

IRVINE SWIM LEAGUE

EMPLOYEE HANDBOOK



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A. INTRODUCTION & CONDITIONS OF EMPLOYMENT

Welcome

Welcome to Irvine Swim League ("ISL"). We are happy to include you in ISL's family for the summer. This Handbook is being provided to you in order to acquaint you with ISL's policies and procedures. As a condition of your employment, you are required to read, understand and agree to abide by the provisions contained in this Handbook, and to execute and turn in the Acknowledgement at the end of this Handbook. Whether or not the Acknowledgement is signed, all provisions contained in this Handbook apply to each employee.

If you have any difficulty reading or understanding any portion of this Employee Handbook, or if you have any questions concerning your employment, please speak with the ISL Executive Director, Lizzie Howard, who can be reached at director.islswim@gmail.com or your Team President.

At-Will Agreement

Employment with ISL is "at-will," which means that both you and ISL have the right to terminate your employment at any time, with or without cause and with or without prior notice. One purpose of this Handbook is to make clear your right to resign, and ISL's right to terminate or modify your employment at any time. In addition, ISL may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice. The implementation of disciplinary procedures or warnings does not alter the at-will status of any employee.

The at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Executive Director. This is an integrated statement of the at-will employment relationship.

Equal Opportunity Employer

ISL is an equal opportunity employer. When making hiring and employment decisions, ISL does not discriminate on the basis of race, color, national origin, ancestry, religion (including religious belief, observation, dress and grooming), sex, gender (including transgender, gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy (including childbirth, breastfeeding and related medical conditions), age (40 and above), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic information or characteristics), or any other legally protected basis.

Our management is dedicated to ensuring the fulfillment of this policy with respect to the recruitment and hiring of candidates for employment, the terms and conditions of employment, and the training, placement, transfer, promotion, demotion, layoff, termination, compensation, employee benefits, working conditions, classification, referral and the general treatment of all employees.

If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination, please immediately report your concerns to the Team President or the Executive Director. Failure to report your concerns and provide the necessary information prevents ISL from taking the appropriate steps to investigate, prevent and/or correct such situations. ISL prohibits retaliation against any person who opposes, reports or assists another person in reporting suspected discrimination.

Reporting / Non-Retaliation Policy

It is ISL's intention to comply fully with all rules, regulations and laws applicable to ISL. To this end, each individual must know and understand how to report any activity that he or she reasonably suspects may be unsafe, illegal, unethical, fraudulent, inappropriate, or in violation of any ISL policy ("Violation"). This policy is intended to encourage and enable anyone to report concerns within ISL and applies to any matter that is related to ISL or its activities.

If you have reason to believe that any Violation may have occurred, ISL expects and encourages you to come forward, without delay, to report the matter to your Team President or the Executive Director. Failure to report your concerns and provide the necessary information prevents ISL from taking the appropriate steps to investigate, prevent and/or correct such situations.

In addition, ISL strictly prohibits retaliation against any person who reports a suspected Violation, assists another person in reporting a suspected Violation, or participates in good faith in any investigation of a suspected Violation. Individuals who come forward and participate in good faith will be protected from retaliation for having done so. If you have reason to believe that any adverse action or retaliation has occurred, to you or to someone else as a result of such activities, please immediately notify the Team President or the Executive Director. Retaliation will not be tolerated.

ISL considers these matters, and these investigations, to be extremely serious. Any person who makes or causes to be made any knowingly false or fraudulent statement or misrepresentation in either reporting a violation or during an investigation will be subject to disciplinary action, up to and including termination of employment.

B. GENERAL POLICIES AND STANDARDS

Standards of Conduct and Employee Honesty

ISL requires that employees follow rules of conduct that will protect the interests of ISL, create a positive atmosphere and ensure the safety of ISL employees and league participants, whether swimmers, volunteers, parents or spectators. It is not possible to list all the forms of behavior that are considered unacceptable as an ISL employee. All in all, ISL expects you to familiarize yourself with the League's Abuse Prevention Manual and to always use good judgment and conduct yourself at all times in an appropriate and ethical manner. ISL also expects you to follow all safety guidelines and to never place any employee, participant or attendee in danger or at unnecessary risk. If, in ISL's sole discretion, an employee has failed to follow these guidelines, the employee will be disciplined, up to and including termination of employment without warning or prior notice.

In addition, ISL entrusts its employees and volunteers with ISL and participant assets and property on a daily basis. Consequently, we carefully select staff members based on a variety of criteria, including background and reference checks, documentation and personal interviews. For this reason, employee dishonesty and theft are considered very serious violations for which ISL maintains a zero tolerance policy. Dishonesty includes: (a) any misleading, deceptive or untruthful statement; or (b) any omission or concealment involving a matter of concern to ISL. Employee theft includes any unauthorized possession, removal or use of ISL or a participant's property, money or personal or confidential information.

