# Cabrillo College Foundation
Personnel Policies and Procedures

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Cabrillo College Foundation
Personnel Policies and Procedures

Scope
The purpose of this personnel policies manual is to provide all employees of the Cabrillo College Foundation with information pertaining to the policies, procedures, compensation, benefits and general philosophy of the Foundation. It is important that you read, understand and abide by the provisions of this manual. This manual is not intended to be, nor be interpreted as, a contract or guarantee of continuing employment.

The policies and procedures set forth in this manual apply to all employees of the Foundation.

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

The Foundation Staff
The Foundation will be staffed by an Executive Director, and as determined by the Board of Directors, other staff requisite to the efficient operation of the Foundation.

At Will Employment
This manual is not a guarantee of continued employment or any term, privilege or condition of employment. All employees of the Foundation are employed at will. Neither the employee nor the Foundation has entered into a contract regarding the duration of employment. The employee is free to terminate his/her employment with the Foundation at any time, with or without reason. Likewise, the Foundation has the right to terminate the employee’s employment, with or without reason, as provided by law, at the discretion of the Foundation. No employee of the Foundation can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without express written approval from the Executive Director and the Cabrillo College Foundation Board of Directors.

Annual Staffing Plan
The Executive Director will provide the Foundation Board of Directors with detailed staffing recommendations, including job descriptions and recommendations related to staff compensation as appropriate. This information will be provided on an annual basis, as part of the budget process.
Hiring of Employees

The Executive Director is hired by the Board of Directors. The selection process is initiated by a committee appointed by the Foundation President. The committee will advertise for, screen and evaluate applicants, and recommend a candidate to the Board of Directors which makes the final appointment.

All other employees of the Foundation are hired by the Executive Director, following fair and established employment practices.

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

Termination of Employment

Since employment with the Foundation is at-will, either party may terminate the employment relationship at any time with or without reason, as provided by law with the exception of terminations based upon the employee’s misconduct, the Foundation will provide the employee two weeks notice of termination, or at the sole discretion of the Foundation, two weeks pay in lieu of notice.

Part-Time Employees

Part-time employees are those scheduled to work less than 40 hours per week. Part-time employees scheduled for at least 20 hours per week on a regular basis (commonly referred to in these policies as “eligible” employees) are entitled to medical and dental benefits, holiday pay, and paid time off on a prorated basis. For example, an employee scheduled for 20 hours is entitled to 50% of the benefit allowed a full-time employee. Employees scheduled to work less than 20 hours per week are not eligible for paid medical or dental benefits, holiday pay, paid leave or paid vacation. As required by law, Social Security, Workers’ Compensation and State Disability Insurance will be provided for all employees, regardless of eligibility for paid benefits. Social Security benefits are provided to those employees not eligible to participate in the CalPERS retirement system.

Temporary Employees

Temporary Employees are those paid by the hour, and scheduled to work for up to 40 hours per week for a limited number of weeks (not to exceed 39 consecutive weeks). Examples of Temporary Employees are those hired to perform work for specific projects like the Annual Fund or other seasonal campaigns. Temporary employees are not eligible for paid medical or dental benefits, holiday pay, paid leave or paid vacation. As required
by law, Social Security, Workers’ Compensation and State Disability Insurance will be provided for all employees, regardless of eligibility for paid benefits. Social Security benefits are provided to those employees not eligible to participate in the CalPERS retirement system.

**Days and Hours: Overtime**

Employees’ work schedules are to be arranged with the Executive Director. Overtime is discouraged. However, in the event that a non-exempt (i.e., non-managerial) employee is required to work more than eight hours in one day (or more than forty hours in one week), that employee shall be entitled to overtime compensation at the rate of 1.5 times his or her normal hourly rate of pay for each hour of overtime worked. In lieu of overtime compensation, the employee may elect compensatory time off (at 1.5 hours for each 1 hour of overtime worked), provided the compensatory time off is taken within the same pay period in which it is earned. All overtime is subject to pre-approval. Should an employee work overtime without pre-approval, the overtime will be compensated as prescribed by law. However, the employee may be subject to disciplinary action for not following established policy.

