be kept away from sources of heat.
- Cylinders must be kept away from elevators, stairs, or gangways.
- It is prohibited to use cylinders as rollers or supports. Empty cylinders must be appropriately marked and their valves closed.
- Cylinders, cylinder valves, couplings, regulators, hoses, and apparatus must be kept free of oily or greasy substances.
- Care must be taken not to drop or strike cylinders.
- Unless secured on special trucks, regulators must be removed and valve-protection caps put in place before moving cylinders.
- Cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.
- Liquefied gases must be stored and shipped valve-end up with valve covers in place.
- A fuel-gas cylinder valve must never be cracked near the source of ignition.
- Before a regulator is removed, the valve must be closed and gas released from the regulator.
- Red is used to identify an acetylene (and other fuel-gas) hose, green for the oxygen hose, and black for an inert gas and air hose.
- Pressure-reducing regulators must be used only for the gas and pressures for which they are intended.

Electrical Welding

- The open circuit (No Load) voltage of arc welding and cutting machines must be as low as

possible and not in excess of the recommended limits.

- Under wet conditions, automatic controls for reducing no load voltage must be used.
- The machine frame and safety ground connections of portable welding machines must be checked periodically.
- Electrodes must be removed from the holders of welders when not in use.
- Electric power to a welder must be shut off when no one is in attendance.
- Welders may not coil or loop welding electrode cable around their bodies.
- Wet welding machines must be thoroughly dried and tested before being used.
- Work and electrode lead cables must be frequently inspected for wear and damage, and replaced when needed.
- The means for connecting lengths of cable must have adequate insulation.
- When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, spark and slag.
- Fire watchers must be assigned when welding or cutting is performed in locations where a serious fire might develop.
- Before hot work is begun, used drums, barrels, tanks, and other containers must be so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors.
- Employees exposed to the hazards created by welding, cutting, brazing operations must be protected with personal protective equipment and clothing.
- Eye protection helmets, hand shields, and/or goggles that meet appropriate standards must be used during all welding, cutting, and brazing operations.
- There must be adequate ventilation in and where welding or cutting is performed.

Inert-Gas Shielded Metal-Arc Welding

- Employees shall not be permitted or required to operate such equipment until they have been thoroughly instructed in its use, and have knowledge of the hazards involved. Before

starting operations, the following shall be complied with:

- Local exhaust ventilation or supplied-air respirators shall be provided in all cases when doing inert-gas shielded metal-arc welding of stainless steel, lead, zinc, beryllium, copper, or cadmium to protect against dangerous concentrations of toxic gases and fumes.
- The use of chlorinated solvents shall be kept away from the exposed arc; surfaces prepared with chlorinated solvents shall be steamed and thoroughly dried or otherwise cleaned of chlorinated solvents before welding is permitted on such surface.
- Where inert-gas shielded metal-arc welding is being used, employees and others in the area not protected by screening shall be provided with and shall wear shaded goggles, with side shields.
- Protective clothing, including gloves, shall be worn by employees within the areas exposed to radiation so that the skin is covered completely to prevent burns and other damage by ultraviolet rays. Shirts worn shall be dark in color to reduce reflection to the face from underneath the helmet. Welding helmets and hand-held shields shall be free from leaks and openings and free of highly reflective surfaces.

NOTE: Cotton clothing should be covered since it disintegrates rapidly when exposed to high intensities of ultraviolet rays.

Ventilation for Stainless Steel Welding, Brazing, and Cutting.

- Mechanical Ventilation for Indoor Operations. Local exhaust systems providing a minimum air velocity of 100 lineal feet per minute in the welding zone shall be used except as otherwise specified by this section.
- Where local exhaust ventilation is not feasible, fans that provide ventilation sufficient to prevent excessive exposure to concentrations of airborne contaminants shall be provided.
- Respiratory protective equipment shall be used when the methods described above are not feasible.

Coated Metals Welding, Cutting, and Heating

- Precautions shall be taken to prevent ignition of highly flammable hardened preservative coatings. When coatings are determined to be highly flammable, they shall be stripped from the area to be heated to prevent ignition.

- Before welding, cutting, or heating is commenced on any surface covered by a preservative coating of unknown flammability, a test shall be made by a qualified person to determine its flammability.
- All surfaces covered with toxic preservatives, including coatings which generate toxic substances upon heating, shall be stripped for a distance of at least four inches from the area of heat application, or use supplied-air respirators.
- The exhaust system shall be vented in a manner such that workers and others are not exposed to hazardous concentrations of toxic substances.
- Except for operations involving beryllium, cadmium, lead or mercury, respiratory protective equipment is not required when natural or mechanical ventilation is sufficient to remove welding fumes from the breathing zone of the workers.

Precautionary Labels

- CAUTION: Welding may produce fumes and gases hazardous to health. Avoid breathing these fumes and gases. Use adequate ventilation.
- Hazardous materials used in welding and cutting shall bear precautionary labels. Any label may be used which describes the hazards of and lists the precautionary measures for a hazardous material in a manner equivalent to that included in this subsection.
- Filler metals containing cadmium and cadmium-plated materials shall carry the following notice on tags, boxes or other containers:
- WARNING: CONTAINS CADMIUM. POISONOUS FUMES MAY BE FORMED ON HEATING. Do not breathe fumes. Use only with adequate ventilation such as fume collectors, exhaust ventilators, or supplied-air respirators. If chest pain, cough, or fever develops after use, call physician immediately.

SAFETY PRECAUTIONS FOR THE HOIST

- Only those employees considered by the employer to be competent by reason of training or experience shall be permitted to operate the hoist.
- No employee known to have uncorrected eyesight or hearing or known to be suffering from any ailment which may suddenly

incapacitate him shall be permitted to operate the hoist.

- Always inspect the winch and all components for possible unsafe conditions before operating.
- The hoist operator should obtain the assistance of another qualified person to direct the hoisting operation. One person should supervise the operations although either person should stop operations whenever any potentially dangerous situation is noticed.
- The hoist can be no stronger than the base to which it is attached; pull the load to the hoist, not the hoist to the load.
- Guard against overloading, snarling, kinking or knotting of the cable.
- Make sure the line is securely fastened to the drum. Do not depend upon the cable attachment for full capacity anchorage. Never let the drum unwrap completely so the load is supported completely by the anchor.
- The gearbox may get hot when operating and could cause a burn; do not touch it. Hot-running is normal when operations are prolonged; however, when signs of overheating are present such as smoking or an odor of burnt lubricant, operations should be stopped and the gearbox allowed to cool or gear damage is likely.
- Keep hands away from load bearing cables, ropes, drums, and pulleys while operating.
- Do not lift people with the hoist.
- Never walk under a load which is suspended in the air.

Major Hazards

- Torque is the circular or rotating motion in tools such as drills, impact wrenches, and saws that results in a strong twisting force. Be prepared in case of jamming.
- Have good footing; use two hands, help as assigned, and be ready to release the power switch or trigger (this should be fail-safe so that it cannot be locked "on"). Watch for "coasting" or idling motion.
- Flying objects can result from operating almost any power tool, so you must always warn people around you and use proper eye protection.
- Contact with moving parts can be hazardous. Keep moving parts directed away from your body. Never touch a power part (e.g., drills, chucks, blades, and bits) unless the power source is disconnected.

- Beware of swinging around with the tool running; someone might be beside you.
- Tool condition should be monitored. Examine each power tool before using it. Look for damaged parts, loose fitting, and frayed or cut electric cords. Tag and return defective tools for repairs.
- Air must be shut off or the electric cord unplugged before making tool adjustments. Air must be "bled down" before replacement or disconnection.
- Consumable parts must meet specifications, e.g., grinder wheels and metal drill bits must be approved for maximum rpm of the machine, etc.

Guarding

- Proper guards or shields must be installed on all power tools before issue. Do not use improper tools or tools without guards in place. No "homemade" handles or extensions ("cheaters") are permitted!