If you believe that you may have witnessed or have otherwise become aware of possible misconduct, dishonesty or theft, please promptly report your concerns to your Team President or the Executive Director so that an appropriate investigation can be promptly conducted. Any employee who is reasonably believed to have been involved may be suspended (without pay) for the duration of the investigation. If the investigation results in a finding of misconduct, employee dishonesty or theft, all involved employees will be subject to disciplinary action up to and including termination of employment. If applicable, the matter may be referred to law enforcement for criminal prosecution. Employees who come forward in good faith to report any suspected misconduct or who participate in good faith in an investigation of reported misconduct, will be protected from retaliation for having done so. ISL needs, expects and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. Retaliation will not be tolerated.

Policy Against Discrimination and Harassment

ISL is committed to providing a work environment free of discrimination or harassment. By this policy, ISL prohibits not only discriminatory or harassing conduct that is severe or pervasive enough to be unlawful, but also inappropriate and unprofessional conduct, even if it is not severe or pervasive enough to violate state or federal law.

ISL maintains a strict policy prohibiting discrimination and/or harassment based upon race, color, national origin, ancestry, religion (including religious belief, observation, dress and grooming), sex, gender (including transgender, gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy (including childbirth, breastfeeding, and related medical conditions), age (40 and above), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic information or characteristics), or any other legally protected basis. ISL will not tolerate discrimination or harassment based on any category protected by law, or any abusive, disrespectful or otherwise inappropriate conduct, whether by or toward a supervisor, subordinate or co-worker. This policy also prohibits harassment by or toward third parties, including applicants, independent contractors, participants, interns, volunteers, and vendors.

This policy against harassment includes a prohibition on sexual harassment, or any conduct that

may be perceived as harassment, which may include conduct between members of the opposite or same gender. Sexual harassment comes in many forms – such as verbal, physical, visual or written (including email) – and may include, but is not limited to, conduct such as:

- Unwelcome sexual advances;
- Offering any employment benefit in exchange for sexual favors;
- Conditioning any term or condition of employment upon participation in any sexual conduct;
- Making, threatening or engaging in any form of reprisal in connection with a negative response to any sexual advance;
- Verbal conduct such as teasing, starting or repeating rumors, discussing sexual subject matter, or making derogatory, degrading, harassing or sexually suggestive jokes, slurs, comments, remarks or epithets;
- Visual conduct such as leering, staring, sexual gestures or facial expressions, displaying or distributing derogatory or sexually suggestive material such as depictions, emails, faxes, text messages, “sexting,” or other writings, documents or communications;
- Physical conduct such as touching, massaging (or requesting that an employee engage in touching or massaging), hugging, kissing, invading personal space, blocking or interfering in any way with another’s movement or work, or any assault upon another;
- Displaying, distributing or bringing onto ISL premises sexually suggestive or otherwise inappropriate or harassing depictions, books, magazines, recordings or other materials;
- Engaging in any gender-based intimidating, threatening, aggressive or “bullying” conduct; or
- Any gender or sexually based conduct that has the purpose or effect of interfering with another’s work, or of creating a hostile or offensive work environment.

The above list is not all-inclusive, but illustrates inappropriate conduct, which will not be tolerated.

ISL needs, expects and encourages you to come forward, without delay, should you suspect that any discrimination or harassment has occurred. If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination or harassment, please immediately report your concerns to your Head Coach, the Team President or the Executive Director. Your prompt report will enable ISL to investigate and, if appropriate, take prompt, remedial action. Failure to report your concerns and provide the necessary information prevents ISL from taking the appropriate steps to prevent and/or correct such situations.

ISL will promptly investigate reported violations of this policy, will fairly review all information and evidence received, and will reach unbiased conclusions as quickly as reasonably possible. In order to conduct a fair investigation, confidentiality cannot be promised, however, ISL will endeavor to respect confidentiality to the extent reasonably possible. Anyone who makes, or causes to be made, any knowingly false statement will be subject to termination of employment. Appropriate corrective action will be taken if it is found that discrimination, harassment or any inappropriate (or unlawful) conduct has occurred, up to and including termination of employment.

ISL prohibits retaliation against anyone who opposes, reports or assists another person in reporting, suspected discrimination or harassment. Employees who come forward in good faith to report any incident of suspected discrimination or harassment, or who participate in good faith in an investigation of reported misconduct, will be protected from retaliation for having done so. ISL needs, expects and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. Retaliation will not be tolerated.

Anyone who engages in discrimination, harassment, retaliation or related misconduct will be subject to disciplinary action, up to and including termination employment. In addition, anyone who engages in harassment may be held personally liable for such conduct, and subject to monetary damages. Misconduct of this nature is not condoned and is not within the course and scope of employment,

therefore, ISL reserves the right not to provide a defense or pay damages assessed against anyone based on conduct in violation of this policy, as permitted by law.