**Performance Evaluation**

All employees will be evaluated periodically. For each new employee, an initial performance evaluation will be given within the first six months of employment. Thereafter, performance evaluations will be given annually, generally within the first four calendar months of the year. The Executive Committee evaluates the performance of the Executive Director. Every employee’s performance will be measured against the required skills and tasks for the particular position as set forth in the job description. Additionally, where applicable, the performance appraisal process will take into account the employee’s success in reaching annual fundraising objectives.

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

The Executive Director’s self-evaluation should be completed and submitted to the Executive Committee by March 1 of each year. The Executive Committee will then prepare its written evaluation of the Executive Director, after soliciting input about the Executive Director’s job performance from other Board members. One or more committee members will meet and discuss the evaluation with the Executive Director. The entire process should be completed by May 1.
Compensation

Compensation (salary and benefits) for all employees, including the Executive Director, will be determined annually by the Executive Committee as part of the process of budget preparation. Decisions regarding compensation will be based on available relevant information, such as salary and benefit surveys of comparable positions locally and in organizations of similar size and scope.

Medical and Dental Benefits

Full-time employees and eligible part-time employees are entitled to medical, dental, life and disability benefits up to the then-current Cabrillo College benefit amount. Eligible employees may enroll in the Cabrillo College plan. If the Cabrillo College plan disallows a Cabrillo College Foundation employee, the Cabrillo College Foundation employee may get equivalent coverage from other providers.

Cabrillo College Foundation Administrators Retiree Medical Benefit

Administrators hired after August 20, 2009 do not receive the Administrator Retiree Medical Benefits.

The following is the description of the retirement benefit for medical insurance coverage for Cabrillo College Foundation administrators hired prior to August 20, 2009:

Cabrillo College Foundation shall provide the cost of the same medical insurance coverage as provided regular administrative employees for any administer who has reach the age of fifty (50) with ten (10) years of service. This coverage will be the same medical plan the employee is in at the time he/she retires. Coverage shall include the retiree’s spouse or principal domestic partner and continue until the retiree reaches the age of sixty-five (65) as long as the spouse or principal domestic partner is on the medical plan at the time of retirement. Once the retiree has reached the age of sixty-five (65) and until reaching the age of seventy (70), Cabrillo College Foundation shall provide the cost of the medical insurance for the retiree only, in an amount equal to the rate when the retiree was age sixty-five (65). Retiree can elect to self-pay his/her spouse’s (or principal domestic partner’s) medical coverage at this time. As soon as any retiree is qualified for Medicare, Cabrillo College Foundation shall not be responsible for providing private medical coverage but shall provide the “Carve Out” plan for the retiree to age seventy (70). The retiree is required to enroll in Medicare Parts A and B, at age sixty-five (65). After age seventy (70), the retiree and spouse (or principal domestic partner) may continue coverage at his/her own expense. At the time of retirement, retirees shall have the option to continue their and their spouse’s and any dependent’s (or principal domestic partner’s) dental coverage at the retiree’s expense. Survivors of deceased retired administrator have the option of remaining on the Cabrillo College medical plan until the retiree would have reached the age of sixty-five (65) as long as the survivor was on the
medical plan at the time the retiree retired. After which, the survivor may continue medical coverage at his/her own expense.

Retirement Plan
The Cabrillo College Foundation offers eligible employees retirement benefits with CalPERS. Employees become eligible starting the first day of employment if one of the following criteria is met:

- Employee’s position is full-time seasonal or limited term and is more than 6 months
- Employee’s part-time position exceeds 1,000 hours in one fiscal year
- Employee is a member of CalPERS by previous employment (either has funds on deposit or service credit)

The Cabrillo College Foundation pays the required employer contribution. Eligible employees contribute their required contribution. Supplemental 403b plans are optional through TIAA/CREF.

The retirement calculation for eligible Cabrillo College Foundation employees hired prior to October 1, 2011 is 2% at 55. Eligible employees hired on or after October 1, 2011 have a retirement calculation of 2% at 60.

