



Leichtag  
Foundation

EMPLOYEE HANDBOOK

Effective January 1, 2018



## Welcome to the Leichtag Foundation!

We're thrilled to have you join the Leichtag Foundation, and want to officially welcome you to the team. Together, our staff work to honor the tremendous legacy of Lee and Toni Leichtag and serve our community at the highest levels. You are key to making that happen.

At the Foundation, we take pride in creating a culture where everyone feels valued, respected and appreciated. We also believe in taking care of our relationships and each other; having a positive attitude; encouraging everyone to speak up if you have suggestions, questions or concerns; and being present – since we work together as a team to accomplish our goals.

Please take the time to go through this handbook. It covers our expectations of you, and more importantly, what you can expect from us. Please hold on to it for future reference. Of course, if you have questions, feel free to share them with your supervisor or Human Resources.

We hope you'll enjoy working at the Foundation. We have a great team, and with you, it will be even better.

Jim Farley, President and CEO  
Charlene Seidle, Executive Vice President

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## **1. Essential Policy Statements**

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## 1.1. Mission and Values

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### MISSION

The Leichtag Foundation honors the legacy of Lee and Toni Leichtag through igniting and inspiring vibrant Jewish life, advancing self-sufficiency, and stimulating social entrepreneurship in coastal North San Diego County and Jerusalem.

### CORE VALUES

The Leichtag Foundation strives to be informed and inspired by Jewish wisdom in guiding its work. As such, we have embraced seven core values to shape our culture. The number seven in Jewish tradition symbolizes completion, wholeness, and connectedness. These values, as defined to fit the Foundation's culture, are listed below.

#### 1. Humility

*"Be exceedingly humble of spirit."* (Ethics of our Fathers 4:4)

We...

- Assume the best intentions of our colleagues, partners and community members.
- Treat all equally and with respect.
- Extend ourselves in proactive, flexible ways, with willingness to go the extra mile.
- Honor the Leichtag legacy by serving as responsible stewards of the Foundation's resources.

#### 2. Clear and Prompt Communication

*"Act with timeliness and commitment."* (Babylonian Talmud, Pesachim 4a)

We...

- Respond to or acknowledge all e-mail and voicemail messages within one business day. Set forth a clear timeline for response with additional information if we can't respond in full within the business day.
- Are transparent about our availability and designate alternate contacts when out of the office (emergency contact, date of return).
- Communicate truthfully, clearly, and with sincerity in all verbal and non-verbal messages.
- Consider the best method of communication according to the situation and person or people involved.
- Act with urgency and transparency.
- Begin and end meetings in a timely manner.
- For meetings of more than three colleagues (internal) or any number of guests (external), draft and circulate an agenda in advance of meeting, designate someone to take notes, summarize an action plan at the end of the meeting and circulate the action plan within one business day.
- Check in with one another when leaving the office.
- Group items and questions for one interruption, as opposed to many.

#### 3. Risk and Patience to Inform Success

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*"Seven times a Tzadik (the persistent) falls and rises up again." (Proverbs 24:13)*

We...

- Encourage innovative ways of confronting challenges.
- Embrace the ability to respond quickly to change and opportunity.
- Share our successes, failures, information and ideas with one another.
- Use failures and missteps as an opportunity to course correct in real time and learn to inform better results in the future.

#### 4. Inclusivity

*"Everyone brings value – everyone. Including whom? Including all social ranks, including the disabled, including the family-less, including all genders and ages..." (Paraphrase of the Babylonian Talmud, Arakin 2a)*

We...

- Recognize diversity as an important creative driver and strive for diversity among our staff and program participants.
- Frame the spaces we create and the intentions we set as open, safe, and inclusive.
- Invite constructive dialogue that engenders learning, solutions, and action.
- Maintain full and complete confidentiality.

#### 5. Local Partners

*"Who is wise, s/he who learns from everyone." (Ethics of our Fathers 4:1)*

We...

- Support civic engagement in San Diego & Jerusalem.
- Foster strong relationships with our communities through listening to needs and communicating with transparency and authenticity.
- Seek opportunities to collaborate with and empower local partners to generate collective wisdom.

#### 6. Supporting Each Other

*"Our support, gratitude and respect for one another shapes our work." (Midrash, Vayikra Rabbah 9:3)*

We...

- Support civic engagement in North County Coastal San Diego & Jerusalem
- Foster strong relationships with target communities based on our organizational values.
- Seek opportunities to collaborate with and empower local partners to generate collective wisdom.

#### 7. Lifelong learning

*"Make your learning a fixed practice." (Avot 1:15)*

We...

- Support professional development.
- Are open to new skills, tools, and programs.
- Learn together and from each other.

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## **1.2. Nature of this Handbook**

This Employee Handbook has useful information about your employment and is designed to acquaint you with the Leichtag Foundation. Inside, you will find information that describes many of your responsibilities as an employee and outlines the programs developed by our Foundation to benefit employees, including working conditions, employee benefits, and some of the policies affecting your employment. Please read, become familiar, and comply with all provisions of this Handbook. If you have any questions, please feel free to discuss them with your supervisor.

While this handbook contains general standards, it by no means describes all of the policies and practices for which you are expected to comply. For example, different areas of the company may have additional best practices and written standards that may apply to your position. More detailed information is available from Human Resources.

This Employee Handbook does not create nor is it intended to create an express or implied contract with regard to the length of your employment, the terms and conditions of your employment, or any other matter. Also, this Employee Handbook does not create nor is it intended to create a promise or representation of continued employment; or a guarantee of a particular job position, title, responsibilities, or particular level of compensation.

## **1.3. At-will Employment Status**

Employment at the Leichtag Foundation is at-will. This means that you are free to leave your employment at any time, with or without notice or cause, and the Leichtag Foundation retains the same right to terminate your employment at any time, with or without notice or cause. Nothing in this Employee Handbook shall limit the right to terminate employment “at-will” or otherwise contradict the at-will employment relationship. No manager, supervisor, or employee of the Leichtag Foundation has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than “at-will” terms, except at the direction of the Leichtag Foundation’s Board of Directors, and only in writing signed by the Executive Vice President or President and CEO and the employee.

## **1.4. Right to Revise**

This Employee Handbook contains the employment policies and practices of the Leichtag Foundation in effect at the time of publication. All previously issued handbooks, practices, and any inconsistent policy statements or memoranda are superseded. If you have an earlier version of the Employee Handbook, it can be discarded as this version, dated January 1, 2018 is the only one that applies.

The Leichtag Foundation 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. The only

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exception to this is the At-will Employment Status policy, which cannot be changed as stated in section 1.3 above.

Any changes must be in writing and must be issued from the Leichtag Foundation's Executive Vice President or President and CEO or other authorized agent. No other supervisor has the authority to change these policies.

To the extent practicable, any 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 alter the provisions of this handbook.

### **1.5. Equal Opportunity Employment/Non-Discrimination Policy**

Your selection and assignment have been made after careful consideration of your qualifications, as well as those of other applicants. You were chosen because the Leichtag Foundation believes you are qualified, able to perform the duties, and have accepted the responsibilities of your position.

The Leichtag Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. No person is excluded from service on the basis of race, color, creed, religion, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, ancestry, age, marital status, military or veteran status, physical disability, mental disability, medical condition including genetic characteristics or genetic information, sexual orientation, or any other consideration made unlawful by federal, state or local laws. This 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. All such discrimination is unlawful.

The Leichtag Foundation is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Leichtag Foundation operations and prohibits unlawful discrimination by any employee of the Leichtag Foundation, including supervisors and coworkers.

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

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Leichtag Foundation then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Leichtag

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Foundation will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Leichtag Foundation will make the accommodation.

### **1.6. Complaints and Grievances**

All Leichtag Foundation team members are responsible for helping us promote a positive working environment. If you believe you have been subject to or witnessed conduct that violates Leichtag Foundation's Equal Employment Opportunity or harassment policies, it is important to speak out right away.

If any Leichtag Foundation employee is experiencing discrimination, including harassment, under any of the categories defined in Section 1.5 and elsewhere in this handbook, or on any basis protected by law, the employee is encouraged to directly inform the harasser or discriminating individual that the conduct is unacceptable and must stop.

Here are the steps to take:

- If you are comfortable doing so, talk to the person whose behavior is bothering you and ask the person to stop.
- If you are not comfortable talking to that person, or if doing so doesn't work, talk to your immediate supervisor, or any other senior team member.
- You are not limited to these individuals. If you are not comfortable talking to any of the persons listed above, talk with Human Resources.
- If for any reason you are uncomfortable talking about your situation, consider writing to any of the persons listed above.
- Whether or not there is a direct confrontation, the employee is requested and encouraged to also inform the President & CEO, Executive Vice President, or Director of Finance and Operations of the unacceptable conduct.

The Foundation is committed to taking appropriate action to ensure a friendly and pleasant work environment, in compliance with state and federal law and in consideration of its employees' civil rights. The Leichtag Foundation will conduct a prompt, thorough and impartial investigation of any complaint that arises and will undertake swift and appropriate corrective action

Employees should be aware, and feel secure in the knowledge, that Federal and California state law contains strong protections against retaliation for having made a discrimination/harassment complaint, even if the complaint is later dismissed or rejected. No Leichtag Foundation employee will be permitted to retaliate against a person making a complaint. A Leichtag Foundation employee's relationship with the Leichtag Foundation will not be affected by a complaint.

Complaints should be brought to the President & CEO, Executive Vice President, or Director of Finance and Operations as soon as possible. Complaints will be kept confidential to the extent it is possible.