Power Tools - Shop Types

- Certain power machines are to be run only by authorized operators after proper training, along with a set of basic rules.

Adjustment, Servicing, and Repairs

- Shut down machines and take necessary action to prevent accidental starting. This may require a completed lock and tag procedure or simply unplugging the power cord.
- Replace all guards before start-up. Remove cranks, keys, or wrenches used in service work.

Operating Practices

- Loose clothing, rings, and other jewelry must not be worn around operating machines. Keep sleeves buttoned or rolled up.
- Keep fingers away from moving parts. Shut off machines to remove waste. Use a brush to clean up and deburr. Be sure the machine is stopped and not coasting.
- Inspect at least daily before start-up. Look for loose or damaged parts, adequate lighting, lubrication, and abandoned tools or material that could "vibrate into trouble."
- Use clamps or vises to hold work wherever possible.
- Many machines have safety interlocking devices. Be sure they work, and NEVER BYPASS AN INTERLOCK DEVICE.
- Some machines use both air and electric power. Both must be shut off to make repairs or adjust moving parts. Beware of air left in the system - "bleed down"!

- Fire hazards are constantly around us. Oil, rags, and hot chips are fire hazards. Know where fire extinguishers are; keep the machine area clean.
- Clear the immediate work area of other craftworkers and obstacles.
- Utilize adequate work procedures, protective clothing and equipment when cleaning up spilled toxic or otherwise hazardous materials or liquids.

EQUIPMENT AND VEHICLE SAFETY

- Employees shall exercise safety precautions at all times while operating vehicles and equipment.
- Vehicles shall be checked each morning as to condition of fuel, tires, oil, battery, turn signals, lights, brakes and safety equipment, windshields wipers and washers.
- No vehicles shall be fueled while engine is running.
- Smoking or open flame is prohibited within 25 feet of fueling operations.
- Radiator pressure shall be released by loosening cap or cooling with water before the cap is completely removed.
- Seat belts and shoulder harnesses shall be worn at all times.
- Check to rear of vehicles before getting in to back up.
- Safety chains shall be used at all times when towing equipment on the highway.
- Always drive defensively. Speed shall be safe for existing road conditions.
- Road signs and motor vehicle code will be obeyed at all times.
- Drivers will ensure that their vehicles are in good operating condition at all times. Operators will report any malfunctions to their supervisor.
- Vehicle shall be adequately secured against accidental starting or movement when left unattended.
- Keep all vehicles clean of trash and litter. All tools and equipment shall be properly guarded, stowed and securely fastened when transported with personnel.

COMPANY VEHICLES

The following rules involving our firm's vehicles shall be strictly followed:

- Only authorized drivers are allowed to operate company vehicles.
- No person shall be in or around any company vehicle while under the influence, or in possession, of any alcoholic beverage or illegal drug.
- Obey the rules for safe speed and do not drive faster than is safe for the conditions of the road. Do not exceed the speed limit.
- No employee, shall violate the motor vehicle code, or any other State or Federal law, in any manner while in a company vehicle. Fines assessed due to failure to follow traffic laws are the employee's responsibility.
- Company vehicles are not to be used for personal use.
- Carrying of non-company personnel or non-company property shall not be permitted.
- Employees required to use company vehicles must be insurable by Tulare Public Cemetery District's insurance company and have a valid driver's license. Uninsurable drivers may be immediately discharged.
- Vehicles assigned to employees must be kept neat and clean. The employee to whom the vehicle is assigned must notify their supervisor of needed service or scheduled maintenance.
- All company vehicles are to be driven in a conservative and defensive manner. Aggressive or reckless driving is not permitted.
- You are required to use your seat belts when driving a company vehicle.
- Store tools and loose equipment in secure compartments.
- Backing of vehicles can be dangerous. Operators are required to be able to see behind, before backing. If the view is obstructed, and unsafe to do so, exit the vehicle to make sure it is safe to back. In all cases, when people are in the area, sound the horn with three short blasts, before backing (unless vehicle is equipped with an automatic back-up alarm.) The use of the horn does not reduce the responsibility of the operator of backing in a safe manner.

- For your own safety and the safety of others, you are required to park our company vehicles properly each time you park even if the parking is only for a brief period of time.

To properly park a vehicle:

- (a) Set the emergency brake.
- (c) Put the automatic transmission in park or the manual transmission in low gear or reverse.
- (b) Turn off the engine and remove the key.
- (d) When parking on a hillside always turn the front wheels into a curb or mound of dirt should the vehicle begin rolling due to a mechanical failure.
- Avoid parking on hills. If unavoidable; use the parking brake and turn the wheels into the curb if headed down hill and out from the curb if headed up hill. Place a chock block on one wheel on the downhill side.
- In any condition when the vehicle is not clearly off the roadway, warning devices must be used. Be sure not to use flares in areas that could cause fires.
- Oil and water shall be checked daily on all company vehicles. A walk around safety inspection for flat or worn tires, vandalism etc., shall be done each day before the vehicle is driven for the first time.

In the Event of an Accident:

- Stop immediately, but do not obstruct traffic. Warn oncoming traffic.
- Turn ignition off. Guard against fire.
- Assist injured, then call police, sheriff and fire as necessary.
- Secure names, addresses of other drivers, witnesses and injured persons.
- Keep calm, don't argue, accuse anyone or admit guilt.
- Make a rough drawing of the scene showing position of vehicles and other details.
- Do not accept claim settlement at the scene of the accident.
- Notify your supervisor or if not possible, someone in the office.
- Notify the insurance agent or local agent of the insurance company.

- File a written report with the local or state police if required.

TRACTORS AND HEAVY EQUIPMENT

- Only authorized and trained people may operate heavy equipment or tractors.
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery OR OTHER SOURCES OF ENTANGLEMENT!
- Inspect and check brakes, steering, tires and lights daily. Correct any systems needing attention before you start operations. Oil, water, fuel and tires are to be checked every day prior to starting the equipment.

If not safe and you cannot repair it, report the matter to a foreman or supervisor or mechanic and DO NOT operate the vehicle until it is made safe again.

- Never mount or dismount equipment while it is in motion.
- Operate the vehicle smoothly - no jerky turns, starts or stops.
- Hitch loads and equipment only to the drawbar and hitch points recommended by the manufacturer.
- When the vehicle is stopped, set the brakes securely and use the park lock if available.
- "Hot-rodding," stunt driving and horseplay is strictly forbidden and will be disciplined.
- Do not attempt repairs on our firm's heavy equipment or tractors unless you are qualified, have the proper tools and have made sure everything possible has been done to reduce the probability of injury due to a sudden movement or engagement or operation of such equipment or it's parts.
- Where machinery must be lifted on jacks or supports, or chain hoists, employees shall not work under these supported vehicles unless protective blocking is used in the event that the jacks, supports or chain hoists should fail.
- Where possible, lock-out procedures shall be used.
- No machinery shall be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted except on equipment

that is designed or fitted with safeguards to protect the person performing the work.

- Shut down engine and set brakes when making any adjustments or when hitching tools. Also, shut down, brake and remove keys when leaving unattended.
- Air hoses shall not be disconnected at compressors until the hose line has been bled.

MACHINERY AND VEHICLES

Motor Vehicles and Power Equipment

- Vehicles and mobile equipment are to be operated by authorized personnel only.
- The first responsibility of EVERY operator of any equipment is to first check the vehicle or equipment prior to operation every day and see if it is safe. If not, report the matter to a supervisor immediately and do not operate the vehicle or equipment until it is made safe.
- All fluid levels shall be checked daily on all company vehicles and equipment. A walk around safety inspection for flat or worn tires, vandalism etc., shall be done each day before the vehicle is driven for the first time.
- No person shall be in or around any company vehicle while under the influence, or in possession, of any alcoholic beverage or illegal drug.
- Employees shall abide by the Vehicle Code and any other State or Federal Laws while in a company vehicle.
- Vehicles assigned to employees must be kept neat and clean.
- All company vehicles are to be driven in a conservative and defensive manner. Aggressive or reckless driving is not permitted.
- All employees are required to use seat belts when driving company vehicles.
- Employees are required to park company vehicles properly each time you park even if the parking is only for a brief period of time.
- To properly park a vehicle:
 - (a) Bring the vehicle to a stop a safe distance from any active roadway.
 - (b) Put the automatic transmission in park or the manual transmission in low gear or reverse.
 - (c) Turn off the engine.
 - (d) Set the emergency brake.