Section 125
The Cabrillo College Foundation offers eligible employees a Section 125 Flexible Benefits Plan through American Fidelity Assurance Co. Eligible employees may allocate specified amount of monthly salary or wages for the reimbursement of medical care expenses, dependent day care expenses, or both. The specific amount is taken out before payroll tax calculations are made. The employee then files claims for reimbursements as eligible expenses have been incurred. Specific information on options and restrictions are made available to all eligible employees prior to the June 30th annual plan year deadline for participation enrollment. Unused Section 125 flexible spending amounts are divided equally between all employees participating in the Section 125 program to reduce Section 125 Cafeteria plan payroll deductions.

Holidays
The Foundation will observe all paid holidays declared by the Cabrillo College Governing Board. Full-time employees will receive full holiday pay, while eligible part-timers will receive prorated holiday pay for the College holidays.

Paid Time Off (PTO)
All full-time employees and eligible part-time employees are entitled to paid time off (PTO), which is leave with pay in lieu of vacation and sick or personal leave days.
PTO may be used for any reason, but must be approved in advance for scheduling purposes, except in the case of an emergency or unexpected illness. Scheduled PTO may not be used during the employee’s first six months of employment. Unused PTO becomes a bank of paid time off for the employee’s use. All absences except jury duty are charged against accrued PTO.

Accrual of PTO begins with the first day of employment. The amount of each employee’s PTO is calculated each pay period. PTO accruals are based on the length of an employee’s service as follows: Full-time employees (other than the Executive Director) accrue 24 days of PTO for the first five years of service, and 27 days of PTO per year thereafter. The Executive Director accrues 25 days of PTO per year for the first five years of employment, and 30 days of PTO per year thereafter.

Following their first six months of employment, employees are encouraged to use their PTO. A maximum of one year’s worth of PTO may be accumulated, after which no further accruals are permitted. (For example, a full-time employee with less than five years of service would be entitled to accumulate up to 24 days of unused PTO, which is one year’s worth). Upon termination of employment, 100% of the accumulated PTO will be paid at the employee’s then-current rate of pay. PTO hours may not be used to extend employment with the Foundation beyond the last day actually worked.

**Unpaid Leave**

If an employee has exhausted all paid time off, the employee may request a leave of absence without pay. Unless otherwise required by law, all leaves are without pay. Where not required by law, personal leaves for reasons other than civic duties, military duty, or work-related injury/illness are granted on an individual basis at the sole discretion of the Foundation. Each request will be considered and determined on a case by case basis by the Executive Director (or by the Executive Committee, if the request for leave is made by the Executive Director). Decisions will be based upon considerations including the purpose of the leave, the employee’s work record, and the needs of the Foundation at that particular time.

Except for circumstances where reinstatement is required by law, the Foundation cannot guarantee re-instatement to any position at the conclusion of a leave of absence.

**Training Opportunities**

The Foundation recognizes the importance of upgrading skills and continuing the education and training of its employees to enhance their performance and professionalism. For that reason, training needs and opportunities will be considered in preparing the Foundation’s budget each year.

**Harassment/Discrimination**

The Foundation is committed to providing a work environment that is free of unlawful discrimination, including harassment that is based upon any legally protected status. The
Foundation forbids any unwelcome conduct including sexual harassment, or harassment based upon an individual’s race, color, religion, gender, national origin, age, disability, protected medical condition, marital status, or any other legally protected status.

The Foundation will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, officer, director, vendor, member, or agent of the Foundation to harass any employee or applicant. All reports of conduct that violates this policy will be promptly investigated. Any investigation that determines violation of this policy shall subject an employee to corrective action up to and including discharge. The Foundation may put interim measures in place such as transfer or administrative leave pending the outcome of an investigation.