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## 1.7. Unlawful Harassment

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The Leichtag Foundation is committed to providing a workplace free of sexual harassment and discrimination, as well as harassment or discrimination based on such factors as race, color, creed, religion, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, ancestry, age, medical condition including genetic characteristics or genetic information, marital status, physical or mental disability, sexual orientation or any other condition protected by state or federal law. All such harassment is unlawful. The Leichtag Foundation's anti-harassment policy applies to all persons involved in the operation of the Leichtag Foundation and prohibits unlawful harassment by any employee of the Leichtag Foundation, including supervisors, coworkers, independent contractors, vendors and any other persons. It also prohibits unlawful harassment 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.

Prohibited 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, or comments;
- 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;
- Sexual advances or suggestions; unwelcome sexually-oriented remarks; and any unwelcome, intentional touching of the intimate areas of another person's body;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Unwelcome, offensive racial or ethnic slurs, jokes, comments directed at religion or other similar conduct; and
- Retaliation for reporting or threatening to report harassment.

Such conduct constitutes unlawful harassment when it is unwelcome, severe or pervasive, and (1) submission to the conduct has made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Nevertheless, it is a violation of the Leichtag Foundation's policy to engage in behavior such as the conduct described above regardless of whether the conduct rises to the level of unlawful harassment.

Any incident of harassment or discrimination, including work-related harassment or discrimination by any Leichtag Foundation employee or any other person, should be reported promptly to the employee's immediate supervisor, to any manager, or to the President & CEO, Executive Vice

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President, or Director of Finance and Operations. An employee is not required to report first to his or her supervisor if that supervisor is the individual who is the subject of the complaint. Supervisors who receive complaints or who observe harassing or discriminatory conduct should immediately inform the President & CEO, Executive Vice President, or Director of Finance and Operations.

The complaint should contain as much specific information as possible regarding the allegations made and should identify the person(s) involved. Every reported complaint of harassment or discrimination will be investigated thoroughly, promptly, and in a professional manner.

In the case of a Leichtag Foundation employee, if harassment or discrimination is established, the Leichtag Foundation will initiate corrective action, as appropriate under the circumstances. Corrective action for a violation of this policy can range from verbal or written warnings up to and including immediate termination of employment, depending upon the circumstances. With regard to acts of harassment or discrimination by individuals who are not Leichtag Foundation employees, corrective action within the reasonable control of the Leichtag Foundation, and as appropriate under the circumstances, will be taken.

The Leichtag Foundation will not retaliate against you for filing a complaint. In addition, the Leichtag Foundation will not tolerate any form of retaliation against any employee for making a complaint in good faith or cooperating in the investigation of a complaint. Baseless or frivolous complaints or complaints made in bad faith will not be tolerated and can result in disciplinary action up to and including termination of employment.

The Leichtag Foundation encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed on-line.

### **1.8. Immigration Law Compliance**

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The Leichtag Foundation is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Leichtag Foundation within the past three years, or if their previous I-9 is no longer retained or valid.



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## **2.       Employment Policies and Practices**

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## **2.1. Job Classifications**

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Throughout this handbook, employees are classified in various ways, as set forth below:

### **2.1.1. By Number of Hours Worked**

#### **A. Full-Time Employees**

Full-time employees are all those who are normally scheduled to work **32 hours** per week or more.

#### **B. Part-Time Employees**

Part-time employees are all those who are normally scheduled to work **less than 32 hours** per week.

### **2.1.2. By Eligibility for Benefits**

#### **A. Benefitted Employees**

“Benefitted employees” are all those regular full-time employees who are normally scheduled to work 32 hours per week or more and regular part-time employees who are normally scheduled to work less than 32 hours but 20 hours or more per week.

#### **B. Non-benefitted Employees**

“Non-benefitted employees” are all those temporary employees and part-time employees who are normally scheduled to work less than 20 hours per week unless required by applicable law or as specified in their employment offer letter.

### **2.1.3. By Length of Employment**

#### **A. Temporary Employees**

Temporary employees are all those hired to work for the Leichtag Foundation on special assignment with the specific understanding that such work will be completed within a short period of time. Temporary employees are not eligible for benefits, except as required by applicable law or as specified in their employment offer letter.

#### **B. Regular Employees**

Regular employees are all those who are not classified as temporary employees.

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#### **2.1.4. By Method of Payment**

##### **A. Salaried Employees**

Salaried employees are all those who are paid a fixed salary and not by the hour.

##### **B. Hourly Employees**

Hourly employees are all those whose wages are paid by the hour or whose wages fluctuate according to the number of hours worked.

#### **2.1.5. By Eligibility for Overtime**

##### **A. Nonexempt Employees**

Nonexempt employees are all those who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws.

##### **B. Exempt Employees**

Exempt employees are all those who are not eligible for overtime pay.

No employee classifications alter the nature of the at-will employment relationship between the Leichtag Foundation and its employees.

#### **2.2. Job Duties**

A supervisor may explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Leichtag Foundation. Your cooperation and assistance in performing such additional work is expected.

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

#### **2.3. Work Schedules**

The Leichtag Foundation's business hours of operation are normally from 8:30 am to 5:00 pm Monday through Thursday, and 8:30 am to 3:30 pm on Friday. However, this may have no relation to the hours a given employee will be required to work. Exempt employees must work a minimum of three hours in a particular day in order for it to be considered a work day, and are expected to work a minimum of 40 hours per week.

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Your supervisor will assign your individual work schedule, which may vary. All employees are expected to be at their desks or workstations at the start of their shifts, ready to work.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each week. If you need to change your work schedule for any reason, submit your request to your supervisor for approval as soon as possible and with at least 24 hours' notice. Work schedule changes must be submitted in writing and approved in advance of the change.

The Leichtag Foundation workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday.

#### **2.4. Meal and Rest Periods**

Meal and rest breaks are important. They are required by law and it is your responsibility to take meal and rest breaks. Take timely breaks. Employees must not work or volunteer to work during breaks. You must be relieved of all work duties during your break.

All non-exempt employees must accurately account for their mandatory lunch break. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

Your supervisor may assist in scheduling your meal and rest periods from time to time.

##### **2.4.1. Rest Periods**

Non-exempt employees are allowed a 15-minute rest period for every four hours of work or major portion thereof. To the extent possible, rest periods will be provided in the middle of work periods.

Do not combine breaks. You cannot save up a break in order to leave early.

If your scheduled workday is:	The required rest break is:
At least 4 and fewer than 7 hours	One 15-minute paid rest break
At least 7 and fewer than 11 hours	Two 15-minute paid rest breaks
11 or more hours	Three 15-minute paid rest breaks

##### **2.4.2. Meal Periods**

Leichtag Foundation employees are provided with a minimum 30-minute meal period in a manner consistent with state and federal law, to be taken at the employee's discretion unless otherwise stated and no later than the fifth hour of their workday schedule. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

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For each five-hour period of time worked, each nonexempt employee is entitled to a meal period of no less than 30 minutes. You must take a full minimum 30 minute meal period. It is your responsibility to take a timely meal period that is not shorter than the allotted 30-minute period.

If your scheduled workday is:	The required rest break is:
At least 5 and no more than 6 hours	One 30-minute unpaid meal break <i>(may be waived if both employee and employer agree with signed waiver on file)</i>
At least 5 and fewer than 10 hours	One 30-minute unpaid meal break <i>(must be taken no later than the fifth scheduled work hour)</i>
10 or more hours	Two 30-minute unpaid meal breaks <i>(first must be taken no later than the fifth hour and second meal break may be waived if both employee and employer agree with signed waiver on file)</i>

## **2.5. Timekeeping Requirements**

Exempt employees are required to record their time off requests and verify their timecards through the online iSolved time tracking and attendance payroll service provider Coastal Payroll on a semi-monthly basis, immediately following the end of the pay period which end on the 7<sup>th</sup> and 21<sup>th</sup> of each month.

Non-Exempt employees are required to complete timesheets, time off requests and verify their timecards through online iSolved time tracking and attendance payroll service provider Coastal Payroll on a semi-monthly basis, immediately following the end of the pay period which end on the 7<sup>th</sup> and 21<sup>th</sup> of each month.

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Leichtag Foundation to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-Exempt employees must record their own time at the start and at the end of each work period, including before and after the lunch break. If corrections or modifications are made to the time record, both employee and their supervisor must verify the accuracy of the changes.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Any errors on your time record should be reported immediately to your supervisor, Payroll and Human Resources Personnel.

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## **2.6. Payment of Wages**

Payroll payments are distributed either by check, or if chosen, through automatic payroll deposit to a bank account designated by the employee. If paychecks are required, they will be available on paydays, usually by 3:00 p.m. If you observe an error on your check, please report it immediately to your supervisor, Payroll and Human Resources Personnel.

Paydays are scheduled on the 15th and last day of each month. If a regular payday falls on a weekend or holiday, employees will be paid on the previous workday.

Overtime may be paid in the period following the hours worked. The Leichtag Foundation reserves the right to change this at any time.

## **2.7. Pay for Mandatory Meetings/Training**

The Leichtag Foundation will pay non-exempt employees for their 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 a supervisor.

## **2.8. Travel Pay for Non-Exempt Employees**

A non-exempt employee who travels from home before their regular workday and returns home at the end of the workday is engaged in ordinary home to work travel, which is a normal incident of employment. Normal travel from home to work is not work time.

Non-exempt employees will be paid at the rate of the California minimum wage for all travel time that is not part of their normal commute to the Foundation as it relates to section 2.7. Non-exempt employees will be paid at their normal rate of pay upon the arrival/check-in to the meeting/training as it relates to section 2.7.

The Foundation will reimburse an employee for driving between authorized locations at the applicable IRS rate for mileage reimbursement when using their personal vehicle for business, upon the submission of a mileage log/expense report from employee with supervisor's signature to the Leichtag Foundation reflecting the actual miles driven for Foundation business.