ISL takes such matters very seriously. Please do not hesitate to speak with the Team President if you have any questions or concerns.

Bullying

ISL strives to provide a safe, civil, innovative and mutually respectful experience for all League participants, employees and non-employees alike. To this end, ISL prohibits any type of bullying conduct, whether between or among employees, participants or bystanders. Bullying may include:

- Verbal abuse, including yelling, swearing, name calling, insults, epithets, or derogatory sarcasm or remarks;
- Inappropriate verbal communications, such as innuendos, repeating gossip or rumors;
- Physical acts, such as glaring, slamming doors, throwing items or hitting things;
- Sabotaging or undermining any person's job or work performance; or
- Any behavior that may undermine, offend, degrade, humiliate, threaten or intimidate another.

The above list is not all-inclusive, but illustrates inappropriate conduct, which will not be tolerated.

Bullying does not include insisting on high performance standards. ISL coaches may expect and elicit excellence from others. It is a condition of employment, however, that everyone behaves in a professional, cooperative, polite manner, and treats others with dignity and respect when representing ISL. This applies to everyone, at all levels. ISL will not tolerate disrespecting or alienating others, instigating or inflaming strained work relationships, or other uncooperative or inappropriate behavior.

Bystander support also contributes to such behavior, and to the resulting harm caused by such behavior. Please immediately come forward if you experience, witness or otherwise become aware of bullying or other improper or unacceptable conduct. Any employee who feels that he or she is a victim of, or witness to, such conduct should immediately report the matter to the Team President or the Executive Director. Failure to report your concerns and provide the necessary information prevents ISL from taking the appropriate steps to prevent and/or correct such situations.

Employees who come forward in good faith, or who participate in good faith in an investigation of reported misconduct, will be protected from retaliation.

Drug and Alcohol-Free Environment

To ensure the health and safety of its employees, participants and property, ISL is dedicated to maintaining a drug and alcohol-free environment. All employees are required to perform their job duties unimpaired by any substance, including illegal drugs, alcohol or legal substances that may adversely impact the employee's ability to safely perform work-related duties. "Under the influence" as used herein refers to the presence of any measurable amount of alcohol, any illegal substance or any legal substance that the employee is using in a manner that is not authorized or lawful.

Alcohol

The possession of alcohol, working while under the influence of alcohol, or drinking alcohol while on deck or "on duty" in any manner is strictly prohibited. ISL also discourages its employees from drinking alcohol at any time in front of swimmers, even at non-working, voluntary social events associated with the League. Attendance at such events is voluntary. If an employee is at a non-working social event and you do consume any amount of alcohol at such an event, you are expected

and required at all times to: (a) exercise good personal and professional judgment with respect to your conduct; (b) comply with all ISL policies; (c) consume only that amount of alcohol as will not impair your judgment or conduct; and (d) refrain from operating any vehicle. Any violation or abuse of this policy may result in your exclusion from the event, from future events and/or the termination of your employment.

Illegal Drugs

ISL has absolutely no tolerance for illegal drugs. Possessing, selling, buying, manufacturing, distributing, using or working while under the influence of any illegal, mind-altering or non-prescribed controlled substance or paraphernalia while on deck or anywhere participating in ISL-related activities is prohibited and may result in your immediate removal from the premises, and/or the termination of your employment. In addition, any illegal or controlled substance or paraphernalia found on deck or while you are representing ISL may be turned over to law enforcement.

Please note, ISL considers marijuana an illegal drug (as that term is used in this policy), even if medically prescribed or permitted under California law.

Misuse of Legal Drugs

Even prescription and over the counter drugs can be misused. All such substances must be used as directed only, and must not impair or interfere with your judgment or conduct at any time that you are on with our swimmers or participating in any ISL business or activity.

An employee being treated with a drug or controlled substance that might in any way impair the employee's judgment, conduct or abilities must provide medical certification from the prescribing physician. Only the person for whom a prescription is issued can have possession of that substance at ISL practices or events. Misuse of legal drugs is prohibited and may result in your immediate removal from the premises, and/or the termination of your employment.

Violations and Consequences

Any violation of this policy is considered misconduct. If ISL becomes aware of a violation, the employee will be subject to disciplinary action, up to and including termination of employment. If ISL has a reasonable suspicion that an employee has violated any portion of this policy, it will conduct an investigation, which may include the removal of the employee from the practice, meet or other ISL activity and a search of the employee's property. The employee may be placed on an unpaid administrative leave during the investigation.

ISL may also order any employee reasonably suspected of using or being under the influence of illegal drugs or alcohol, or of misusing legal drugs at any ISL activity or site to immediately present themselves for a drug or alcohol test. ISL also reserves the right to order employees to undergo drug or alcohol testing in any situation deemed appropriate, including but not limited to post-accident or post-injury testing if there is reason to suspect that drugs or alcohol may have been involved. An independent laboratory will perform all tests, at ISL's expense. Any employee asked to undergo such a test may be suspended from work, without pay, until further notice.