Employees who feel they have experienced or witnessed conduct that is inconsistent with this policy should immediately report such conduct to the Executive Director. The Foundation, in keeping with federal and state law forbids retaliatory or adverse treatment against any employee, former employee, or applicant who reports harassment, or assists another employee or applicant in making a report; for cooperating in a harassment investigation; or for filing an administrative claim with the EEOC or state governmental agency. Any employee who witnesses any conduct they believe to be retaliatory should immediately report such conduct to the Executive Director.

Throughout the course of the investigation and resolution procedure the Foundation will preserve confidentiality to the extent that the requirements of the situation permit.

**Protection for Employee Whistleblowers**

The Cabrillo College Foundation recognizes the importance and desirability of implementing an anonymous procedure by which employees may submit, to the Executive Committee or any governmental or law enforcement agency, their concerns regarding, possible law violations and/or improper accounting, internal control or auditing practices.

The Cabrillo College Foundation shall not:

A. Retaliate against any employee who, in good faith, notifies the Executive Committee, government, or law enforcement agency when they have reason to believe that the Cabrillo College Foundation is violating laws that protect members, employees, or the general public; or they are being asked to participate in activities that would result in a violation of law or regulation.

B. Retaliate against any employee who refuses to participate in an activity which would violate a state or federal law, or cause noncompliance with a state or federal rule or regulation.
C. Adopt or enforce any rule preventing employees from disclosing information to a government or law enforcement agency when there is reasonable cause to believe that the information discloses a violation of, or noncompliance with, a state or federal law, rule, or regulation.

D. The Executive Committee shall be responsible for receiving and investigating any complaint submitted by an employee. The employee should first discuss the complaint immediately with the Executive Director unless the nature of the concern affects that individual. Such complaints may then be sent directly to the Executive Committee and may be submitted anonymously. Complaints being submitted should contain a description of the alleged violation and a clear explanation as to why the employee feels the action(s) are in violation of state or federal law, rule, or regulation. The employee does not need to sign his/her name but should provide sufficient information that will enable the Executive Committee to begin its investigation. An objective investigation shall take place as directed by the Executive Director/Executive Committee and all parties involved will be interviewed. Confidentiality shall be maintained to the extent the circumstances permit. The Executive Director/Executive Committee shall review all such complaints and investigations and if needed, take whatever further investigatory actions it deems necessary within a reasonable time frame. Actions may include, at the discretion of the Executive Committee, the hiring of an outside consultant, auditing firm, or other unbiased external expert necessary to fully investigate the situation. Where appropriate, the Executive Director may provide the Board of Directors a report of its findings and recommended corrective action.

**Standards of Conduct**

Open communications between management and employees and the establishment of a friendly, cooperative work atmosphere is a basic tenet of the Foundation’s approach to employee relations. In order to maintain a professional and safe work environment where all are treated fairly and respectfully, the following standards have been established regarding doing business, directly or indirectly, with the Foundation staff, community, business associates, and the general public. The Standards of Conduct listed below are not intended to be all-inclusive, rather they are illustrative of specific areas of conduct. Accordingly, the absence of any rule(s) of unacceptable conduct shall not restrict the right of the Foundation to carry out its function to otherwise manage, direct, or discipline employees.

A. While on Foundation premises and/or while conducting Foundation business regardless of location, unlawfully dispensing, possessing, or using, a controlled substance or being impaired by the use of a prescribed controlled substance; impairment due to, or consumption of, alcohol while on Cabrillo College premises and/or while conducting Cabrillo College Foundation business.
regardless of location. Exceptions may be made for alcohol consumption during approved events.

B. Theft, unauthorized removal, use of or misappropriation of Foundation property or property of another employee, member, vendor, or anyone on Foundation premises or with whom the Foundation is doing business.

C. Willfully or negligently damaging property belonging to the Foundation, vendors, employees, or any persons with whom the Foundation is doing business.

D. Engaging in altercations (vehemently disputing or opposing) or fighting (shouting, pushing, hitting) with employees, vendors or anyone on Foundation premises, or while conducting Foundation business.

E. Engaging in threats of any kind with employees, vendors or anyone on Foundation premises, or while conducting Foundation business.