The Foundation will also reimburse for approved travel related meals and incidental expenses up to \$74 per day. It is recommended that meal and incidental expense reimbursement allocations do not exceed \$17 for breakfast, \$18 for lunch, \$34 for dinner, and \$5 for incidentals. If a meal is served while traveling, included in a conference registration fee, or is built into the standard, single hotel room rate, the per diem allowance for that meal may not be claimed.

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## **2.9. Overtime for Non-Exempt Employees**

The practice of overtime is discouraged for all employees. It is understood, however, that employees may need to work overtime as necessary when requested by the Leichtag Foundation. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be approved in advance and documented by your direct supervisor. Supervisors are encouraged to manage the workflow in order to avoid excessive overtime work. Working overtime without advance approval may result in disciplinary action, up to and including termination.

The Leichtag Foundation provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

### **2.9.1 Daily Overtime - Regular Non-exempt Employees**

Overtime pay is 1.5 times the regular hourly pay rate for excess hours of 8 up to 12 hours in a workday.

Double overtime pay is 2.0 times the regular hourly pay rate for excess hours of 12 hours in a workday.

### **2.9.2 Weekly Overtime - Regular Non-exempt Employees**

When calculating weekly overtime, only regular hours worked are considered. The overtime pay is 1.5 times the regular hourly pay rate for excess hours worked after the first regular 40 hours. Additionally, if you work seven days in a row within a workweek, the first 8 hours worked on that 7th day will be provided overtime pay at a rate of 1.5 times the regular hourly pay rate.

## **2.10. Reduced Salary for Exempt Employees**

Salaried employees will receive their salary for any week in which they perform any work. For purposes of this salary pay policy, a week is Monday 12:01 a.m. through Sunday midnight. An employee will receive their full salary for any week in which an employee does any work, subject to the following rules:

- An employee's salary may be reduced for complete days of absence due to sickness and personal leave and incomplete initial and final weeks of work; and
- An employee's salary will not be reduced due to partial weeks of work due to service as a juror, witness, or in the military, or for lack of work.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and the California Labor Code and shall be construed in accordance with those

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laws. Employees are encouraged to direct any questions concerning their salary pay to the President & CEO, Executive Vice President, or Director of Finance and Operations so that any inadvertent error can be corrected.

#### **2.11. Names and Addresses**

The Leichtag Foundation is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Director of Finance and Operations or Human Resources in the event of a name or address change.

#### **2.12. Information Presented to the Leichtag Foundation Prior to Employment**

The Leichtag Foundation relies upon the accuracy of information and 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 Leichtag Foundation's exclusion of the individual from further consideration for employment.

#### **2.13. Employee References**

All requests for references must be directed to the Director of Finance and Operations or Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. By policy, the Leichtag Foundation discloses only the dates of employment and the title of the last position held of former employees, unless instructed in writing by employee.

#### **2.14. Performance Evaluations**

Leichtag Foundation employees are expected to perform their job duties and functions at an acceptable level. Job performance is reviewed and evaluated on an ongoing basis.

The Leichtag Foundation will provide employees with a formal written performance evaluation at or near the completion of the introductory period, and annually at or near the end of the Leichtag Foundation's fiscal year thereafter.

Each employee may receive periodic performance reviews conducted by your supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Sample templates for performance self-evaluations and performance reviews found in **Appendix A**. Favorable performance evaluations do not guarantee or result in increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Leichtag Foundation and depend



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upon many factors in addition to performance. After the review, you may be asked to sign the evaluation report simply to acknowledge that it has been presented to you, and that you are aware of its contents. You are encouraged to discuss questions regarding your performance or job expectations with your supervisor at any time.

### **2.15. Open-door**

Suggestions for improving the Leichtag Foundation are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions are of concern to the Leichtag Foundation. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of the supervisor.
- If the problem is not resolved, you may present the problem in writing to the President & CEO, Executive Vice President, or Director of Finance and Operations. It is recommended that you bring this matter to the President & CEO, Executive Vice President, or Director of Finance and Operations as soon as possible after you believe that your immediate supervisor has not resolved the matter. If you need assistance with the written complaint, contact the President & CEO, Executive Vice President or Director of Finance and Grants Administration for help.

This procedure, which we believe is important for both you and the Leichtag Foundation, cannot guarantee that every problem will be resolved to your satisfaction. However, the Leichtag Foundation values your observations and you should feel free to raise issues of concern, in good faith.

### **2.16. Employment of Relatives**

The Leichtag Foundation seeks the most qualified candidates for employment. There are no bars to the appointment of immediate family members in the same or different departments; however, no employee shall participate in any personal matter which may directly affect the employment status of an immediate family member. Furthermore, no employee shall participate in any personal matter which may directly affect the employment status on an immediate family member.

The Leichtag Foundation is committed to the principle of objective, fair and equitable treatment of all employees. Accordingly, it is crucial that the actions of Foundation employees engender an atmosphere that is free of both actual and apparent conflicts of interest that compromise this principle. Conflicts of interest should be avoided if possible, and otherwise disclosed and managed.

A conflict of interest in employment arises when the Foundation or any subsidiary organization employs two related individuals (see below) and:

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- One of these individuals is responsible for or participates in making decisions or recommendations regarding the employment status of the other employee; or
  - There is a direct reporting line between them; and
  - The relationship between the individuals would make it difficult for the employee with the decision-making responsibility to be objective; or
  - It might appear to a reasonable person that the employee with decision-making responsibilities might not be objective.

The term “related individuals” includes, but is not limited to:

- Relationships by blood, adoption, marriage, or domestic partnership: partner, parent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law; father- or mother-in-law, son- or daughter-in-law; step-parent, or step-child; and
- Romantic and/or sexual relationships or intense personal friendships, or significant business relationships.

No conflict of interest exists if the individual with decision-making responsibility plays no role in decision-making processes involving the other individual, or if the decision-making is limited to routine approvals.

The President & CEO or Executive Vice President, having primary responsibility for approval of employment-status decisions regarding the related individuals, also has the responsibility for determining whether a conflict of interest in employment exists.

## **2.17. Conflicts of Interest**

You are expected to act at all times in the Leichtag Foundation’s best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. In performing your duties at the Leichtag Foundation and in your outside activities, you should avoid conflicts of interest as well as the appearance of conflicts of interest.

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with the Leichtag Foundation’s best interests. If, for example, you are involved in an outside activity or have a financial, professional, political or other personal interest that might interfere with your objectivity in performing Leichtag Foundation duties and responsibilities, you may have a conflict of interest. All employees must avoid situations involving actual or potential conflicts of interest. Please refer to the Leichtag Foundation’s Conflict of Interest policy in **Appendix B** to view the details in full.

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## **2.18. Reductions in Force**

Under some circumstances, the Leichtag Foundation may need to restructure or reduce its workforce. In determining which employees will be subject to layoff, the Leichtag Foundation may take into account, among other things, operation and Leichtag Foundation requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

## **2.19. Involuntary Termination and Discipline**

Violation of Leichtag Foundation policies and rules may warrant disciplinary action which may include verbal warnings, written warnings, suspension, demotion, re-assignment, and termination. The system is not formal and the Leichtag Foundation may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Leichtag Foundation's discipline policy in no way limits or alters the at-will employment relationship.

All Leichtag Foundation-owned property, including keys, manuals, other written materials, client or customer lists, computer pass-codes, and all confidential or proprietary information of the Leichtag Foundation must be returned immediately upon termination of employment.

## **2.20. Voluntary Termination**

Voluntary termination results when an employee voluntarily resigns his or her employment at the Leichtag Foundation, fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor or refuses reassignment to an alternative position. All Leichtag Foundation-owned property, including keys, manuals, other written materials, client or customer lists, computer pass-codes, and all confidential or proprietary information of the Leichtag Foundation must be returned immediately upon termination of employment.

While advance notice of resignation is not required, employees are requested to provide reasonable advance written notice of resignation as a courtesy to the Leichtag Foundation.

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### **3. Standards of Conduct**

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### 3.1. **Prohibited Conduct**

The following conduct is prohibited and will not be tolerated by the Leichtag Foundation. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Foundation operations also may be prohibited.

- Falsifying employment records, employment information, or other Leichtag Foundation records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Leichtag Foundation property, or the property of any employee or client;
- Removing or borrowing Leichtag Foundation property without prior authorization;
- Unauthorized use of Leichtag Foundation equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Leichtag Foundation premises;
- Participating in horseplay or practical jokes on Leichtag Foundation time or on Leichtag Foundation premises;
- Carrying firearms or any other dangerous weapons on the Leichtag Foundation premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Leichtag Foundation premises;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management or co-worker;
- Using abusive language at any time on Leichtag Foundation premises;
- Failing to notify your supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and meal periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls and/or texts that are excessive in duration and/or frequency, as determined in the Leichtag Foundation's full discretion, during working hours, except in cases of emergency, and/or excessive use of social media or the internet for purposes not related to work;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair at work;
- Violating any safety, health, security or Leichtag Foundation policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of unlawful harassment of another individual.

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This statement of prohibited conduct does not alter the Leichtag Foundation's policy of at-will employment. Either you or the Leichtag Foundation remains free to terminate the employment relationship at any time, with or without reason or advance notice.

### **3.2. Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Leichtag Foundation has established an Emergency Crisis Team and a workplace safety program. The Emergency Crisis Team is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report or, remedy such situations as appropriate, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Leichtag Foundation's Director of Finance and Operations, Facilities Manager, and the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **3.3. Off-duty Conduct**

While the Leichtag Foundation does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Leichtag Foundation's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Leichtag Foundation's or their own integrity, reputation or credibility. Illegal off-duty conduct by an employee that adversely affects the Leichtag Foundation's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the Leichtag Foundation, employees are expected to devote their energies to their jobs with the Leichtag Foundation. The following types of employment elsewhere are strictly prohibited unless otherwise agreed in writing by the Leichtag Foundation:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the Leichtag Foundation;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Leichtag Foundation;
- Additional employment that impairs or has a detrimental effect on the employee's work

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performance with the Leichtag Foundation;

- Additional employment that requires the employee to conduct work or related activities on Leichtag Foundation property during the employer's working hours or using Leichtag Foundation facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the Leichtag Foundation.