- (e) When parking on a hillside always turn the front wheels into a curb or a mound of dirt.
- Wherever possible, avoid operating the vehicle near ditches, embankments, and holes.
- Reduce speed when turning, crossing slopes and on rough, slick or muddy surfaces.
- Stay off slopes too steep for safe operation.
- Giving rides is strictly prohibited.
- Operate the vehicle smoothly - no jerky turns, starts or stops.
- Hitch loads and equipment only to the drawbar and hitch points recommended by the manufacturer.
- "Hot Rodding," stunt driving and horseplay is strictly forbidden and grounds for immediate termination.

Cars, Pickups, Trucks, and Scooters

The driver is responsible for the safety of all passengers and the stability of materials being hauled. Use the following guidelines:

- Wear seat belts.
- Obey all speed limit and other regulatory signs. Give pedestrians the right-of-way. Look to the rear and sound your horn before backing. Shut off the motor to refuel.
- Shut off the motor and set the brakes before leaving the vehicle.
- Inspect the vehicle each day before use.
- Mount or dismount only when the vehicle is stopped.
- Keep arms, feet, and bodies inside. All personnel must be seated.
- Personnel may not ride in the bed of any vehicle that is hauling equipment or material unless your supervisor approves, and then only after he/she checks the stability of the equipment or material.
- Personnel may not ride in the bed of a dump vehicle, unless your supervisor approves, and then only after the bed is secured to the chassis frame to prevent accidental dumping.
- A flagman should direct the backing of a vehicle in congested areas.
- No more than three persons may ride on the front seat of any vehicle.
- Truck drivers must dismount from the cab and remain clear while the truck is being loaded by power equipment.

Heavy Equipment General

- Your employer will provide you with equipment that is safe to use. You will be responsible for inspecting your equipment before each work shift. If the equipment becomes defective in any way, notify your supervisor at once and place a "DEFECTIVE - DO NOT USE" tag on it.
- Know the limitations and specifications of the equipment you use. Do not exceed those limits. Do not use the equipment for other than its intended purpose.
- No work must be done on equipment, belts, drives, conveyors, or vehicles while they are in operation unless approval by the project management. The equipment, belts, drives, conveyors or vehicles must be shut down, locked and tagged, or otherwise immobilized.
- Do not attempt repairs on vehicles or equipment unless you are qualified, have the proper tools and have made sure everything possible has been done to reduce the probability of injury due to a sudden movement or engagement or operation of such equipment or its parts. Any employee found in violation of this rule is subject to immediate termination.
- Where machinery must be lifted on jacks or supports, or chain hoists, employees shall not work under these supported vehicles unless protective blocking is used.
- No vehicles or equipment shall be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Air hoses shall not be disconnected at compressors until the hose line has been bled.
- Do not shift equipment or trucks out of gear when going downgrade. Set the machine in gear and use the brakes to control the speed. If the brakes will not hold the load, drop or drag a scraper blade or make an emergency stop. Contact your supervisor IMMEDIATELY!
- Be sure your truck or equipment is under complete control at all times.
- No employee other than the operator is allowed in the cab of heavy equipment while the machine is in operation with the exception of a supervisor giving instruction.
- An operator should never leave the bucket or hoe or blade suspended in the air when a machine is left unattended even for a short while. Not only is this

hard on hydraulic system but in the event of a failure, someone could be crushed.

- Equipment should be parked off all roads at night. Often times people illegally drive cars or motorcycles on these roads and can easily run into our equipment for which we and YOU might be found liable.
- Relax the tension on all lines and lower all blades when parking the equipment overnight.
- Safety belts must be worn at all times.
- Whenever you are operating equipment or a truck and are involved in an accident no matter how small, the accident must be reported immediately!
- Do not attempt to operate machinery or equipment without special permission, unless that is one of your regular duties.
- Loose or frayed clothing, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- Machinery shall not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Do not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoist should fall.
- Air hoses should not be disconnected at compressors until hose line has been bled.
- Examine excavation before backfilling, so as to be positive no one is in it.
- Be sure no one is below, before operating excavating equipment near tops of cuts, banks, and cliffs.
- Operations of tractors, bulldozers, and carryalls should be handled with care where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

Cranes and Hoists

- All crane operators must be licensed per Cal/OSHA for each make and model crane operated.
- The operator must inspect his/her assigned machine before each work shift.
- The operator is solely responsible for the safe operation of his/her assigned machine.
- The operator has full responsibility for the safety of a lift and may not make a lift until safety is assured.

Occupational Safety Program

- A copy of the Manufacturer's Operator's Manual must be located on the project site and this manual reviewed by the crane operator and understood by him/her.
- The crane operator must understand and be able to determine the crane's capacity.
- A copy of the load chart must be in the crane cab whenever it is being operated.
- Accessible areas within the swing radius of the rotating superstructure counterweight of a crane will be barricaded to prevent employees from being struck or crushed by the counterweight.
- The load shall not be swung over other persons and no individuals shall position themselves under a load.
- Crane outriggers must be leveled and fully extended when making a lift.
- No part of the crane, load, hoist (load and boom) lines, boom and tag line shall come within 15 feet of energized electrical lines.
- For pick and carry operations, consult the manufacturer's operator manual and operating notes.
- Each crane, derrick, and cableway exceeding 3 tons capacity must be certified annually by a qualified person.
- All cranes must be equipped with an operable warning device controllable by the operator.
- A signalman shall be provided when the point of operation is not in full and direct view of the crane operator.
- The crane hoist mechanism shall be capable of developing 110% of permissible line pull and be capable of maintaining the load in suspended position in normal operating cycles.
- The crane lowering mechanism shall be capable of controlling 110% of permissible line pull.
- The crane boom hoist shall be capable of elevating the boom and 110% of the rated load.
- On a telescoping boom the retract function shall be capable of controlling 110% of rated load. A holding device shall be provided.
- The crane operating controls shall be located within convenient reach of the operator and shall be identified by marking or suitable chart to indicate the motion controlled and direction.
- A load rating chart shall be located on the crane to be available to the operator from his position at the control stand.
- All hydraulic hoses shall be visually inspected once every working day. A thorough inspection of all hoses, fittings, and rigid tube lines shall be made once a month.
- The travel of cranes shall be controlled so as to avoid collision with persons, material, and equipment. Revolving type cab units shall be turned so as to provide the least-obstruction to the operators vision in the direction of travel, unless he is receiving signals from someone with an unobstructed view.
- The empty hook, headache ball, or block shall be lashed or otherwise restrained so it cannot swing freely.
- When rotating the crane sudden stops shall be avoided. Rotational speed shall be such that the load does not swing out beyond the radius at which it can be safely controlled.
- Tag or restraint lines shall be used where rotation of the load is hazardous.
- No crane shall be operated with wheels or tracks off the ground or working surface at any time, unless properly bearing on outriggers.
- A fire extinguisher rated at least 5:BC shall be kept in or just outside the cab.
- A crane shall never be loaded beyond the rated capacity or safe working load whichever is smaller, except for test purposes.
- The load shall be attached to the hook by means of slings or other suitable and effective means which shall be rigged to insure safe handling of the load.
- The hook shall be positioned over the load in such a manner as to prevent swinging of the load when lifted.
- There shall be no sudden acceleration or deceleration of the moving load.
- A signal person shall be provided when the point of operation is not in full and direct view of the operator unless an effective signaling or control device is provided for safe direction of the operator.
- Operations in proximity to high voltage lines are restricted by Article 86 of the High-Voltage Electrical Safety Orders Title 8, California Administrative Code.
- Only employees authorized by the employer and trained or known to be qualified in the safe operation

of cranes or hoisting apparatus shall be permitted to operate such equipment.