Refusal or failure to abide by this policy, including promptly submitting to a drug or alcohol test when asked to do so, may result in the immediate termination of your employment.

Although our policy against substance abuse is strict, we recognize that substance abuse can be a medical condition, and can be successfully treated. If you believe that substance abuse is a problem for you, you are encouraged to get confidential professional help. An employee with a substance abuse problem is expected and required to maintain the same standards of conduct as all other employees, but will not be disciplined or retaliated against for admitting the problem and seeking assistance.

Failure to abide by this policy or refusal to consent to testing when requested may result in disciplinary action, up to and including immediate termination, even for a first offense. Every employee must acknowledge receipt of this policy and agree, as a condition of employment, to a) abide by the terms of the policy, and b) notify ISL of any criminal drug (or alcohol) conviction not more than five days after such conviction.

Searches of ISL and Employee Property

ISL may search its property and all property brought on any ISL sites at any time. A search of ISL property may be random, may be conducted before, during or after regular working hours, and does not have to be based upon a belief that there has been a violation of a law, regulation or policy.

If ISL has good cause to suspect that an employee has violated a law, regulation or policy (for example theft or possession of drugs, alcohol or any weapon), it reserves the right to search the employee and the employee's personal property, such as employee vehicles, clothing, backpacks, packages, purses, lunch boxes or other containers at ISL meet sites or at its functions. ISL may also immediately remove the employee from the location and/or notify law enforcement of any suspected violation of the law. Employees are expected to cooperate with such searches, and with management requests to vacate the premises.

Conflicts of Interest

As an employee of ISL, you are expected to avoid any activity, transaction or investment that could be construed as a conflict of interest with ISL or its participants, including any behavior that gives the appearance of taking inappropriate money, merchandise or services from a participant or vendor for personal gain, or that interferes with your ability to be at work and perform the job duties expected of you.

Any exceptions to this policy must be approved by the Executive Director. Therefore, if it is possible that you may engage in any activity, transaction or investment that might cause a conflict between personal and ISL interests, information about that potential conflict must be disclosed in writing to the Executive Director. If you have knowledge of any other employee engaging in any activity, transaction or investment that might cause a conflict between personal and ISL interests, you are asked to bring information about that potential conflict to the Executive Director. Please contact the Executive Director if you have any questions regarding this policy.

Confidential and Personal Information

As an employee of ISL you will directly or indirectly gain access to information about ISL and its swimmers and participants that is absolutely confidential and proprietary, including but not limited to, the following (collectively, "Confidential Information"):

- All personal and confidential information concerning ISL swimmers and participants (or their families), including contact information and medical, financial or other information of a personal nature that the employee learns as a result of his or her employment with ISL;
- All other employees' personnel information including contact, wage and medical information (unless the other employee has voluntarily disclosed his/her own information).

You are required to maintain the confidentiality of all such Confidential Information, both during your employment with ISL and at all times thereafter. Unless required by law, or for an authorized purpose related to ISL activities, you are prohibited from disclosing, either directly or indirectly, Confidential Information to anyone outside ISL without the express permission of the individual involved.

Social Networking

ISL recognizes the widespread personal use by employees of social networking media, such as Facebook, Twitter, LinkedIn and YouTube, as well as web blogs. In general, what employees do on their own time is a personal decision. While ISL has no interest in interfering with employees' personal lives, the lines between work life and personal life can become blurred, particularly in the context of communications and posts on sites such as Facebook.

Activities within or outside of work, such as social networking, that may affect your job performance, the performance of others, or ISL, are appropriately addressed by ISL policy. For example, the personal use of social media may become a disciplinary matter if it:

- Interferes with an employee's work;
- May result in discrimination, harassment, retaliation or other harm to an employee, swimmer or anyone else affiliated with ISL;
- Creates a hostile work environment;
- Constitutes defamation;
- Divulges personal or confidential information;
- Puts ISL or its employees or swimmers at risk in any way;
- Results in ISL's loss of confidence and trust in the employee; or
- Violates any other ISL policy.