Employees who wish to engage in additional employment are requested to submit a written notice to the President & CEO, Executive Vice President, or Director of Finance and Operations explaining the details of the additional employment. The Leichtag Foundation assumes not responsibility for additional employment. The Leichtag Foundation shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

### **3.4. Drug and Alcohol Abuse**

The Leichtag Foundation is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Leichtag Foundation. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Leichtag Foundation to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Leichtag Foundation.

#### **3.4.1. Prohibited Conduct**

For the above reasons, the Leichtag Foundation is committed to maintaining a safe working environment free of illegal drug and excessive alcohol use. Accordingly, the unlawful use, possession, sale, delivery, transportation, distribution, manufacturing, production or furnishing of a controlled substance, as defined in the Uniform Controlled Substance Act, is expressly prohibited. Moreover, during business hours, employees may not consume or possess alcoholic beverages on Foundation property, unless participating in a Foundation sanctioned or sponsored event. Employees may not consume or possess alcoholic beverages while driving a Leichtag Foundation vehicle or operating machinery and equipment.

The use of controlled substances as part of a prescribed medical treatment program by a licensed physician is not prohibited. In the event an employee is taking a prescription medication, it is the employee's responsibility to determine, with their physician's help, if it is safe to continue working while on the medication.

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The following rules and standards of conduct apply to all employees either on Leichtag Foundation premises or during the workday (including meals and rest periods). Behavior that violates Leichtag Foundation policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a vehicle or personal vehicle on Leichtag Foundation business while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The Leichtag Foundation also may bring the matter to the attention of appropriate law enforcement authorities.

Whenever the Leichtag Foundation suspects an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Foundation may require the employee to submit a urine and/or blood sample for alcohol and drug testing. Refusal to submit to a drug or alcohol test can result in disciplinary action, up to and including termination.

The Leichtag Foundation reserves the right to take all action which it deems appropriate, in its sole discretion, to implement this policy. It is the responsibility of supervisors and managers to enforce this policy and to do so in a consistent and fair manner. As a condition of continued employment, all employees are expected and required to cooperate in the enforcement of this policy for their own safety and the safety of others.

#### **3.4.2. Facility Inspection**

The Leichtag Foundation's premises and all equipment, furniture and personal property maintained thereon are the sole and exclusive property of the Leichtag Foundation. The Leichtag Foundation reserves the right to inspect Leichtag Foundation premises, property, desks, lockers, storage areas, file cabinets, vehicles and employee common areas at any time on a random basis with or without any advance notice to detect the presence of illegal drugs or alcohol. If any such inspection is directed toward one specific employee's work area, that employee will be given the opportunity to be present during the inspection or the employee will be notified and given a reasonable amount of time to respond.

Where the Leichtag Foundation has reason to believe an employee is violating any aspect of this policy, he or she may be asked by a supervisor to submit immediately to a search of any personal property which have been brought to work.



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#### **3.4.3. Assistance**

The Leichtag Foundation expects employees who suspect they have an alcohol or drug problem to seek treatment. The Leichtag Foundation will help employees who abuse alcohol and/or drugs by providing a referral to an appropriate professional organization. However, it is the responsibility of the employee to seek and accept assistance before drug and/or alcohol problems lead to disciplinary action, up to and including termination. Failure to enter, remain or successfully complete a prescribed treatment program may result in termination of employment. Strict confidentiality of records and information will be maintained.

Entrance into a treatment program does not provide exceptions to the Leichtag Foundation's policy regarding an employee's performance, and participation will not prevent the Leichtag Foundation from administering discipline for violation of its policies or relieve the employee of his/her responsibility to perform his/her job in a satisfactory, safe and efficient manner.

Violations of this policy may result in disciplinary action, up to and including termination.

#### **3.4.4. Involvement of Law Enforcement Agencies**

The use, sale, purchase, possession or furnishing of an illegally obtained drug is a violation of the law. The Leichtag Foundation may refer such illegal drug activities to the appropriate law enforcement agencies.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Leichtag Foundation premises will not be tolerated because such conduct, even though off duty, reflects adversely on the Leichtag Foundation. In addition, the Leichtag Foundation must keep people who sell or possess controlled substances off Leichtag Foundation premises in order to keep the controlled substances themselves off the premises.

#### **3.5. Punctuality and Attendance**

As an employee of the Leichtag Foundation, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and the Leichtag Foundation.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Leichtag Foundation business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If a Foundation employee is out of the office on vacation, paid holiday, on a leave of absence, for work-related business but will be unable to respond to emails or phone calls for an extended

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period of time, proper away messages should be set on the employee's business email and phone. The full Out-of-Office Policy found in **Appendix C**.

### **3.5.1 Reporting to Work**

If an employee is unable to report to work on any particular day, the employee must, under all but the most extenuating circumstances, call their supervisor at least half an hour before their scheduled time to begin work for that day. If the employee calls less than half an hour before their scheduled time to begin work and does not arrive in time, the employee will be considered tardy for that day. In all cases of absence or tardiness, the employee must provide their supervisor with an honest reason or explanation of the absence and its expected duration.

### **3.5.2 Punctuality**

Excessive tardiness will not be tolerated. An employee is tardy even if the Leichtag Foundation pays the employee for the missed time.

### **3.5.3 Attendance**

Excessive absence from work will not be tolerated. An employee may be granted a scheduled absence for authorized absences in accordance with Leichtag Foundation policies. Pre-scheduled medical/professional appointments (doctors, lawyers, clergy, counselors, etc.), with prior Leichtag Foundation approval, are considered a scheduled absence.

An employee may be absent for an unscheduled absence due to sickness/illness, family emergency, or other unplanned absence from work. An absence may be considered unscheduled even if the Leichtag Foundation pays the employee for the missed time, or the employee makes up the time when approved by the Leichtag Foundation.

Repeated unscheduled absences will result in verbal counseling, written counseling, and/or suspension or termination of employment in the Leichtag Foundation's sole and absolute discretion.

#### **A. Absence Documentation**

The Leichtag Foundation may require documentation of authorized reasons for the absence, such as sick leave, jury duty, etc. and may require a doctor's release of fitness to return to work.

#### **B. Failure to Report to Work**

If an employee fails to report to work for three or more consecutive scheduled working days

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without notifying his or her supervisor, the Leichtag Foundation will consider the employee has abandoned their employment and remove them from the payroll.

### **3.6. Dress Code and Other Personal Standards**

Each employee is a representative of the Leichtag Foundation and their attire affects our organizational culture and the atmosphere in our Foundation. Each employee is expected to report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and appropriate for the environment in which they work.

Please adhere to the following guidelines:

- When working in an office setting, and when meeting with external guests, employees should dress professionally in business appropriate clothing suitable for the type of meeting or occasion. Your supervisor can provide guidance as appropriate.
- Fridays can be more casual, but no torn jeans or shorts are allowed.
- Open-toe shoes in the office are acceptable as long as they are not too casual (for example, flip flops are not acceptable).
- Closed-toe shoes are required for touring and working outside agricultural property.

Employees who report to work inappropriately dressed, as determined by the Leichtag Foundation in its sole and absolute discretion may be asked to leave and return in acceptable attire.

Certain positions may require specific and appropriate work attire and if a uniform is needed, it will be provided by the Foundation. See your supervisor for details.

### **3.7. Customer and Vendor Relations**

Employees are expected to be polite, courteous, prompt, and attentive to everyone. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the employee should refer the matter immediately to their supervisor.

Ours is a service business and all of us must remember to be respectful and tolerant of others. At the same time, our Foundation will not tolerate abusive language from anyone and you have discretion to politely discontinue any such offensive conversation and refer the matter to the appropriate person in the Leichtag Foundation.

Telephone callers must not be placed on hold for an extended period of time. Please direct incoming calls to the appropriate person and make sure the call is received, or take a message.

All correspondence and documents 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.

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If a problem develops or if a person remains dissatisfied, ask the appropriate person in the Leichtag Foundation to intervene, and avoid arguing.

### **3.8. Confidentiality**

Leichtag Foundation property includes not only tangible property, like desks and computers, but also intangible property such as information. Of particular importance are proprietary information and confidential information. This handbook, for example, contains proprietary information.

Confidential information is any Leichtag Foundation information that is not known generally to the public or the industry. Such confidential information includes, but is not limited to, the following examples:

- Computer, software, and database processes
- Computer, software, and database programs and codes
- Works in progress
- Customer, donor or funder, volunteer and grantee lists
- Customer, donor or funder, volunteer and grantee preferences
- Demographic information
- Financial information
- Marketing strategies
- Pending projects and proposals
- Research and development strategies

Confidential information also includes all of the Leichtag Foundation's customer, donor or funder, volunteer or grantee files, personnel files, computer records, programs, and trade secrets. Employees may not disclose or use proprietary or confidential information except as their jobs with the Foundation require. Employees must return all property and confidential information to the Foundation if their employment is voluntarily or involuntarily discontinued, or as requested by the Foundation. Anyone who violates this policy will be subject to discipline and possible legal recourse.

All documentation prepared by employees on behalf of the Leichtag Foundation is and will remain the exclusive property of the Leichtag Foundation. Moreover, the Leichtag Foundation owns all inventions, software, designs, drawings, scripts, publications, ideas and similar intellectual property and has unlimited rights to use, reproduce, disclose, and/or publish such documentation and information in any manner without any claim on the part of the employee.

Employees may also be subject to separate confidentiality agreements which further explain these confidentiality obligations.