- The crane operator shall not engage in any practice which will divert his attention while actually engaged in operating the crane.
- Loose material, tools, lunch box, clothing, etc., shall be stored in a manner which will not interfere with the operation of the crane controls.
- Preventative maintenance programs for cranes shall be established. Any unsafe conditions, discovered by inspections shall be corrected immediately.

Material Handling Equipment

All material handling machines must have backup alarms, horns, rollover protection structure and seat belt (when provided by manufacturer).

Material Hoists

- Hoists are to be operated only by an authorized operator.
- Passengers are not permitted - hoists are for material only.
- Know the weight of the material and the capacity of the elevator or hoist. Material must be secured so that it cannot shift, and it must not extend beyond cage limits.
- Follow instructions and use a signal system posted at each landing.
- Keep hands and body clear at all landings and openings.

SIGNS AND BARRICADES

DEFINITIONS

Signs, signals, and barricades are important, if not critical, to the safety of the construction projects and construction workers.

- Barricade means an obstruction to deter the passage of persons or vehicles.
- Signs are the warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
- Signals are moving signs, provided by workers, such as flagmen, or by devices, such as flashing lights, to warn of possible or existing hazards.
- Tags are temporary signs, usually attached to a piece of equipment or part of a structure, to warn of existing or immediate hazards.

Signs

Signs and symbols required on construction job sites shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist. Pay attention to signs -they mean what they say.

Numerous warning and instruction-type signs are available. Signs are to be placed on barricade stands, posts, or other suitable locations. Before work starts they must be placed where they will be most effective and removed to proper storage when they are no longer needed. Signs must be legible.

Danger Signs

Danger signs shall be used only where an immediate hazard exists.

Danger signs shall have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.

Caution Signs

Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

Caution signs shall have yellow as the predominating color; black upper panel and borders; yellow lettering of "caution" on the black panel; and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

Standard color of the background shall be yellow; and the panel, black with yellow letters. Any letters used against the yellow background shall be black.

Exit Signs

Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high, on a white field and the principal stroke of the letters shall be at least three-fourths inch in width.

Safety Instruction Signs

Safety instruction signs, when used, shall be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.

Directional Signs

Directional signs, other than automotive traffic signs, shall be white with a black panel and a white directional symbol. Any additional wording on the sign shall be black letters on the white background.

Traffic Signs

Construction areas shall be posted with legible traffic signs at points of hazard.

All traffic control signs or devices used for protection of construction workers shall conform to the American National Standards Institute Manual on Uniform Traffic Control Devices for Streets and Highways.

Danger Tags

Danger tags are placed on switches and valves that must not be operated; they are printed with the words "HANDS OFF-DO NOT OPERATE."

Danger tags are used only to prevent operation of a switch, valve, or piece of equipment in cases where someone may get hurt or equipment may be damaged.

Observe the following guidelines for danger tags:

Do

- Place your tag and lock personally - do not have someone else do it.

Sign the tag, date it, and put your badge number on it.

- Have a construction electrician lock and tag all electrical switches before you place your tag.
- Use only the standard danger tag.
- Remove your lock and tag when you have completed your work.
- Destroy your tag when you remove it, and use a new one when needed.
- All tags placed by electricians must be accompanied by their lock.
- TRY the switch after locking and tagging and before starting work to make sure you have locked out the correct one.

Don't

- Don't remove someone else's tag or operate a valve, switch, or device that has another person's danger tag attached. You are subject to immediate removal from the jobsite if you do.
- Don't lock and tag a device unless specifically instructed to do so by your supervisor.
- Don't place danger tags on defective tools and equipment.

Permits

The following written, properly authorized permits are required BEFORE you may begin any of the listed activities within certain operations.

Confined Space

Normally considered enclosures having limited means of access and egress, e.g., tanks, vessel, bins, silos, boilers, pits, septic tanks, sewers, underground utilities, pipelines and similar structures.

Do not enter a tank or confined space in operation areas until a valid Confined Space or tank Entry Permit, signed by the responsible supervisor, is posted at the work site and you are in compliance with this permit.

Work Permit

Work of any type in some operating areas.

Flame Permit

Flame- or spark-producing activity in certain operating areas and in some construction areas (welding, cutting, mobile equipment, etc.)

Excavation Permit

Excavating, concrete breaking, or drilling inside or outside buildings where potential dangers may exist in operation areas.

Tank Entry Permit - Restricted Access Permit

Tank entry or entry into a similar confined space when working in operations areas.

Operator's Permit

Mobile equipment and explosive tools use in operation areas.

All permits must be posted at a designated spot at the work site. Read the applicable permit and follow instructions to the letter.

Barricades

Barricades are required around most excavations, holes, or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn people against falling in, through, or off.

Types of Barricades

Warning barricades call your attention to a hazard but offer no physical protection, e.g., yellow synthetic tape on galvanized stands or posts.

Protective barricades warn and provide physical protection from falling, e.g., wood post and rail, cable, and wood post and chain.

Use

ANYONE WHO MAKES A HOLE OR OPENING IS RESPONSIBLE FOR HAVING IT BARRICADED.

Erection

- Barricades must be 42 inches high and must be square and level. Barricades should be erected before the hole is cut, extended as the excavation progresses, and returned to the storage rack when no longer needed.
- Numerous excavations in one area may be barricaded effectively by erecting a barricade around the general area.
- Blinking lights must be used on road blocks after dark; and an entrance, opening, or gate must be left where practical.
- A three foot opening should be placed for personnel entrances. Stepping over or ducking under barricades will not be allowed.

Floor and Wall Openings

Use

- All holes or openings through floors or walls must be provided with hole covers or standard railing. Do not store material or equipment on a hole cover.
- Stairway floor openings, with the exception of the entrance, shall be guarded by standard railing and toeboards. All wall openings from which there is a drop of more than four feet and the bottom of the opening is less than three feet above the working surface shall be guarded.
- All open-sided floors or platforms six feet or more above adjacent floor or ground level shall be guarded by a standard railing or the equivalent.

Placement

Hole covers must have a sign reading, "WARNING - TEMPORARY COVER. DO NOT REMOVE UNLESS AUTHORIZED" or otherwise identified. Covers must be cleated, wired, or otherwise secured to prevent slipping sideways or horizontally beyond the hole. Covers must extend adequately beyond the edge of the hole.

Material

Three-quarter-inch plywood may be used, provided that one dimension of the opening is less than 18 inches; otherwise, two-inch lumber is required.

PNEUMATIC & POWDER ACTUATED TOOLS

- To operate powder-actuated tools you must be trained in their use and carry a valid operators card.
- The powder-actuated tools being used must have written approval of the Division of Occupational Safety and Health.
- Powder-actuated tool operators must have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors.
- Powder-actuated tools must be inspected for obstructions or defects each day before use.
- Powder-actuated tools must be left unloaded until they are actually ready to be used.
- A sign at least 7 inches by 10 inches with bold face type reading 'POWDER-ACTUATED TOOL IN USE' must be conspicuously posted when the tool is being used.
- Each powder-actuated tool must be stored in its own locked container when not being used.

HAZARDOUS MATERIALS HANDLING

At times we handle several materials designated as hazardous by the Federal and State Governments. These materials are:

- Paints
- Epoxies
- Caulking
- Cleaners
- Gasoline
- Diesel
- Motor and Hydraulic Oils
- Waste oil
- Antifreeze
- Solvent
- Greases and other lubricants

Every hazardous material has what is called a MSDS sheet. This sheet lists the properties, hazards and treatments specific to that material. It is your right and we recommend that you read each sheet associated with the materials you deal with in your work. These sheets are kept in the main office and at each work site along with the site plans and emergency response plan.