Communications that might be considered "personal," may not always be "private," when posted on social networking forums. Remember, online posts may be publicly accessible; therefore, you should not have any expectation of privacy with respect to what you say online. In other words, communications on social networks could be considered public rather than private, even if they are of a personal nature. As a result, employees are encouraged to consider the following guidelines when utilizing social media:

- Do not "friend," or "accept" as a friend, anyone who you do not wish to have full access to your personal site, including co-workers, coaches and participants. Participation in social networking is not part of your work-related duties and is not expected, required or encouraged by ISL. Your participation is strictly voluntary. Should you have any concerns about a request for access, please immediately report your concerns to the Team President.
- Do not post any comment or picture that relates in any way to an employee without his or her written consent. Respect others, and their rights to privacy, as you wish to be respected.
- **Never** post a comment or picture that relates in any way to a participant without the consent of the participant **and** the Executive Director.
- Don't forget that you are responsible for what you write or present online. If you would not say it, don't post it. If others view your social media posts as defamatory, libelous, harassing or as creating a hostile work environment, they may choose to initiate legal action.
- You may not use ISL's logo or any League-related materials in your posts without the express consent of the Team President or the Executive Director, unless such use makes clear that you do not represent ISL and the post is not made on behalf of ISL.
- Do not link to ISL's website without the written consent of the Executive Director.
- You are not a spokesperson for ISL; therefore, if you post any comment that relates in any way to ISL, you should clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the League's views.

Discretion and judgment should be exercised at all times when utilizing social networking media,

particularly when your communications may reflect on ISL, its employees or its participants. If you are uncertain about the appropriateness of a social media posting, check with the Team President or the Executive Director.

Nothing in this policy is intended to restrict or prohibit you from truthfully discussing your working conditions, or from engaging in protected, concerted activity under the National Labor Relations Act.

Contacts with the Media or Other Third Parties

If you receive an inquiry that is related in any way to ISL or its participants, including inquiries from the press or other employers or prospective employers, please immediately direct that individual to the Executive Director. No one is authorized to communicate with outside sources, including members of the press, media, and government agency representatives, on behalf of ISL unless specifically authorized, in writing, by the Executive Director.

C. ON DECK SAFETY

On Deck Safety

Your safety, and that of our swimmers and those who work with you, is one of our greatest concerns. With an alert safety attitude, you can help eliminate accidents. All employees are expected to follow all facility rules and safety procedures and to refrain from taking any action that the employee feels may be unsafe or put the employee, a swimmer or any other person at unnecessary risk of injury. If you have any questions or concerns about safety, please promptly discuss these matters with the Team President.

Smoke-Free Environment

We provide a smoke-free environment for all employees and participants. This means that no one is permitted to smoke or use any tobacco products, including e-cigarette or similar products, while on duty or in the presence of minors. Smoking and vaping may be permitted only in accordance with the facility rules and only during authorized rest breaks or lunch breaks (no exceptions) and outside the presence of swimmers. If you smoke before work or during a rest break or lunch break, please take all reasonable steps to ensure that when you begin or resume work, the smell of tobacco is not on your person, your breath or your clothing.

Incidents or Threats of Violence

If there is an immediate threat of violence, emergency assistance must be obtained promptly, including calling 911 if appropriate.

The security of ISL employees, swimmers and guests is paramount. ISL will not tolerate any act or threat of violence by its employees towards any other person with whom he or she has contact through the League. Any conduct that violates this policy in any way is absolutely prohibited, will not be tolerated, and may result in the employee's immediate removal from the premises and disciplinary action up to and including immediate termination of the employee's employment.

If you are seeking, or have obtained, a restraining order against any individual, which prohibits that individual from approaching you, please provide a copy of the court order or related documents to the Team President or the Executive Director so that steps may be taken to ensure a safe experience for all employees and participants.

Every threat or act of violence must be reported immediately to the Team President or the Executive Director. If speak up if you have any questions or concerns.

Accidents at ISL Activities

In the event of any accident, illness or injury, call 911 immediately if it is appropriate to do so.

Any accident that occurs on deck or while participating in ISL activities must immediately be reported to ISL. For your own safety and the safety of our guests, seek the assistance of the Team President if it is practical to do so. Please offer medical aid to an injured guest or fellow employee only if it is an emergency and other medical assistance is not available.

An employee who is injured on the job may be entitled to receive workers' compensation benefits through ISL's workers' compensation insurance plan. Assistance may be requested from the Team President in applying for and obtaining any benefits to which you may be entitled.

Only the Executive Director can answer questions about ISL's responsibility in the event of any accident or injury.

Off-duty Recreational, Social and Athletic Activities

Neither ISL nor its insurance carrier shall be liable for any injury or condition that may arise out of voluntary participation in off-duty recreational, social or athletic activities that are not League-sanctioned, including personal lessons or other non-ISL swim events. In addition, neither ISL nor its insurance carrier shall be liable for any expenses or costs, including workers' compensation benefits, due to any injury or condition that might be sustained as a result of your attendance or participation in any such activities.

Employee participation in post-work parties or other activities that are not part of the employee's work-related duties is not expected, required, authorized or encouraged by ISL. Your participation in any such activities is strictly voluntary and at your own risk. ISL assumes no liability for any injury or accident arising out of any post-work party or activity.

D. EMPLOYMENT PROCEDURES AND RESPONSIBILITIES

Employment Classifications

Exempt Employees. Exempt employees include professional, administrative and management staff members who are paid on a salary basis and whose work duties exempt them from the overtime provisions of state and federal wage and hour laws. Exempt employees are expected to use appropriate judgment in determining when additional work time is necessary to fulfill the obligations of the position. Exempt employees are not paid overtime or provided compensatory time off in lieu of overtime, but are paid a fixed salary which is intended to compensate for all time worked.