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### 3.9. **Business Conduct and Ethics**

The successful business operation and reputation of the Leichtag Foundation is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Please refer to the Leichtag Foundation's Code of Ethics policy in **Appendix D** to view the details in full.

Compliance with this policy of business ethics and conduct is the responsibility of every Leichtag Foundation employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

### 3.10. **Financial and Accounting Matters**

Additionally, the Leichtag Foundation is committed to fair, accurate and transparent accounting of financial matters of the Leichtag Foundation and expects all employees, officers, trustees and agents to act in accordance with the highest ethical standards in the performance of their responsibilities to the Leichtag Foundation. The Leichtag Foundation has a separate ethics and whistleblower policy (**Appendix E**) that employees are required to review and acknowledge.

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## **4. Operational Considerations**

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#### 4.1. **Foundation Property**

Furniture, computer equipment, telephone equipment, computer software and their applications, customer lists, keys, written materials, Leichtag Foundation supplies, manuals, proposals, security passes and other items are Leichtag Foundation property and must be maintained according to Leichtag Foundation rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Leichtag Foundation reserves the right to inspect all Leichtag Foundation property to ensure compliance with its rules and regulations, without notice to the employee and at any time, and not necessarily in the employee's presence.

Leichtag Foundation voice mail, internet activities, and/or electronic mail (e-mail) are to be used for business purposes only. The Leichtag Foundation may monitor voice mail messages, internet activities, and e-mail messages to ensure compliance with this rule, without further notice to the employee and, not necessarily in the employee's presence.

No personal locks may be used on Leichtag Foundation-provided file cabinets unless approved by the Leichtag Foundation and the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Leichtag Foundation file cabinet.

The Leichtag Foundation may periodically need to assign and/or change "passwords" and personal codes for computer access, voice mail, e-mail, internet access, access to particular software, etc. These communication technologies and related storage media and databases are to be used only for Leichtag Foundation business and they remain the property of the Leichtag Foundation. The Leichtag Foundation reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. The existence of such passwords is not an assurance of the confidentiality of any employee communications.

An employee must obtain prior authorization before any Leichtag Foundation property, other than portable computers, cellular phones and personal digital assistants issued to such employee by the Leichtag Foundation, may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave the Leichtag Foundation. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

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#### 4.2. Use of Electronic Media

The Leichtag Foundation uses various forms of electronic communication including, but not limited to computers, computer networks, internet, voice mail, e-mail, telephones, etc. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Leichtag Foundation and are to be used only for Leichtag Foundation business and not for any personal use.

Employees may not use their computer to access any internet sites that could be construed as discriminatory or offensive, and no employee shall post personal opinions on the internet using the Leichtag Foundation's equipment or access.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Leichtag Foundation policy, or not in the best interest of the Leichtag Foundation.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install or run personal software, CDs, DVDs, or flash drives, or engage in excessive use of the internet for personal use, including, without limitation, the use of any social media sites on Leichtag Foundation computer systems.

All electronic information created by any employee using any means of electronic communication is the property of the Leichtag Foundation and remains the property of the Leichtag Foundation. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Leichtag Foundation's ownership of the electronic information. The Leichtag Foundation will override all personal passwords if necessary for any reason.

**The Leichtag Foundation may monitor internet, electronic files, messages, mail, and other digital archives, and may monitor the use of electronic communications as necessary to ensure that no misuse or violation of Leichtag Foundation policy or any law occurs.**

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the President & CEO, Executive Vice President, or Director of Operations.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the President & CEO, Executive Vice President, or Director of Finance and Operations.



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No employee may install or use software, or engage in other activities, intended to mislead, conceal, or clean computers of evidence of its misuse or violations of any of these policies. Running software that “cleans” the computer or deletes its “history” or “cookies” is expressly prohibited.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, smart phones, hand-held devices, portable computers, tablets, iPads, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the Foundation.

Any information about the Leichtag Foundation, its products or services, or other types of information that will appear in the electronic media about the Leichtag Foundation must be approved by senior management before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the President & CEO, Executive Vice President, or Director of Finance & Operations.

#### **4.3. Encryption**

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on the Leichtag Foundation’s computers must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

#### **4.4. Use of Social Media**

Under most circumstances, use of social media (e.g., Facebook, Twitter, Instagram, blogs, etc.) is prohibited during working hours for personal entertainment. Employees may use social media during working hours only for legitimate business purposes and with the approval of an immediate supervisor. Social media may not be used at any time by any employee to make defamatory statements (about the Foundation or any of its employees), to harass or threaten other employees, disclose confidential, proprietary or privileged information, or for any other unlawful purpose, even if the employee is using social media on his or her own personal time. Inappropriate or unlawful use of social media will result in disciplinary action up to and including termination. Nothing in this policy prohibits employees from using social media to engage in protected, concerted activities regarding their work in accordance with applicable law.

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#### **4.5. Off-duty Use of Facilities**

Employees are prohibited from remaining on the Leichtag Foundation premises or making use of Leichtag Foundation facilities while not on duty. Employees are expressly prohibited from using Leichtag Foundation facilities, Leichtag Foundation property, or Leichtag Foundation equipment for personal use or other professional activities, without express prior permission from the President & CEO, Executive Vice President, or Director of Finance and Operations.

#### **4.6. Employee Property**

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Leichtag Foundation property.

#### **4.7. Security/Workplace Violence**

The Leichtag Foundation has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the President & CEO, Executive Vice President, Director of Finance and Operations, or Facilities Manager. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your work area that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the President & CEO, Executive Vice President, Director of Finance and Operations, Facilities Manager, or Security Manager when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

#### **4.8. Health and Safety**

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. You should report any unsafe conditions or potential hazards to your supervisor immediately; even if you believe you have corrected the problem. Any work-related injury, accident or illness must be reported immediately to the President & CEO, Executive Vice President, Director of Finance and Operations, or Facilities Manager regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

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#### **4.9. Smoking**

Smoking is not allowed in any enclosed area of the facility. Smoking is allowed on the Leichtag Foundation premises only in the following designated areas:

- Behind Barn 2
- Outside of the Farm House

#### **4.10. Solicitation and Distribution of Literature**

In order to ensure efficient operation of the Leichtag Foundation's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Foundation premises. The Foundation has enacted rules applicable to all employees regarding solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Foundation premises.

#### **4.11. Conducting Personal Business**

Employees are to conduct only Foundation business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

#### **4.12. Cell Phone Usage While Driving**

In the interest of the safety of our employees and other drivers, Foundation employees are prohibited from using cell phones/handheld devices while driving, including making or receiving telephone calls; sending, receiving or reading text messages; sending, receiving, or reading emails; and/or accessing Internet browsers while driving on Foundation business and/or Foundation time. If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device or safely pull off the road before receiving a call. Under no circumstances should employees place phone calls, send or read text messages or emails, or access the Internet through a handheld device while operating a motor vehicle on Foundation business and/or Foundation time.

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#### 4.13. Bulletins

The Foundation maintains bulletins located in the break room and copy room. Bulletins are used to provide information to employees concerning Foundation activities and in compliance with local, state or federal law. Please check these boards regularly for these notices. Employees may not post items unless the following conditions are met:

- Postings may be made by Foundation employees only;
- The information to be posted must first be approved by the President & CEO, Executive Vice President or Director of Finance and Operations;
- Postings are limited to an appropriate size.

#### 4.14. Company Vehicle Policy

The Leichtag Foundation owes vehicles for the use of Foundation business. Vehicle operators eligible for assignment of a company vehicle are selected at the discretion of the President & CEO and Senior team. Prior to vehicle assignment, eligible employees must prove that he or she has a valid driver's license and authorize the Foundation to review the eligible employee's driving record. More information about the vehicle usage policy found in **Appendix F**.

#### 4.15. Kashrut Policy

The Foundation encourages a pluralistic community as it welcomes friends, neighbors and organizations to the property. To create an open and welcoming environment for all, especially as we gather community around food, the Foundation maintains a level of Kashrut that enables all guests to be able to partake in festivities. Full Kashrut policy viewed in **Appendix G**.

#### 4.16. Guest Accommodation Policy

The primary purpose of the Foundation's residential properties which not used for employee housing as a condition of employment are considered "Guest Accommodations" and are to provide short-term accommodations to visitors with business directly affiliated with the Leichtag Foundation and/or Leichtag Commons which directly provide a contribution to our work. Subject to availability, members of the Leichtag Foundation and its subsidiary staff have the ability to reserve stays of up to five days in each fiscal year for immediate family members only. The Guest Accommodation policy, guidelines, and request form found in **Appendix H**.

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## **5. Employee Benefits**

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### 5.1. Paid Holidays

The Foundation provides certain paid holidays each year, which may vary annually, for regular, full-time benefited employees as well as temporary, part-time and non-benefitted employees on a pro-rated basis. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday, unless it is a regular scheduled work day for the employee. However, the Foundation may honor another day or decide not to grant compensating time off. The Foundation observes the following holidays and Jewish Holy Days for all employees:

#### Observed Holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

#### Observed Jewish Holy Days when they fall during the workweek Monday through Friday:

Rosh Hashanah	2 Days
Yom Kippur	1 Day
Sukkot	First Day
Shemini Atzereth	1 Day
Pesach	First Day and Second to Last Day
Shavuot	First Day

Jewish Holy Days are not additionally accruable when they fall on non-working days or other paid legal holidays. The time is non-transferable.

Observed Holidays and Observed Jewish Holy Days when they fall during the workweek Monday through Friday are automatically added as paid time off to an employee's timesheet.