Correct safety and response actions are discussed at safety meetings, but you should review these any time you feel necessary.

Specifically these materials contain approximately the same warnings.

- (a) Avoid contact with eyes and skin, if contact occurs flush with soap and water.
- (b) Avoid inhalation or ingestion. If symptoms develop seek medical attention.
- (c) All materials are explosive or flammable, avoid heating or working near sparks or other sources of flames.
- (d) Use products only for their intended use. i.e. Do not use gasoline for cleaning.

EXCAVATIONS AND TRENCHES

The following practices are required during work around excavations or trenches:

- Do not allow work in or near the excavation until a qualified person has determined that no hazard to workers exists from possible moving ground.
- All excavations that could possibly contain dangerous gases or a bad atmosphere must be cleared through the supervisor before entering. Any such hole will then be tested for explosive limit and oxygen content prior to approval by the supervisor. If needed the hole will then be ventilated until the unsafe condition

is corrected. No spark or flame source shall be permitted near any such excavations or gas sources.

- All excavations shall be visually inspected before backfilling to ensure it is safe to backfill.
- No excavating equipment shall be operated near tops of cuts, banks or cliffs if employees are working below.
- Tractors, bulldozers, scrapers and carryalls shall not be operated where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.
- Do not begin work on or enter any excavation deeper than five (5) feet unless a permit has been issued by /OSHA.
- Protect workers who enter excavations 5 feet deep or more with a system of shoring, sloping, benching, or equivalent alternative methods. When necessary, provide similar protection for workers in excavations less than 5 feet deep.
- Use diversion ditches, dikes, and other effective methods to prevent water from entering the excavation and to drain surrounding areas.
- Inspect excavations after rainstorms, thaws, or other events which may affect the stability of the soil and increase hazards before workers are allowed to enter the excavation.
- Spoils piles must be no closer than 2 feet from the edge of any excavation.
- For trenches 4 feet or more in depth, a safe means of egress must be constructed within 25 feet of any work area.
- Excavations shall not be dug near building foundations, walls and sidewalks.
- Physical barriers shall be erected around excavations.
- Determine whether any underground installations such as sewer, water, or fuel lines are likely to be encountered. You can get this information by calling the Underground Service Alert (USA).
- Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities.
- With the exception of emergency repair work, give owners of underground facilities in the area at least 48 working hours advance notice before you begin excavation work.
- Remove trees, poles, boulders, and similar objects which may be hazardous to workers.

- If the excavation endangers the stability of adjoining structures, shore, brace, or underpin those structures.
- Do not use an existing wall or structure as a retaining wall until it has been determined that it will safely support expected loads.
- Barricade or securely cover all wells, pits, shafts, and caissons.
- Backfill temporary wells, pits, and shafts when the operation is completed.
- Use additional bracing to a strengthen shoring in excavations located near streets, railroads, or other sources of vibration and external loads. Take similar precautions when excavations are made in areas that have been previously filled.
- Do not ride in power shovels, backhoe buckets or other equipment not designed for this purpose.

Examples of dangerous conditions are:

- (a) Septic tank or cesspool excavations where methane, an explosive gas has formed due to biodegradation.
- (b) Fuel tank excavations where dry ice purging has allowed both explosive fuel vapors and carbon dioxide to flood the hole.
- (c) Any deep hole in still air with equipment working in it. The exhaust of the equipment can fill the hole.

CONFINED SPACES AND GAS

- A confined space will exist when ready access and egress are not available and where dangerous air contamination exists or develop. Dangerous air contamination will include:
 - a. A flammable gas, vapor or particulate concentration greater than 20% of its lower flammability limit.
 - b. A toxic substance concentration immediately hazardous to life or health.
 - c. An oxygen deficient atmosphere - less than 19.5% by volume.
- Life lines are required when entering a confined space where dangerous air contamination exists or may occur.
- At least one person shall stand-by outside the confined space. The stand-by person will be appropriately trained (including CPR) and equipped to give assistance in the event of an emergency.
- Confined spaces can include steam generators, tanks, vessels, trenches, pits, sewers, pipelines, ducts, boilers, vaults, etc.

ELECTRICAL SAFETY

- Do not use portable electrical devices in the rain, or on wet surfaces.
- Keep the area in front of electrical panels clear.
- Do not work with:
 - worn or frayed power cords or wires.
 - damaged or missing grounding wires.
 - broken or cracked plugs.
 - faulty sockets with exposed wiring.
 - liquid spills on equipment.
 - required inspection sticker missing or outdated.
 - burned out indicator or warning lights.
 - meters or scopes that read incorrectly.
 - equipment that smokes, sparks or shocks.
 - equipment that has an out-of-service warning attached.
- Never disconnect plug by pulling on cord. Grasp plug firmly and pull straight out.
- Avoid rolling equipment over cords.
- Do not use adapters or two prong cheater devices to bypass three wire grounded plug.
- Electrical tools shall not be operated where danger of flammable vapors, gasses and liquids exist, or where dust or water is present.
- Electrical equipment repairs shall be made only by qualified personnel.
- Use only properly grounded electrical tools.
- Metal ladders shall not be used in the vicinity of electrical circuits in places where they may come into contact with them.
- Report short circuits and damaged cords immediately.

FIRE & FIRE PREVENTION

- Observe "No Smoking" regulations where posted.
- Fire exits shall be kept clear and ready for immediate use.

- Use First-Aid equipment. Quick first-aid, properly applied, reduces suffering and may save a life.
- In case of fire, call 911 and notify your supervisor immediately. Give fire department exact location of fire. If you can do so without danger to yourself or others, attack the fire with an appropriate fire extinguisher or fire hose to try and contain it before arrival of fire fighters. Under no circumstances jeopardize the safety of yourself or others.

Fire Extinguishers

- Fire extinguishers and signs are posted conspicuously in building areas. Always be aware of the types of fire fighting equipment around you and learn to use them.

A - Ordinary Combustibles Fire in paper, wood, drapes and upholstery require an extinguisher labeled A.

B - Flammable Liquids Fires in fuel oil, gasoline, paint, grease in a frying pan, solvents, and other flammable liquids require an extinguisher labeled B.

C - Electrical Equipment Fires started in wiring, overheated fuse boxes, conductors, and other electrical sources require an extinguisher labeled C.

REPORTABILITY

- Report all accidents to your supervisor.
- Report all unsafe or broken tools or equipment to your supervisor.

MEDICAL ASSISTANCE

First aid supplies are easily accessible throughout including the main office. Locations of the nearest doctor and medical facility are posted on the bulletin boards. In the event of a death or critical injury, the Safety Officer must be notified immediately. If he or she cannot be reached, the injury or death must be reported within 8 hours to Cal/OSHA and to our firm's Workers' Compensation Carrier.

EMERGENCY ACTION PLAN

Our firm has established the following procedures in the event an emergency occurs such as a fire, earthquake, toxic spill or other situations which causes a threat to employees:

- **Evacuation:** Employees who work in or who frequently visit company buildings, where the exits are not always clearly visible from inside the building, will be trained in our firm's evacuation procedures. Each department will have a map showing the escape routes. The map will be posted just inside the entrance of the department together with Tulare Public Cemetery District's evacuation procedure. Employees should periodically review the evacuation procedures and escape routes for their work area.
- **Critical Operations:** If we determine that employees must remain to operate critical operations, when an emergency occurs, we will give them written procedure to follow. Copies of these procedures will then be made available at the office.
- **Rescue and Medical Duties:** Selected personnel will be trained in our firm's rescue and medical procedures. A written copy of these procedures are available at the office.
- **Verifying Employee Safety:** Each evacuation plan will specify a meeting area where employees will congregate following an evacuation. The highest ranking employee present at an evacuation or an emergency site will take an attendance check of all employees at the affected facility.
- **Alarms:** Each building or facility where employees work and where an evacuation may occur will have installed heat and smoke sensing alarms. Where alarms are not present, employees will use voice communications in case of an emergency.
- **Emergency Personnel:** The Safety Officer and management personnel are responsible for the following types of emergencies: Fires, Earthquakes, Pesticides and Toxic Spills.
- **Fire Prevention:** Our firm has developed a specific fire prevention plan for each of our firm's facilities. Each of the fire prevention plans will specify the potential ignition sources. The plans will also identify the types of fire protection equipment or systems which must be available at each of the facilities and the housekeeping rules for employees to follow in order to prevent fires.