Non-exempt Employees. Non-exempt employees are hourly or salary employees who, by the nature of their positions, are not exempt from overtime laws. As such, non-exempt employees are entitled to be paid an overtime premium in accordance with current state and federal law. Overtime may be required from time to time. We expect and appreciate your cooperation. **All time worked by non-exempt employees, including overtime, must be accurately documented on timecards. Overtime is allowed only as necessary and authorized in advance.**

Payroll

For payroll purposes, the workweek runs from Sunday through Saturday, which means that it begins and ends each Saturday night at 12:00 midnight. Employees are paid every other Friday. Direct deposit is available to all employees. For employees who choose direct deposit, the funds will be in the designated account before midnight on payday.

For employees who do not choose direct deposit, paychecks will be mailed to your home address in advance of the payday unless you make arrangements to pick up your check in person. ISL will not release your paycheck to another individual unless you provide written authorization.

Upon receipt of your wages, you will be provided a wage statement (paycheck stub), which will contain the following information: gross wages earned, all deductions, net wages earned, the inclusive dates of the pay period, your name, ISL's legal name and address. The paycheck stub for non-exempt employees will also include the total hours worked, all applicable hourly rates (such as straight time and overtime, if applicable), and the corresponding number of hours worked at each hourly rate. If your paycheck stub does not contain all of this information, or if you believe there is an error in any of this information, please immediately notify the Executive Director.

It is ISL's policy not to make deductions from wages other than those expressly authorized by federal or state regulation or law (or by the employee). If you believe there has been any improper deduction, or any other error on your paycheck or your benefits, please immediately report the matter to the Team President or the Executive Director. Your concerns will be investigated promptly and, if it is determined that there has been any error, you will be reimbursed and the matter will be corrected. You will be protected from retaliation for raising any questions or concerns.

Timekeeping and Overtime

Non-exempt employees, including all Head Coaches and Assistant Coaches, must accurately record all time worked each day, including logging out and in for meal periods. Employees are expected to work their scheduled shift, clock in when ready to begin work, clock out when work ends, and complete all work during that time. Personal activities are to be completed before clocking in. Clocking in before work, remaining clocked in after work, and working "off the clock" are prohibited and may result in termination of employment.

ISL does not expect any employee to work overtime hours (more than 8 hours in one day or 40

hours in one week). Non-exempt employees are not permitted to work overtime unless: (a) necessary; (b) authorized in advance; and (c) properly documented on timesheets and approved by the Team President.

Timesheets must be turned in weekly to the Team President or another designee. In the event of an error, all corrections should be made prior to submission of timesheets for payroll processing. Failing to submit timesheets and excessive errors, such as forgetting to log in or out, may result in disciplinary action, including reduction of wages or termination. Any falsification of records, including the failure to provide accurate information on timesheets, recording someone else's time, or allowing someone else to record your time, may result in discipline up to and including termination of employment.

Rest Breaks and Meal Periods

If an employee works a shift of at least 3.5 hours, that employee is entitled one 10-minute rest break. For shifts exceeding 6 hours, the employee receives two 10-minute rest breaks. Rest breaks must be coordinated to ensure proper coverage at all times and should occur near the middle of each 4-hour work period to the extent reasonably possible. You are encouraged to take these rest breaks, and are not required to perform any work during this time.

If an employee works between 5 and 10 hours, the employee must take an unpaid meal period of between 30 and 60 minutes starting by the end of the 5th hour of work. Meal periods are unpaid, which means employees must clock out and back in, may not perform any work, and are not to be interrupted during meal periods. Rest breaks and meal periods may not be combined, and may not be skipped in order to start the day later or end the day earlier.

Except for the circumstance described in the next paragraph, **if you work a shift exceeding 5 hours you must take a meal period of not less than 30 minutes and accurately record that on your timesheet.**

Employees who work between at least five hours but no more than six hours in a workday may waive the meal period by executing a Meal Period Waiver Form. If the workday exceeds six hours, employees are required to take a meal period.

It is ISL's policy and practice to authorize and permit every non-exempt employee to take rest breaks and meal periods, as required by law. If any individual discourages or prevents you from taking a rest break or meal period, please immediately advise the Team President.

Attendance and Tardiness

Regular attendance and reporting to work on time is essential to ISL's success. Employees are absolutely expected and required to be on time, work as scheduled and maintain regular attendance. Failure to do so may result in disciplinary action, up to and including termination of employment.

In the event of illness, injury or other unanticipated emergency necessitating your absence, you must **personally notify** your Team President as soon as possible. Unless you have made other arrangements, you must call and speak to your Team President each day of your absence. Failure to provide personal notification as required may result in disciplinary action, up to and including termination.