Additionally, regular full-time employees are entitled to up to five paid optional holidays each year. Employees should discuss and attain the approval of his or her supervisor before deciding how the optional holidays will be taken. Optional holidays will not accrue in future years if unused. Optional holidays that employees have the discretion to observe are as follows:

#### Optional Holidays:

Martin Luther King Jr. Day  
President's Day  
Day after Thanksgiving  
Employee's Birthday (or on an alternative date that is during the same month or within two weeks preceding or following the employee's birthday)

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Optional Jewish Holy Days:

Pesach	Second Day and Last Day
Shavuot	Second Day
Sukkot	Second Day
Simchat Torah	1 Day

To be eligible for holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance. Part time, temporary, and seasonal employees are not eligible for optional holiday pay.

## **5.2. Vacation Leave**

The Foundation has established a vacation plan to provide regular employees with a period of rest and relaxation without loss of pay or benefits.

### **5.2.1. Eligibility**

Except as otherwise agreed to in writing, only full time employees and part time employees who work 20 or more hours per week) accrue vacation benefits. Non-benefitted employees (temporary employees and part-time employees who work less than 20 hours per week) do not accrue vacation benefits. All eligible employees begin accruing vacation benefits hereafter their introductory period.

If an otherwise non-eligible employee (i.e., non-benefitted) is reclassified to benefitted employee status, he/she then becomes entitled to vacation pay as of the date of his/her reclassification. Any otherwise eligible employee who is reclassified to an ineligible status, will cease to accrue vacation benefits, but shall receive accrued vacation benefits through the date he/she is reclassified.

### **5.2.2. Accrual**

Unless otherwise specified in writing, benefitted employees will accrue vacation time at the following rates:

#### Exempt employees (for each calendar year):

- Completion of introductory period through the end of second year from the date of hire: Full-time employees will accrue 5 hours every pay period actually worked up to a maximum of 120 hours per year, with a carryover limit of 240 hours of accrued vacation benefits.
- Beginning of third year and thereafter: Full-time employees will accrue 6.667 hours every pay period actually worked up to a maximum of 160

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hours per year, with a carryover limit of 320 hours of accrued vacation benefits.

- Part-time benefitted exempt employees will accrue vacation time on a pro-rated basis in accordance with their work schedules.
- Non-exempt employees (for each calendar year):
  - Completion of introductory period through the end of second year from the date of hire: Full-time employees will accrue 3.333 hours every pay period for hours actually worked up to a maximum of 80 hours per year, with a carryover limit of 160 hours of accrued vacation benefits. Part-time employees will accrue 1.666 hours of vacation leave every pay period up to a maximum of 40 hours per year, with a carryover limit of 80 hours.
  - Beginning of third year and thereafter: Full-time employees will accrue 5.0 hours every pay period for hours actually worked up to a max of 120 hours per year, with a carryover limit of 240 hours of accrued vacation benefits. Part-time employees will accrue 2.5 hours of vacation leave every pay period up to a maximum of 60 hours per year, with a carryover limit of 120 hours.
- Temporary and seasonal non-exempt part-time employees:
  - Not eligible for vacation leave

Only those hours actually worked are added together to determine an employee's vacation accrual. Compensated holidays and vacation time, for example, are not hours worked and, therefore, are not counted in calculating vacation accrual.

### **5.2.3. Administration**

#### **A. Maximum Accrual**

Vacation accruals may not exceed two times your current annual entitlement. Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after you have taken vacation and your accrued vacation has decreased below the maximum entitlement. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

#### **B. Vacation Use**

Vacation time accrues on a semi-monthly basis and may be taken as accrued. Employees are encouraged to take their vacation days no later than prior to the end of the calendar year immediately following the year in which they accrue.



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Employees who have accrued unused vacation time and desire to schedule time for rest, relaxation, personal use, or any other type of scheduled absence from the office, must request time off in writing and submit it at least one week in advance to his or her supervisor including an online request through the Coastal Payroll iSolved online system. Vacation may not be used to alter an employee's regular schedule on a recurring basis. Failure to obtain advance permission to schedule a vacation is a violation of the office attendance policy. The Foundation reserves the right to postpone requested vacation time to a more convenient time.

#### **5.2.4. Approval**

Vacations must be approved in advance by your supervisor and then forwarded to the Human Resources Department. The Foundation will try to give a choice of vacation dates.

#### **5.2.5. Scheduling Conflicts**

If you and another employee have requested vacations covering the same period and may not be absent simultaneously, preference may be given to the employee with the greater length of service. The Foundation also reserves the right to change previously approved vacation times if a crucial business necessity arises.

#### **5.2.6. Vacation Pay on Termination**

On termination of employment, employee will be paid all accrued but unused vacation.

#### **5.2.7. Holidays**

A holiday that falls during a vacation period will be treated as a holiday and not as a day of vacation.

#### **5.2.8. Vacation Accrual During Unpaid Leaves of Absence**

If you take an unpaid leave of absence or a leave of absence covered by disability salary continuation, you will not earn vacation during the leave. Vacation accruals will recommence when you return to work.

#### **5.2.9. Annual Vacation Cash Out**

Employees can choose to cash out up to fifty percent (50%) of their vacation accrual earned hours once during a fiscal year.

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Cashing out vacation accrual only applies to all employees who receive such accrual as provided for in the Employee Handbook. Employees utilizing the cash out allowed must maintain a balance equivalent to or above 50% of their total balance as of the date requesting the payout. For example, Employee A has 30 hours of vacation payout; leaving them with a balance of 15 hours of vacation accrual. Employees may execute an annual cash out once in the Foundation's fiscal year.

Eligible employees are able to cash out up to 50% of their vacation accrual balance upon Human Resource's receipt of a completed request form no later than three days prior to pay day. The cash out will be at the employee's current rate of pay and will be paid via a separate check or included in their direct deposit on payday. The Foundation reserves the right to revisit this policy on an annual basis to determine the fiscal impact of continuing such an offering. The Foundation will provide 10 days' notice if it is deemed necessary to suspend the program. The Vacation Cash Out policy, guidelines, and request form found in **Appendix I**.

### **5.3. Sick Leave**

The Foundation provides paid sick leave to be used for temporary absence required to recover from illness. Time off for medical, dental, or optical appointments, occupational illness or injury will be treated as sick leave. Sick leave pay will be reduced by any weekly disability allowance the employee is entitled to under the state worker's compensation program.

Employees may use up to 100% of their sick leave to attend to a child, parent, spouse, domestic partner, or domestic partner's child who is ill, and other relatives on a case-by-case basis.

Failure to notify the Foundation each day of expected absence could result in the absence being charged to vacation or leave without pay, and could result in an unapproved absence. A doctor's certificate may be required if absence extends to the third day. Daily notification may be waived during extended absence situations.

Regular exempt full-time employees earn 2.88 hours of sick leave every pay period beginning immediately upon employment, up to a maximum of 176 hours per year (includes carryover).

Regular non-exempt full-time and part-time employees earn 0.0333 hours of sick leave for every (1) one hour worked beginning immediately upon employment, up to a maximum of 176 hours per year (includes carryover).

Non-exempt part-time temporary employees earn 0.0333 hours of sick leave for every (1) one hour worked beginning immediately upon employment, up to a maximum of 24 hours per year (includes carryover).

The Foundation does not provide pay in lieu of unused sick leave. No payment will be made for accumulated sick leave either during employment or upon termination from employment. If an

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employee is rehired within six months from the date of separation, any previously accrued and unused sick leave will be reinstated.

#### **5.4. Insurance Benefits**

The Foundation may from time to time offer health and/or other related insurance benefits. Please check with the Foundation's Human Resources Department for current availability, eligibility, and cost requirements.

To the extent available, eligible employees may elect to enroll in the Foundation's insurance programs, which may include health, dental and vision plans, flex spending, group term life, and retirement. Unless otherwise agreed to in writing, insurance will only be available to benefitted, regular employees. An eligible employee's coverage will begin the 1st of the month following their first 30 days of employment for the Foundation, unless otherwise noted. If an employee's employment status changes, so as to make him or her eligible for insurance benefits, the employee will receive benefits beginning the first of the month following your change of status.

If you do not elect to enroll in one of our insurance plans, you must complete a "Declination of Coverage" form. If you do not enroll when you initially become eligible, you will be ineligible to do so until the next "open enrollment" period.

**The Foundation reserves the right to change, amend, or discontinue the benefits it offers to its employees at any time. The Foundation's right to make these changes is not limited by your length of service, or by your reliance on the availability of these benefits in deciding whether to accept, continue or retire from employment with the Foundation. Additional information, including cost and eligibility issues, is available from the Foundation's benefits administrator.**

Additional Employee Insurance Benefits details found in **Appendix J**.

##### **5.4.1. Group Health Plans**

To the extent offered by the Foundation, regular full-time, benefitted employees are eligible for group health insurance in a manner consistent with the terms and conditions of the applicable plan. The employee must make a decision on application before the first day of the month following the date of hire. Premium costs for employee coverage may be partly paid by the employee. The Foundation determines the amount it will contribute towards health benefits on an annual basis. The contribution may be used to defray the premium costs of the group health plans offered by the Foundation, or taken in cash if health coverage is provided by another plan. Proof of other coverage is required. Coverage for other family members is paid for by the employee.

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To the extent offered by the Foundation, regular part-time benefitted employees working a minimum of 20 hours per week are also eligible for health insurance coverage. The premium cost is 50% paid by the employee.

Temporary employees are not eligible for health coverage. Apprentices and New York-based Jerusalem Partnership employees will have varying benefits from other regular benefitted employees, to be determined at the discretion of the Foundation.

#### **5.4.2. Group Dental and Vision Plans**

To the extent offered by the Foundation, regular full-time are eligible for group dental and vision insurance in a manner consistent with the terms of the applicable plans. The employee must make a decision on application before the first day of the month following the date of hire.

Regular part-time benefitted employees working a minimum of 20 hours per week are eligible for dental and vision insurance coverage. The premium cost is 50% paid by the employee.