The Safety Officer is responsible for the maintenance and installation of all fire equipment or fire prevention systems in our firm. The Safety Officer is also responsible to assure that inspections of facilities occur to insure that

all equipment and systems are present and are in good working order. The inspections will include an examination of the facilities for good housekeeping.

At the time of initial assignment and once annually thereafter our firm will train employees in the following subjects:

- A. Recognition of fire hazards
- B. Good Housekeeping
- C. Use of fire prevention equipment

HAZARDOUS MATERIALS HANDLING

At times you may be called upon to handle materials designated as hazardous by the Federal and State Governments. These materials may include:

General

- Antifreeze
- Caulking
- Cleaners
- Diesel fuel
- Epoxies
- Gasoline
- Greases and other lubricants
- Motor and hydraulic oils
- Paints
- Solvent
- Waste oil

Shop Chemicals

- Brake Fluid
- Engine Oil
- Gear Oil
- Grease
- Transmission Fluid

Material Safety Data Sheet (SDS)

Every hazardous material has what is called an Material Safety Data Sheet (SDS). This sheet lists the properties, hazards and treatments specific to that material. It is your right and we recommend that you read each sheet associated with the materials you deal with in your work. These sheets are kept in the main office and at each work site along with the site plans and emergency response plan.

Correct safety and response actions are discussed at safety meetings, but you should review these any time you feel necessary.

Specifically these materials contain approximately the same warnings.

- (a) Avoid contact with eyes and skin, if contact occurs flush with soap and water.
- (b) Avoid inhalation or ingestion. If symptoms develop seek medical attention.

- (c) All materials are explosive or flammable, avoid heating or working near sparks or other sources of flames.
- (d) Use products only for their intended use. i.e. Do not use gasoline for cleaning.

Hazard Communications Safety Data Sheets (SDS) Components

Section 1 Identification

Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2 Hazard(s) Identification

Includes all hazards regarding the chemical; required label elements.

Section 3 Composition/information on ingredients

Includes information on chemical ingredients; trade secret claims.

Section 4 First-aid Measures

Includes important symptoms/effects, acute, delayed, required treatment.

Section 5 Fire-fighting Measures

Lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6 Accidental Release Measures

Lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7 Handling and Storage

Lists precautions for safe handling and storage, including incompatibilities.

Section 8 Exposure Controls/personal Protection

Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9 Physical and Chemical Properties

Lists the chemical's characteristics.

Section 10 Stability and Reactivity

Lists chemical stability and possibility of hazardous reactions.

Section 11 Toxicological Information

Includes routes of exposure; related symptoms, acute and chronic effects numerical measures of toxicity.

Section 12 Ecological Information*

Section 13 Disposal Considerations*

Section 14 Transport Information*

Section 15 Regulatory Information*

Section 16 Other Information

Includes the date of preparation or last revision.

*NOTE: Since other Agencies regulate this information OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200 (g)(2)).

The Globally Harmonized System (GHS) Hazard Pictograms

Danger: Chemicals! Pictured below are the standard hazard symbols used in the Globally Harmonized System (GHS) These symbols can be used individually and in combinations to define the specific hazards(s) of the chemical.



Acutely toxic

Acutely Toxic this Pictogram's Meaning:

Know that you are handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, which may even be fatal.



Explosive
Self-reactive
Organic peroxide

This Pictogram Refers to Explosives:

- Self-reactive substances and,
- Organic peroxides that may cause explosion when heated.



Oxidizer

This Pictogram Refers to Oxidizers:

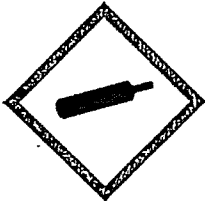
This pictogram on the label means you are dealing with oxidizing gases, solids and liquids, which can cause or intensify fire and explosion.



Flammable, Self-reactive, Pyrophoric, Self-heating, Emits flammable gas, Organic peroxide

This Warns of Materials that are Flammable:

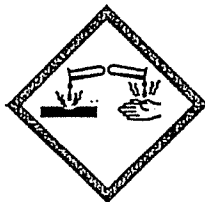
- This one warns against flammable gases, aerosols, liquids and solids;
- Self-heating substances and mixtures;
- Pyrophoric liquids and solids, that may catch fire when in contact with air;
- Substances and mixtures which, in contact with water, emit flammable gases;
- Self-reactive substances or organic peroxides that may cause fire when heated.



Gas under pressure

Chemicals with this Pictogram Mean:

- Gas under pressure, may explode when heated;
- Refrigerated gas, may cause cryogenic burns or injuries;
- Dissolved gases;
- Even normally safe gases can be dangerous when pressurized.



Burns skin
Damages eyes
Corrosive to metals

This Pictogram Means Corrosive: Whenever you use a chemical with this pictogram on it, be aware that it is corrosive and can cause severe skin burns and eye damage. It is also corrosive to metals.



Acutely toxic (harmful), Irritant to skin, eyes or respiratory tract, Skin sensitizer

This Pictogram Means One or More of the Following:

- Acutely toxic (harmful);
- Causes skin sensitization, skin and eye irritation;
- Respiratory irritant;
- Narcotic, causes drowsiness or dizziness;
- Hazardous to the ozone layer.



Carcinogen, Mutagen, Reproductive toxin, Respiratory sensitizer, Toxic to target organs, Toxic if aspirated

A Substance or Mixture with this Pictogram:

Has one or more of the following effects:

- Is carcinogenic;
- Affects fertility and the unborn child;
- Causes mutations;
- Is a respiratory sensitizer, may cause allergy, asthma or breathing difficulties when inhaled;
- Is toxic to specific organs;
- Aspiration hazards, may be fatal or harmful if swallowed or if it enters airways.



Toxic to aquatic life (optional)

This Pictogram is for Environmental and Aquatic Hazards:

A substance that is hazardous to the environment and causes aquatic toxicity.

Sample GHS Label with Elements Noted

1

HYDROGEN SULFIDE

UN1053
 CAS #: 7783-06-1

2

3

DANGER

Extremely flammable gas
Contains gas under pressure.
May explode if heated.
Contains poisonous hydrogen sulfide gas.
Fatal if inhaled.
May cause respiratory irritation.
Very toxic to aquatic life.
Causes eye irritation.

PRECAUTIONS

- Keep away from heat, sparks, open flames or hot surfaces. - No smoking.
- Do not breathe gas, vapour.
- Avoid release to the environment.
- Leaking gas fire: Do not extinguish, unless leak can be stopped safely.
- Eliminate all ignition sources if safe to do so.
- Store in a well-ventilated place.
- Store locked up.

FIRST AID

If IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. If INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Immediately call a POISON CENTER or doctor/physician. Specific treatment is urgent: maintain adequate ventilation and consider administration of 100% oxygen. Sodium nitrite may be a useful antidote.

Safety Sam's Hazardous Chemical Liquidators
123 Toxic Lane • Tempe, AZ, 85281 • (602) 639-4802

5

4

6

GHS Label Elements

The GHS does not specify a label format our layout, but requires the inclusion of several elements.

1. Product Identifier. The product identifier must match the identifier on the safety data sheet and include the chemical identity of the substance or ingredients in a mixture that contribute to the product's hazards.

2. Pictograms. Pictograms are combinations of graphical elements that convey information about the product's hazards. GHS hazard pictograms are a black symbol on a white field within a red diamond.