Medical, dental and other appointments should be scheduled before or after work whenever possible. Please provide as much advance notice as possible and, in any event, not less than twenty-four (24) hours, if time off is necessary for an appointment or other (important) reason.

Tardiness and/ or the failure to notify the Team President of a late arrival may lead to disciplinary action, up to and including termination of employment. An absence of any duration (including part of

a day) without providing notice as required may result in termination of employment.

Business Expense Reimbursement

Employees are entitled to reimbursement by the ISL Team for reasonable, pre-authorized expenses that are properly incurred in the performance of the employee's duties. Other than normal commutes to the pool sites for training and meets, employees who are required to drive for ISL work-related purposes must record and submit all business mileage driven to the Team President, and will be reimbursed for mileage at the applicable IRS Standard Mileage Rate. Falsification of expense reports will result in disciplinary action, up to and including termination of employment.

Cell Phones

During working hours, employees may not have their cell phones on deck and may not make personal except while on an authorized rest or meal break.

Personal Appearance

Because of our relations with our participants and the public, and our goal to always set a good example for our swimmers, a proper appearance, including appropriate dress, neatness and cleanliness, are absolutely necessary at all times.

If you report to work dressed inappropriately, you may be asked to leave and remedy the situation, in which case you will not be paid for the time away from work. Reasonable accommodations based upon bona fide religious or health reasons will be considered upon request.

If you have any questions about proper attire, please speak with your Team President.

E. TIME OFF AND ACCOMMODATION POLICIES

Sick Leave

Beginning on the first day of employment, employees will accrue sick leave benefits at the rate of 1 hour for every 30 hours worked, with a cap at any time of 48 hours. Although sick leave benefits begin to accrue from the first day of work, benefits are not available until you have been employed by ISL for a total of 90 days or more and only if you have actually worked at least 30 days in a 12-month period. Employees who separate employment and are rehired within a year of separation will have any previously accrued and unused sick days reinstated and available for use under the terms of this policy. No employee may utilize more than 24 hours of accrued sick leave in one calendar year.

Available sick leave benefits will be applied to all time off for health-related reasons, including time off taken for illness or injury and medical appointments that must be made during working hours, for either the employee or for the employee's Family Member. A Family Member is a child (including step-child, foster child, legal ward or a child whom you care for), spouse, registered domestic partner, grandparent, grandchild or sibling. It may also be applied to time off work per the ISL's Crime or Domestic Victim Leave policy.

The maximum sick leave an employee may accrue is 48 hours. If an employee's earned, unused benefits reach the maximum, the employee will not accrue additional benefits until the employee once again falls below the maximum, at which time the employee will resume accruing sick leave benefits from that date forward. ISL does not allow employees to use sick leave benefits that have not yet accrued. Accrual is based only on hours actually worked.

In the event of illness, injury or other unanticipated emergency necessitating your absence, you must **personally** notify the Head Coach or Team President as soon as possible of your inability to work. Notice of not less than two hours before your scheduled start time is requested.

In addition, if you become ill or are injured during a shift, you must personally notify, and obtain authorization from the Head Coach before leaving the deck. Unless you have made other arrangements, you must call and speak with your supervisor each day of your absence. Failure to provide personal notification as required may result in disciplinary action, up to and including termination.

Whenever possible, employees must have advance written approval before taking paid time off. Medical, dental and other appointments should be scheduled before or after work.

If you have multiple or extended absences, you may be required to present medical certification verifying your inability to work and, in some cases, you may be required to present medical certification that additionally confirms that you are sufficiently recovered to return to work.

An absence of any duration (including part of a day) without providing notice as required may result in disciplinary action up to and including termination of employment.

Sick leave will be docked for absences in excess of one hour. Unused sick leave will not be paid out upon termination of employment.

No employee will be terminated or retaliated against for properly using or requesting these benefits; employees who have been retaliated against for exercising these rights may file a complaint against that employer.

Workers' Compensation

ISL provides workers' compensation insurance as required by law to protect employees who are injured on the job or who become ill because of the job. This insurance provides medical, surgical and hospital treatment, in addition to partial payment for loss of earnings, and retraining assistance if you are unable to return to your usual job or occupation. Death benefits are provided to dependents of a worker who dies from a work-related injury or illness. In addition, you may pre-designate your regular physician as your treating physician before an injury occurs.

If you are injured while working or while on ISL premises, you are required to immediately report the injury to your supervisor, and to report the injury to ISL as soon as practical, regardless of how minor it may be. Claims forms are always available. Employees who report any injury will be protected from retaliation for having done so.