Temporary employees are not eligible for dental or vision insurance coverage. Apprentices and New York-based Jerusalem Partnership employees will have varying benefits from other regular benefitted employees, to be determined at the discretion of the Foundation.

#### **5.4.3. Flexible Benefit Plan**

The Foundation may also offer a Medical Care Reimbursement Account, which allows employees to set aside pre-tax dollars to a predetermined limit to pay eligible medical expenses not covered by your medical insurance plan. See the plan description for details.

#### **5.4.4. Group Term Life and AD&D Insurance**

Life insurance is an important part of the Foundation benefit program. After ninety days of service, the Foundation pays the cost of the life insurance and accidental death and dismemberment insurance (AD&D) for regular full-time employees.

The benefit is two times annual salary, up to the cap allowed under the plan. A portion of the life insurance premium paid by the Foundation may be taxable to the employee. Please see the Summary Plan Description Booklet for details.

#### **5.4.5. Short & Long Term Disability Insurance**

In addition to State Disability and Family Temporary Disability Insurance, the Foundation may provide a long-term disability plan after one year of service for regular full-time

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employees. Please see the Summary Plan Description Booklet for details.

### **5.5. Workers' Compensation**

Employees are protected by the Foundation's workers' compensation insurance policy while employed by the Foundation, at no cost to the employee. The policy covers the employee in case of occupational injury or illness. Leave taken under the worker's compensation disability policy runs concurrently with family and medical leave under both federal and state law.

### **5.6. Retirement Plans**

The Foundation provides a defined 401(k) and profit sharing plan for eligible employees in order to assist in planning for their retirement. Regular full-time employees that are expected to work more than 1,000 hours are deemed eligible to participate on the 1<sup>st</sup> day of the month following the first 90 days from hire date, or as mentioned in the offer letter as it complies with the retirement plan agreement. A part-time employee who is credited with at least 1,000 hours of service (either in their first 12 months of employment or in a subsequent calendar year) will become eligible to participate in the plan on the 1st day of the month following either their 1st anniversary year or their 1st calendar year in which they attain the 1,000 hours. Part-time, temporary, and seasonal employees expected to work less than 1,000 hours, as well as Apprentices, and New York-based Jerusalem Partnership employees are excluded. For more information regarding eligibility, contributions, vesting, benefits, and tax status, see **Appendix K** or contact the President & CEO, Executive Vice President, or Human Resources Department.

### **5.7. Leaves of Absence**

#### **5.7.1 Introduction**

Because of its size, the Foundation is not subject to either California's Moore-Brown-Roberti Family Rights Act, or the federal Family and Medical Leave Act of 1993.

Depending upon the circumstances of each individual request, the Foundation may provide unpaid leaves of absence to its employees for family care, medical necessities, or other exigent circumstances ("Discretionary Leave"), which the Foundation deems appropriate in its sole discretion. The Foundation also provides pregnancy disability leave for up to four months in accordance with the California Fair Employment and Housing Act; leave as may be required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act ("ADA") or with a workplace injury; and leave for other legally required absences, as set forth below. Employees having any questions regarding this policy should contact the CEO, Executive Vice President or Director of Finance and Operations.

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### 5.7.2. Discretionary Leave

#### A. General Provisions Governing Discretionary Leave

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##### i. No Obligation to Provide Leave of Absence

The Foundation may grant or deny a Discretionary Leave to any employee, depending upon factors that include, without limitation, the employee's position, the individual merits of the request, prior attendance and performance record, documentation of the necessity for the leave of absence, and other factors the Foundation deems appropriate. The Foundation may also decide to limit the amount of leave requested to a period of time that it deems appropriate, or may determine that it is more appropriate for an employee take leave intermittently or on a reduced schedule. A discretionary leave is not protected leave.

##### ii. Substitution of Paid Leave

If the Foundation decides to grant an employee's request for a leave of absence, the employee is required to substitute accrued time-off for all time taken as a leave of absence. The substitution of paid leave does not extend the total duration of leave to which an employee is granted. Except to the extent that vacation and sick leave is substituted or the employee is otherwise eligible for benefits through the State Disability Insurance or Family Temporary Disability Insurance as set forth above, Discretionary Leave is unpaid.

Under the Paid Family Leave Act, an eligible employee who is off work to care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner, with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the California "Paid Family Leave" (PFL) program, which is administered by the Employment Development Department (EDD).

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits. Generally there is a waiting period during which no PFL benefits are available. The EDD can provide additional information about any applicable waiting period.

Please understand however, employees taking time off work to care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law, or domestic partner with a serious health condition are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Under the New Parent Leave Act (Parental Leave) eligible employees are provided up to 12 weeks of unpaid, job-protected leave to bond with a new child.

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### iii. Leave's Effect on Benefits

Employees on Discretionary Leave do not accrue vacation or sick leave benefits. Depending upon the nature and amount of leave requested or taken, employees on Discretionary Leave may continue to be eligible for any employee benefit that the Foundation may from time to time offer, if and to the extent that such employees were eligible for such benefits prior to taking a leave of absence. However, except as required by applicable law, the Foundation does not pay any health and dental insurance premiums or retirement or pension plan contributions or other benefits on behalf of an employee, and does not provide the continuation of those benefits, while that employee is on Discretionary Leave. Except as required by applicable law, the employee will be responsible for the payment of all such premiums and/or such contributions and benefits to such plans in accordance with their rules and as otherwise proscribed by law.

The Foundation will continue to provide the following benefits up to a maximum of four months during the period of Discretionary Leave:

- Group-term life insurance, and long-term disability
- Thrift plan matching if the employee continues his/her contributions
- Vesting schedule for pension plans

Any Foundation allowance for healthcare and any Foundation Pension Plan contribution will continue for as long as accrued sick/vacation pay continues.

## B. Procedure for Requesting Discretionary Leave

### i. Notice Requirements

Employees should notify the Foundation in writing of their request for any leave of absence as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide 30 calendar days advance written notice to the Foundation of the need for leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify the Foundation, in writing, as soon as he or she learns of the need for the leave.

All requests should include the anticipated date(s) and duration of the leave. Any requests for extensions of leave must be received in writing at least 10 working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the leave.

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ii. Medical Certification

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider. Employees must provide the required medical certification within 5 calendar days after the employee's request for such leave, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of the requested leave. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification. Before permitting the employee to return to work, the Foundation also may require the employee to provide medical certification that he or she is able to return to work.

**5.7.3. Pregnancy-Related Disability**

Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to 4 months, in addition to any family care or medical leave to which the employee may be entitled under Section 5.7.2 of this policy (Discretionary Leave).

An employee taking pregnancy-related disability leave must substitute accrued sick leave for all or a portion of the leave, until such sick leave benefits are exhausted. An employee taking pregnancy-related disability leave is not required, but may substitute accrued vacation leave for all or a portion of the leave, until such vacation benefits are exhausted. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

The provisions of the Foundation's Discretionary Leave policy regarding the leave's effect on benefits, notice requirements, medical certification requirements, and reinstatement also apply to all pregnancy-related disability leaves. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

The Foundation will not interfere with any employee's right to take pregnancy disability leave. The Foundation will maintain and pay for, for a maximum of 4 months, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, the Foundation may recover premiums it paid to maintain health coverage if you do not return to work following pregnancy disability leave.



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#### **5.7.4. Other Disability Leaves**

In addition to the leaves described in Section 5.7.2 and 5.7.3, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or an ADA-qualified disability. Any disability leave under this section will begin after the employee has exhausted any medical leave to which the employee is entitled under Section 5.7.2 and 5.7.3 of this policy, and only if a leave of absence, or continuation of such an absence, is determined to be a reasonable accommodation.

Employees taking disability leave must comply with the Discretionary Leave provisions regarding substitution of paid leaves, the leave's effect on pay, notice, and medical certification. For the purpose of applying these provisions, a disability will be considered to be a serious health condition.

Unless otherwise authorized in writing, during a disability leave under this section, employees are not entitled to any continued employer contributions towards any employee benefit plan. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

While an employee is on a disability leave of absence under this section, the Foundation will hold the employee's position open or fill the position temporarily unless doing so would create an undue hardship for the Foundation.

#### **5.7.5. Organ/Bone Marrow Donation Leave**

The Foundation will give eligible employees up to 30 days' leave in any one-year period for organ donation and up to five days' leave for bone marrow donation.

To qualify for this leave, the employee must provide the Foundation with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. Leaves may be taken in one or more periods, and during any period of leave, the Foundation will maintain and pay for coverage under a group health plan. Leave taken will not be considered a break in an employee's continuous service for the purpose of salary adjustments or seniority. Upon returning from leave, the employee will be restored to the same position or to a position with equivalent status, pay and benefits.

The Foundation will not retaliate against any employee for exercising their leave rights and will not interfere with an employee's effort to take such leave.

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#### **5.7.6. Bereavement Leave**

In the case of death in the immediate family of a regular employee, the Foundation will grant up to 5 days of paid leave to arrange for and/or attend the funeral. Any additional paid days off will be subject to the approval of the President & CEO or Executive Vice President.

For the purposes of this policy, immediate family is defined as your spouse, domestic partner, or the following relatives of you and/or your spouse or domestic partner: child, grandchild, sibling, step-sibling, parent, step-parent, grandparent, spouse of sibling, child of sibling.

When requesting a paid leave because of death, the employee should state the relationship of the deceased and the amount of time the employee will be absent.

#### **5.7.7. Conference Leave**

Attendance at required conferences by employees will be with pay and with all reasonable travel and other expenses paid. The selection of staff for attendance at such conferences will be made in advance and at the discretion of the President & CEO, Executive Vice President, and the appropriate supervisor.