3. Signal Word. Signal words indicate the severity of the product's hazard. "Danger" indicates severe hazards while "Warning" indicates less severe hazards.

4. Hazard Statements. Hazard statements are assigned based on the nature of the product's hazards.

5. Precautionary Statements. Precautionary statements inform the reader about how to prevent or minimize the negative effects of storing or handling the product unsafely. They fall into four categories: prevention, response, storage, and disposal.

6. Supplier Identification. The supplier identification includes the name, address and telephone number that can be used to locate or communicate with the manufacturer or supplier.

Other Elements. GHS permits competent authorities to require or allow additional information and specify where it must be presented on the product label as long as it does not impede, contradict or confuse the standard information. Examples include: transport pictograms, precautionary pictograms, first-aid recommendations, universal product codes, general usage information, etc.



RECEIPT FOR COMPANY CODES OF SAFE PRACTICE

This acknowledges that I have received a copy of Tulare Public Cemetery District's Codes Of Safe Practice. I have also had an opportunity to see and read a copy of Tulare Public Cemetery District's Injury and Illness Prevention Program. In consideration of my employment, I agree to conform to the rules and standards of Tulare Public Cemetery District's Safety Policy.

Either Tulare Public Cemetery District or I may end my employment relationship with it either with or without cause or any prior notice. No one has any authority to enter into any agreement for employment with Tulare Public Cemetery District for any specified period of time or to make any agreement contrary to the foregoing.

Except for the terms of employment set forth in the previous paragraph which specify that my employment with Tulare Public Cemetery District is irrevocably at will, Tulare Public Cemetery District reserves the right to change, revoke or add to its employment policies, including Tulare Public Cemetery District's Injury and Illness Prevention Program, at any time by notifying employees of the change, revocation or addition. By remaining in Tulare Public Cemetery District's employment after having been notified, an employee is deemed to have agreed to the change, revocation or addition.

I must read the Codes of Safe Practice thoroughly and secure the assistance of the Safety Officer, my supervisor or the Manager should I not understand something in it.

I have received a copy of this signed statement.

X _____
SIGNATURE of EMPLOYEE

DATE

X _____
SIGNATURE of EMPLOYER

DATE

NOTE: A copy of this receipt will be retained in the employee's personnel file.

TULARE PUBLIC CEMETERY DISTRICT Covid-19 Prevention Program – CPP

**COVID-19:
workplace COVID-19
prevention plans**



Approved by District Manager
Version Document 1.0
November 16, 2021

Tulare Cemetery District

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 3 September 2021 ; Version: Draft 1.0

Date: November 16, 2021 ; Version: Approved by District Manager Document 1.0

Authority and Responsibility

This CPP applies to all employees except for those employees who do not have contact with other persons, employees who are teleworking.

Clara Bernardo, District Manager, has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for implementing safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

DEFINITIONS

For the purposes of the CPP, the following definitions shall apply:

Close Contact - Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with California Code of Regulations (CCR), Title 8 Section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.

Exception: Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contact with COVID-19 cases unless they have symptoms.

COVID-19 - means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 case - A person who: (1) Has a positive "COVID-19 test" as defined in CCR Title 8 Section 3205; (2) Has a positive COVID-19 diagnosis from a licensed health care provider; (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 hazard - Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 symptoms - means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms

were caused by a known condition other than COVID-19.

COVID-19 test - means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Exposed Group - All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- A. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- B. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance, a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- C. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

Face covering - A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or a single layer of fabric.

Fully vaccinated - The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

High-risk exposure period - The following time period: (1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; (2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Respirator - A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.

Worksite - For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

Determination of Fully Vaccinated

We will determine who meets the definition of fully vaccinated using the following method:

- Request a copy of the vaccination record.

- Request self-attestation using the form found at the end of this program.

Employees have the right to refuse to disclose their vaccination status without fear of reprisal. All unvaccinated and non-disclosing employees will be required to wear face coverings as outlined in this program.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Screening Employees for COVID-19 Symptoms

Tulare Cemetery District possesses the authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will send a link to Fever Free application for employees to direct screen prior to arrival.

- Team members are prompted to submit daily health checks prior to arrival. This includes both temperature and symptom reporting.
- Health checks are immediately processed by the application for clearance.
- Tulare Cemetery District is notified if a failed health check is detected. Tulare Cemetery District can send automated protocols to employees with the next steps.
- Healthy employees receive clearance to go to their destination.

When direct screening is used indoors, face coverings will be worn by both the screener and unvaccinated employees using a non-contact thermometer.

Should an employee display COVID-19 symptoms during an administered screening or during self-screening, Tulare Cemetery District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. Tulare Cemetery District will advise employees of any leaves to which they may be entitled during this self-quarantine period. Tulare Cemetery District has adopted policies and procedures that ensure the confidentiality of employees and comply with the California CMIA (Confidentiality of Medical Information Act) and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted High-Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

Correction of COVID-19 Hazards

Tulare Cemetery District will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

Unsafe or unhealthy work conditions, practices, or procedures will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards, as follows:

- Hazard assessments shall be conducted as required by Cal/OSHA's COVID-19 prevention standard and noted in this plan.
- If any hazards are identified, an action plan will be created to mitigate the hazard.
- Additional training will be provided to all employees following the identification and mitigation of the hazard.

Control of COVID-19 Hazards

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and are worn over the nose and mouth.

When employees are required to wear face coverings, the following exceptions apply:

- A. When an employee is alone in a room or vehicle.
- B. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- C. When outdoors (except during outbreaks), regardless of vaccination status, though employees must be trained on CDPH recommendations for outdoor use of face coverings.
- D. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 Section 5144.
- E. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- F. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (D) and (E) above, and not wearing a non-restrictive alternative when allowed by CCR Title 8 Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons. When face coverings are not required, we will provide face coverings to employees upon request, regardless of vaccination status.

Engineering Controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems.

Outside air will be allowed to circulate by opening doors and windows, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than one hundred for any pollutant,

or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance, from excessive heat or cold.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for areas, material, and equipment used during the high-risk exposure period and frequently touched surfaces:

Daily cleaning of high touch surfaces will include:

- Doorknobs
- Handrails
- Handles
- Bathroom surfaces
- Work surfaces
- Keyboards, mice, and other equipment

Workers traveling in shared vehicles must clean and sanitize before and after each shift, including, to the extent possible:

- The outside and inside door handles
- Steering wheel
- Gear shift
- Turn and wiper signal levers
- Any buttons on your radio and climate control unit
- Seat upholstery
- Seat belts
- Mirrors
- Driver and passenger armrests
- Grab handles and seat adjustment levers on both driver and passenger seats

Hand sanitizer is provided at locations throughout the office area and at work sites.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

No office equipment, such as phones, headsets, desks, keyboards, and writing materials shall be shared, to the extent feasible. Workstations are assigned to one employee per shift.

Sharing of vehicles will be minimized to the extent feasible. Cleaning and disinfection protocols must always be followed as described above.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, Section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with CCR Title 8 Section 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more

than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

Additional measures will be utilized as required by state and local health departments. We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

Investigating and Responding to COVID-19 Cases

If employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the Tulare Cemetery District will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work. An investigation will be conducted to determine who may have had close contact with a COVID-19 case.

Unvaccinated employees who had potential COVID-19 close contact in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Offered COVID-19 testing through their health provider or, if not covered by insurance, offered testing through another provider at no cost during their working hours.
- Provided information on benefits as outlined in the Training and Instruction section.
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed.
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

Tulare Cemetery District will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. Tulare Cemetery District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

System for Communicating

Information regarding COVID-19 prevention and hazards is communicated at the weekly huddle meeting. The huddle meeting will be used to communicate ongoing safety requirements and information about COVID-19 hazards, policies, and procedures to all employees. Additional information will be communicated verbally and electronically by email to all employees. COVID-19 informational posters will also be posted in common areas throughout the office.