F. Possessing or concealing any object in the work place or while conducting Foundation business that can be construed as a dangerous weapon in the work place.

G. Engaging in any conduct that violates any Foundation policy or procedure.

H. Willfully not reporting to management your knowledge of acts which violate any Foundation policy or procedure. Failure or refusal to be forthright, open or truthful; or withholding information or evidence concerning matters under review or investigation by the Foundation; fabricating information or evidence, or conspiring with another to do so within the course of a review or investigation by the Foundation.

I. Disregard of, or failure to, comply with working directions and/or instructions, or safety and security policies and procedures.

J. Unauthorized disclosure, use or abuse of confidential Foundation information or documents.

K. Gossipping or rumoring with the intent or effect of discrediting, or generating unrest, distrust, or undue concern. Making disparaging remarks about the Foundation, its facilities, personnel, or the services or products it provides.

L. Engaging in any conduct, which, when revealed, may reflect unfavorably upon the Foundation’s reputation, good will, or standing in the community; adversely affect the Foundation’s business or future business; or render the employee less effective, credible, or desirable as a representative of the Foundation.
M. Representing yourself as authorized to act on behalf of the Foundation or using your employment relationship for personal gain without prior approval.

N. Other conduct, even acts not as serious as those outlined above, may be viewed as inappropriate or misconduct. Actions such as: making unauthorized telephone calls or internet access, repeatedly not adhering to the dress code, or in any way disrupting the work place, shall also be cause for corrective action.

**Disciplinary Procedure**

The Foundation believes that in the majority of situations, expected standards of behavior and performance at work can be communicated through routine and constructive discussion between the Executive Director and staff. On occasion, when this does not achieve an appropriate outcome there may exist a need to initiate formal disciplinary process. The primary purpose of the disciplinary process is to afford the employee the opportunity to correct behavior or improve performance. However, if behavior or performance continues to fall below Foundation standards, disciplinary action up to and including discharge may result. The Foundation reserves the right to exercise sole discretion in determining appropriate disciplinary procedures.

As circumstances permit, in disciplinary action not related to gross misconduct, disciplinary steps may include:

- Documented verbal counseling
- Written counseling
- Suspension
- Discharge

Dependent upon four factors, the Foundation may bypass any of the aforementioned disciplinary steps. In cases of a serious nature, termination may be the first and only disciplinary action taken.

The factors that will determine the disciplinary action are:

- Seriousness of offense
- Repetition or duration of offense
- Existence of any prior offenses and disciplinary actions
- Employee response to previous actions and current impending disciplinary action

**Grievance Procedure**

Good employee-employer relationships can exist only if employees believe they have been treated equitably and fairly within the management policies, procedures, and actions which influence this relationship. It is recognized that there are occasions when honest differences of opinion can occur regarding the interpretation and application of policies, procedures, and actions.
The following procedure is established to provide an effective and acceptable means for employees to bring problems and complaints to the attention of management.

A. Any staff member who believes she/he has a grievance shall present the grievance in writing to the Executive Director within thirty (30) days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. The written information provided by the grievant shall include:
   1) A description of the specific grounds of the grievance
   2) A listing of specific actions requested of the Foundation which will remedy the grievance.

B. The Executive Director shall render the decision, in writing, within fifteen (15) days after receiving the grievance.

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

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

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

**Tobacco Free/Smoking Policy**

In order to provide a safe and healthy environment for all of our faculty, staff, and students, it is the policy of Cabrillo College that smoking is prohibited in all enclosed buildings, facilities, and college-owned vehicles. This applies to all academic and administrative buildings, including individual offices. “Smoking prohibited” signs are displayed in appropriate locations throughout campus. Designated smoking areas are located far enough away from doorways, windows and ventilation systems to prevent smoke from entering enclosed buildings and facilities.

**E-mail, Internet & Other Electronic Information Resources**

The Foundation provides computers, computer files, software and electronic mail (e-mail) systems to assist you in completing your job. This equipment and any other informational storage or retrieval services (including the Internet) provided by the company are owned by the Foundation and are to be used for business purposes only. Use of these services for personal reasons is prohibited.