ISL will provide a leave of absence to an employee who is unable to work due to a work-related injury. A request for medical leave is to be submitted as soon as possible and must include medical certification from the health care provider stating (a) the date on which the work-related injury or illness commenced, (b) the probable duration of the condition, (c) confirmation of your inability to work during this time, and (d) your anticipated return to work date. The employee is responsible for submitting up-to-date medical certifications for the duration of the leave, and a release to return to work (with or without restrictions) before returning to work. Upon expiration of medical certification, failure to provide new medical certification or provide a release and return to work will be considered job abandonment.

Available paid sick leave will be applied to the leave unless otherwise requested. You do not earn sick pay or receive holiday pay or other benefits during any leave of absence.

Please contact the Team President to confirm your return from leave. Before returning to work, you will be required to provide medical certification from the health care provider confirming that you are sufficiently recovered to return to work, with or without restrictions. You may not be permitted to report to work without the certification.

Any employee who is on an authorized leave and engages in alternate employment or self-employment indicating that they were able to perform their ISL duties may be deemed to have voluntarily resigned employment with ISL. Any misrepresentation or fraud associated with a leave or leave request shall be grounds for immediate termination.

Any person who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payment is guilty of a felony. If you have any questions, please discuss them with the Team President or Executive Director.

Time Off or Accommodation for Personal, Medical or Pregnancy-Related Reasons

Unpaid time off may be granted if needed due to a medical condition, pregnancy or a compelling personal emergency or circumstance. Time off will also be provided for emergency personnel employees who are called to service and for employees to report to jury duty or attend judicial proceedings as required.

Requests for time off for any reason should be made in advance to the extent reasonably possible. Verification of the need for time off may be required depending on the circumstances. For personal leaves, ISL will consider factors such as the reason for the leave, employment history, the circumstances surrounding the leave request, including ISL's staffing needs at the time.

ISL will also attempt to assist employees with a medical condition or disability by providing a reasonable accommodation as needed in order for the employee to perform his or her job. Please speak to your Team President if you have such a need. ISL will accommodate a new mother who chooses to breastfeed, and will provide reasonable break time to accommodate that employee. Employees who require assistance or intend to breastfeed are encouraged to speak with the Team President as soon as possible to discuss available accommodations.

ISL encourages you to report to the Team President if you feel you have been a victim of, or witness to, discrimination based on a physical or mental disability or medical condition.

State Disability and Paid Family Leave

If you are disabled from working or must care for a newborn or ill seriously ill family member, you may be eligible for partial payment for loss of earnings under State Disability Insurance ("SDI") or the state-sponsored Paid Family Leave (PFL) program, which is part of the SDI program. SDI and PFL do **NOT** provide job protection or return rights.

F. ACKNOWLEDGMENT

Acknowledgment – Employee Copy (Employee to Retain)

By my initials and signature below, I acknowledge and agree that I have received, read and understand the Irvine Swim League Employee Handbook and that each provision of this Handbook applies to my employment with ISL, including (but not limited to) the following:

- _____ Employment with ISL is “at-will.” which means that both ISL and the employee has the right to terminate the employment at any time, with or without cause and with or without prior notice. In addition, ISL may change the duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of employment (other than the at-will relationship), with or without cause or prior notice. This at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Executive Director. This is an integrated statement of the at-will employment relationship.
- _____ ISL provides a work environment free of discrimination, harassment or retaliation. I have read and understand ISL’s policy against discrimination and harassment. I understand that if I experience or witness discriminatory or harassing conduct that I am expected and encouraged to immediately come forward to report that to the Head Coach, the Team President or the Executive Director. Retaliation against anyone who opposes, reports or assists another person in reporting suspected discrimination or harassment is also prohibited. ISL will not tolerate discrimination, harassment or retaliation.
- _____ Personal and confidential Information I learn about the swimmers, employees or participants as a result of my employment must be treated as confidential and may not be used or released to any person or entity without the authorization of the affected individual.
- _____ None of the statements or provisions of this Handbook is intended to restrict or prohibit any employee from engaging in protected, concerted activity under the National Labor Relations Act.

Signature: _____

Date: _____

Print Name: _____

Acknowledgment – Employer Copy (Sign and Turn In)

By my initials and signature below, I acknowledge and agree that I have received, read and understand the Irvine Swim League Employee Handbook and that each provision of this Handbook applies to my employment with ISL, including (but not limited to) the following:

- _____ Employment with ISL is “at-will.” which means that both ISL and the employee has the right to terminate the employment at any time, with or without cause and with or without prior notice. In addition, ISL may change the duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of employment (other than the at-will relationship), with or without cause or prior notice. This at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Executive Director. This is an integrated statement of the at-will employment relationship.
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- _____ Personal and confidential Information I learn about the swimmers, employees or participants as a result of my employment must be treated as confidential and may not be used or released to any person or entity without the authorization of the affected individual.
- _____ None of the statements or provisions of this Handbook is intended to restrict or prohibit any employee from engaging in protected, concerted activity under the National Labor Relations Act.

Signature: _____

Date: _____

Print Name: _____