Employees should be provided with the following information:

- Reports of COVID-19 symptoms and possible hazards should be communicated to Clara Bernardo, Phyllis Schneider Secretary, or David Faria Foreman.
- That employee can report symptoms and hazards without fear of reprisal.
- Reasonable accommodations will be made for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, including working remotely, from home, or other administrative means to limit employee interactions.
- Where testing is not required, voluntary COVID-19 testing can be accessed regardless of symptoms at a Tulare County community testing site: visit <https://covid19.tularecounty.ca.gov/covid-19-testing-sites> to find a location and register for an appointment.
- In the event we are required to provide testing because of a workplace exposure or outbreak, employees will be directed to community testing sites.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
 - An infectious person may have no symptoms
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings for unvaccinated employees.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility.
- Hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Face coverings are intended to primarily protect other individuals from the wearer with the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix D: COVID-19 Training Roster will be used to document this training.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 Section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 Section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

Tulare Cemetery District will conduct an investigation in order to determine whether any worksite conditions

could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

EXCLUSIONS OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 - COVID-19 cases who returned to work pursuant to the requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Providing employees at the time of exclusion with information on available benefits

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to a worksite until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications
 - COVID-19 symptoms have improved
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to worksite until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to a worksite

Persons who have a close contact may return to work as follows:

- Persons who had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
- Persons who had close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met unless all the following are true:
- The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms
- At least 10 days have passed since the last known close contact; and
- The person has been symptom-free for at least 24 hours without using fever-reducing medications.

During critical staffing shortages when there are not enough staff to provide safe patient care, emergency response workers who did not develop COVID-19 may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed, or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

NAME: _____

DATE: _____

NAME: _____

DATE: _____

Self-Certification of COVID-19 Vaccine Status

Employer/Business/Entity Name: Tulare Cemetery District (the "Company").

(The Company) continues to strive to ensure a workplace free from recognized hazards and to promote the health and well-being of those on the premises. As part of this effort, we have implemented safety protocols in accordance with applicable law and guidelines. Employees who have been fully vaccinated against COVID-19 will be excluded from some of the COVID-19 protocols, as they are protected through the vaccination. For this reason, (the Company) is requesting that you provide us with your COVID-19 vaccination status.

For purposes of this inquiry, an individual is considered "fully vaccinated" if it has been at least 14 days since the person received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For persons fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization (WHO).

You are required to provide accurate information about your vaccination status, or you may decline to provide your vaccination status. If you decline, we will be required to treat you as unvaccinated for purposes of workplace rules and requirements based on vaccination status. When responding to this inquiry, provide no more information than contained on a COVID-19 Vaccination Record Card (i.e., if you have been vaccinated, we ask that you only identify the provider who administered your vaccine; which vaccine you received; and date(s) on which it was administered). **Please do not submit** any additional medical or family history information, including your reason for deciding to be vaccinated or not to be vaccinated. In lieu of the declaration below, you may present a copy of your completed COVID-19 Vaccination Record Card or documentation from a healthcare provider that you are fully vaccinated. All vaccine-related information should be submitted to only Clara Bernardo, who may be contacted at (559) 686-5544 and will be maintained in compliance with applicable law.

Declaration of COVID-19 Vaccine Status

Employee Name: _____

Vaccine Status:

- Fully Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- Partially Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- Not Yet Vaccinated, but COVID-19 Appointment is Scheduled
- Not Yet Vaccinated
- Decline to Answer

I understand I am required to provide accurate information in response to the questions above and that any failure to do so may result in disciplinary action. By signing below, I certify that I accurately and truthfully answered the questions above. I understand that if I stated I am fully vaccinated, (the Company) may request documentation of my vaccination status (e.g., a copy of my vaccine card) if not already provided. I further understand and agree that if I do not follow required safety protocols consistent with my vaccination status, this may result in disciplinary action, up to and including termination.

Employee Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify the form accordingly.]

Date: [enter date]

Work location evaluated: [enter information]

Name of person conducting the inspection: [enter names]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

- Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the policy and used in compliance with CCR Title 8 Section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Investigation, Review, and Hazard Correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick
 - Our COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing
- Updating the review:

- Every thirty days that the outbreak continues
- In response to new information or to new or previously unrecognized COVID-19 hazards
- When otherwise necessary
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely
 - Increasing outdoor air supply when work is done indoors
 - Improving air filtration
 - Increasing physical distancing as much as possible
 - Respiratory protection

In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high-efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Hazard Correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a Respiratory Protection Program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.**

COVID-19 Prevention in Employer-Provided Transportation to and from Work

If all employees traveling in the same vehicle are fully vaccinated, the following does not apply.

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use, and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use, and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use, and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Tulare Public Cemetery District

Covid-19 Prevention Program (CPP)

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

The purpose of this form is to ensure that all Tulare Cemetery District employees understand and acknowledge their responsibility, to comply with institutional and public health guidance to reduce the risk of COVID-19 transmission in the workplace.

I _____, acknowledge that I have been provided with a copy of the COVID-19 Prevention Program (CPP), November 16, 2021, Version Document 1.0. The CPP is designed to control exposures to the SARS-CoV2 virus that may occur in our workplace and provides a comprehensive overview of company policies to mitigate this risk.

I further acknowledge that as an employee of the Tulare Cemetery District, I play an important role in supporting practices listed in the CPP. I acknowledge that I have an individual responsibility to ensure that I have read, understand and abide by the policies in the CPP.

This will include:

- Staying home and notifying the District Manager if I am sick, or if I have been exposed to someone who has tested positive for COVID-19.
- Completing a COVID-19 Screening Questionnaire before reporting to my scheduled shift.
- Following department safety protocols included in the CPP.
- Practicing these same safety protocols when I am taking a lunch or rest break, and I am on company property.

Employee Signature

Date

Employee Print

Self-Certification of COVID-19 Vaccine Status

Employer/Business/Entity Name: Tulare Cemetery District (the "Company").

(The Company) continues to strive to ensure a workplace free from recognized hazards and to promote the health and well-being of those on the premises. As part of this effort, we have implemented safety protocols in accordance with applicable law and guidelines. Employees who have been fully vaccinated against COVID-19 will be excluded from some of the COVID-19 protocols, as they are protected through the vaccination. For this reason, (the Company) is requesting that you provide us with your COVID-19 vaccination status.

For purposes of this inquiry, an individual is considered "fully vaccinated" if it has been at least 14 days since the person received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For persons fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization **Work location evaluated: [enter information]** (WHO).

You are required to provide accurate information about your vaccination status, or you may decline to provide your vaccination status. If you decline, we will be required to treat you as unvaccinated for purposes of workplace rules and requirements based on vaccination status. When responding to this inquiry, provide no more information than contained on a COVID-19 Vaccination Record Card (i.e., if you have been vaccinated, we ask that you only identify the provider who administered your vaccine; which vaccine you received; and date(s) on which it was administered). **Please do not submit** any additional medical or family history information, including your *reason* for deciding to be vaccinated or not to be vaccinated. In lieu of the declaration below, you may present a copy of your completed COVID-19 Vaccination Record Card or documentation from a healthcare provider that you are fully vaccinated. All vaccine-related information should be submitted to only **Clara Bernardo**, who may be contacted at **(559) 686-5544** and will be maintained in compliance with applicable law.

Declaration of COVID-19 Vaccine Status

Employee Name: _____

Vaccine Status:

- Fully Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- Partially Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- Not Yet Vaccinated, but COVID-19 Appointment is Scheduled
- Not Yet Vaccinated
- Decline to Answer

I understand I am required to provide accurate information in response to the questions above and that any failure to do so may result in disciplinary action. By signing below, I certify that I accurately and truthfully answered the questions above. I understand that if I stated I am fully vaccinated, (the Company) may request documentation of my vaccination status (e.g., a copy of my vaccine card) if not already provided. I further understand and agree that if I do not follow required safety protocols consistent with my vaccination status, this may result in disciplinary action, up to and including termination.

Employee Signature

Date