The Foundation reserves the right to enter, search and monitor the computer files or e-mail of any employee, without advance notice. Such action may be taken for business
purposes such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow or productivity.

It is illegal and therefore against Foundation policy to load unlicensed or unauthorized software on the Foundation’s computers. To do so could interfere with the operation of licensed software and breach the software license agreement.

This policy applies to all employees, temporary workers, independent contractors, and all individuals who use the Foundation’s electronic information resources. Failure to follow this policy and/or any personal or inappropriate use of the Foundation’s computer and electronic services may result in disciplinary action up to and including termination of employment.

**Confidentiality**

As an employee of the Cabrillo College Foundation you may from time to time be engaged in work on projects that involve confidential information. Because you may have access to or control over confidential information, you must not (without the express authorization of the Executive Director), in any manner reveal, release, or otherwise divulge confidential information to any person or agency outside the Foundation during the course of or after your term of employment.

**External Communications**

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

**Employment of Relatives**

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

The employees of the Cabrillo College Foundation have the responsibility of administering the affairs of the Cabrillo College Foundation honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Cabrillo College Foundation. They shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Cabrillo College Foundation or knowledge gained there for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

A conflict of interest is defined as an actual or perceived interest by a staff member or relative in an action that results in, or has the appearance of resulting in, personal, organizational or professional gain. A conflict of interest occurs when an employee has a direct or fiduciary interest in another relationship.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group.

It is the policy of the Cabrillo College Foundation that no staff shall derive any personal profit or gain, directly or indirectly, either monetary or otherwise, by reason of his or her service to the Cabrillo College Foundation.

Staff members may not attempt to exercise individual authority over the policies and operations of the Cabrillo College Foundation except through their specific job responsibilities and established supervisory structure.

A staff member whose personal financial interests could be positively or adversely affected by the Cabrillo College Foundation's accepting, holding or disposing of a particular gift from a donor, or by knowledge of the gift, should inform the President, or in the case of staff, the executive director, of his or her potential conflict of interest; refrain from seeking, obtaining or reviewing non-public information about the gift, and abstain from discussing or voting on acceptance of the gift.

The President of the board of directors shall be responsible for the application and interpretation of the code of conduct as it relates to board of directors, committee members or the executive director. The executive director shall be responsible for the application and interpretation of the Conflict of Interest policy as it relates to members of the Cabrillo College Foundation's staff.

Each member has the affirmative responsibility to report to the President of the board of directors (in the case of concerns related to board or committee members or the executive director) or to the executive director (in the case of concerns related to staff) any and all knowledge of any action or conduct that appears to be contrary to this code of conduct.
Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift, entertainment, or favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Cabrillo College Foundation.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President of the Board of Directors.

Staff shall complete a Conflict of Interest Statement. Such statement shall be submitted to the board of the Foundation promptly as soon as individuals are hired and annually thereafter by July 1st each year.

**Immigration Reform and Control Act Compliance**

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

**Paydays**

The Foundation staff is paid on a monthly basis. When a payday falls on a holiday, employees will be paid in advance of the holiday. Paychecks will be distributed at the Foundation office, mailed upon request, or direct deposited upon request.

**Safety and Health**

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

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

If an employee is injured in connection with employment, regardless of severity of the injury, the employee must immediately report the injury to ensure necessary medical attention and completion of required reports. In cases of serious injury, employees will receive prompt medical attention prior to the completion of requisite reports.
Worker’s Compensation
In accordance with applicable state laws and regulations, employees are eligible for workers’ compensation benefits. These benefits are available in the event of an accident or illness resulting from an employee’s occupation and which requires medical treatment, hospitalization, or loss of work time.

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

Appearance and Attire
Our community image is directly dependent upon our staff, individually and collectively. People are inclined to judge organizations by the people who represent them. The personal appearance, quality of service, and positive attitude of all of our employees are essential to creating and maintaining a favorable public image.

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

Approved by the Board of Directors on 9/13/11.