#### **5.7.8. Other Leaves of Absence.**

Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal or military obligation (e.g., Jury duty, Witness Leave, Voting Leave, Military Spouse or Reserve Duty Leave, School Activity or School Appearance Leave, Domestic Abuse/Sexual Assault/Stalking Leave, Civil Air Patrol, Victims of Crime Leave, or Volunteer firefighter, Reserve Peace Officer and Emergency Rescue Personnel Leave). Employees are required to provide reasonable advance written notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness. Unless otherwise agreed to by the Foundation in writing, this leave will be unpaid.

An employee wishing to serve on jury duty will be paid his/her regular pay for the time missed for jury duty to a maximum of 1 work week in each calendar year, less any fees the employee receives for jury duty when subpoenaed, with the exception of reimbursement for transportation that employee may receive. Additional time off for jury duty will be without pay. Please present a copy of the Notice of Summons from the court to your supervisor as soon as it is received and request time off. You should provide a copy of the summons and your time sheet from the court to the Director of Finance and Operations or Human Resources. Employees are expected to return to work if more than two hours remain in the workday once jury duty is completed for the day.

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Employees who have been subpoenaed as witnesses in court proceedings or are required to give testimony will be considered excused from work for the period of time required. The absence must be scheduled with your supervisor. Only those employees appearing as witnesses in proceedings related to and/or arising out of their normal course and scope of employment at the Foundation will receive their regular pay for the time missed from work. All other employees must use accrued vacation in order to receive their regular pay for the time missed because of witness duty. If the employee does not have any remaining accrued vacation time, the time off will be without pay, unless state or federal law requires otherwise.

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request in writing at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.

#### **5.8. Tuition Assistance Plan**

Details of the plan are as follows:

- All regular, full-time employees are eligible to participate after 18 months of employment.
- Employees must submit to their supervisor a letter of request for approval with a specific description of the expected benefit to the Foundation of the proposed education and the employee, including an anticipated impact on attendance and ability to meet job expectations.
- Reimbursement of up to \$1,000 out-of-pocket expenses borne directly by the employee per fiscal year for the cost of tuition, books and parking for courses toward a certification program or an associate's degree from a fully accredited institution.
- Reimbursement of up to \$2,000 out-of-pocket expenses borne directly by the employee per fiscal year for costs of tuition, books and parking for courses toward an undergraduate or graduate degree. Eligible courses for a graduate degree will be those that contribute to maintaining or improving skills required of the employee in a current or potential future position with the Foundation in the discretion of that employee's supervisor and the President & CEO or Executive Vice President.
- Upon completion of the course with a grade of "C" or better, the employee should submit a grade report, receipts detailing amounts paid, and approved request memo to their supervisor. The pre-approved reimbursement will be processed.
- The staff member must be employed at the time of reimbursement.

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### **5.9. Professional Development Benefit**

Purpose is to provide employees learning opportunities that increase their skills and enhance their contributions to the organization.

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future. We believe employees should replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the organization. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

Additional Professional Development Benefit details found in **Appendix L**.

### **5.10. Emergency Benefits Pay**

Purpose is to provide help to employees when they are experiencing a personal financial crisis and who have exhausted all other avenues for obtaining assistance. Funds are calculated as income and subject to regular payroll taxes.

Additional Emergency Benefits Pay details found in **Appendix M**.

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## ACKNOWLEDGMENT OF RECEIPT

### THE LEICHTAG FOUNDATION ("FOUNDATION") EMPLOYMENT PRACTICES, POLICIES, AND PROCEDURES

I acknowledge and agree that I have received a copy of the Foundation's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in those documents.

I understand that the Foundation reserves the right to terminate my employment or to change my hours, wages, and working conditions at any time and for any reason, and that I as an at-will employee may leave my employment at any time, for any reason. I understand and agree that no senior staff, supervisor, or representative of the Foundation 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 & CEO or Executive Vice President of the Foundation has the authority to make any such agreement and then only in writing.

I am aware that during the course of my employment confidential information will be made available to me, i.e., marketing strategies, customer and employee lists, pricing policies, and other related information. I understand that this information is critical to the success of the Foundation and must not be given out to non-company employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or business and to return to the Foundation copies of all documents in my possession, which contain such confidential information.

I understand that I am obligated to abide by the Foundation's policy prohibiting discrimination, including prohibiting sexual harassment and other harassment. I agree to abide by the policy and acknowledge that violation of the policy may result in disciplinary action, up to and including termination.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_



# **APPENDIX**



## Employee Self Evaluation and Performance Review Templates

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### Employee Self Evaluation

**Instructions:** All Leichtag Foundation staff are asked to please respond to the questions below in writing. Once completed, please submit a copy to Human Resources (Leilani and Vanessa) AND your supervisor by (date)

1. What are your most important achievements and contributions in the last year?
2. Of these, which are you most proud of and why?
3. What goals do you wish you had accomplished in the last year but did not?
4. What would have helped you to accomplish these goals?
5. What major challenges have you experienced in the last year?
6. Where do you think you could have improved in the last year?
7. What do you like most about our work environment?
8. What do you think could be improved about our work environment?
9. What additional supports or assistance do you need to help you perform at your best?
10. What kinds of professional development activities would you like to partake of during the next year? Include both special training or education and on-the-job training and experiences.
11. Any other comments about your job performance or workplace environment.

### Performance Review Write-Up

**(For supervisors to complete only)**

**Instructions:** All supervisors are asked to review the Employee Performance Self-Evaluations for staff that report to you, and prepare a Performance Review in writing according to this template. Completed Performance Reviews for each of your staff should be submitted to Human Resources by (date).

1. Provide an overview of the employee's past year (major successes, challenges, etc.)
2. Please summarize the goals you feel are important for the coming year.  
*Note: You will go through a longer goal-setting process with the employee during your one-on-one Performance Review meeting in November.*
3. Please summarize the professional development ideas you feel would be beneficial for the employee for the coming year.
4. Submit a copy of the employee's Self-Evaluation and this Performance Review Human Resources.
5. Schedule and meet with employee to discuss Performance Review between (date).
6. Submit Final Performance Review (with acknowledgement signatures) and any additional documentation to Charlene, Jim, and Human Resources by (date).



**JOINT ACTION BY UNANIMOUS WRITTEN CONSENT  
OF THE BOARD OF DIRECTORS  
OF  
THE LEICHTAG FOUNDATION  
A California Nonprofit Public Benefit Corporation**

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The undersigned, being all of the directors of the Leichtag Foundation, a California nonprofit public benefit corporation (the “Foundation”), acting pursuant to authority vested by Section 5211(b) of the California Nonprofit Corporation Law and the Bylaws of the Foundation, hereby adopt the following resolutions on behalf of the Foundation and consent to the actions authorized thereby:

**Conflict of Interest Policy**

RESOLVED: That the revised Conflict of Interest Policy attached as Exhibit A (“Policy”) is hereby adopted as the Conflict of Interest Policy of the Foundation, effective immediately. This revised Policy updates and supersedes in its entirety the Policy adopted by the Foundation on April 9, 2008.

**Further Action**

RESOLVED: That the officers of the Foundation be, and each individually is, hereby authorized to do and perform any and all such acts, including execution of any and all documents, as said officers shall deem necessary or advisable, to carry out the purposes of the foregoing resolution.

IN WITNESS WHEREOF, the undersigned, being all the directors of the Foundation, have executed this Joint Action by Unanimous Written Consent of the Board of Directors as of November 19, 2013.

**DIRECTORS:**

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ROBERT BRUNST, M.D.

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BERNARD A. REITER, ESQ.

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EMILY EINHORN

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JAMES S. FARLEY, ESQ.

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JEFFREY SOLOMON

## EXHIBIT A

### CONFLICT OF INTEREST POLICY

#### Executive Summary

*The most-frequent method for impugning the conduct of a charity is to "expose" self-interest in the actions of its leaders. Each director of the Leichtag Foundation has a duty to every other director, as well as to himself and herself and his or her family, to permit no action to ever be taken by the Board of Directors that might ever be the fodder for an "exposé" of questionable conduct.*

*The strongest defense to any such exposé is to be able to answer "The board was aware of that fact when the vote was taken. Indeed, after fully disclosing all the relevant facts, including his or her family's involvement in the related matter, [the interested director] did not vote on the grant." For this defense to be offered, the minutes of the meeting at which the grant (or other activity) was approved must reflect that the disclosure was made, and that the individual(s) involved did not participate in the discussion or vote.*

*From these observations of human conduct, plus an examination of the California Corporations Code and the Internal Revenue Code, it emerges that a Conflict of Interest Policy is necessary.*

*Historical records do not contain mention of any person ever asking for a legal document that is "long, complicated and difficult to read." In contrast, requests for a comprehensive "one-page agreement" are ubiquitous. The problem with the proverbial "one-pager" is that there are insufficient standards for the Board of Directors to know that the requirements of law have been met.*

*The following is admittedly lengthy. A sincere effort has been made to "prune" it to the minimum verbiage that will fully protect the Foundation and each of its directors. Thank you for your understanding.*

#### Article I Purpose and Expectations

Lee and Toni Leichtag established this Foundation exclusively to advance charitable purposes for the public good. The Board honors the Founders' values by requiring the highest ethical standards of the directors, advisors, and staff; by using the Foundation's assets efficiently for the Foundation's philanthropic objectives; and by taking measures to assure that decisions are not influenced by self-interest. This Conflict of Interest Policy is intended to provide guidance on how to deal appropriately with situations that involve, or may appear to involve, the presence of interest, conflicts of interest, and to comply with federal and state laws concerning conflicts of interest.

The purposes of this Conflict of Interest Policy are to:

1. Protect the interests of the Leichtag Foundation, a California nonprofit public benefit corporation (the “Foundation”), when it contemplates entering into a transaction or arrangement or making a grant that might directly or indirectly benefit the private interests of a Foundation director, advisor, consultant, employee or other interested person as defined below, or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state and federal laws prohibiting self-dealing, private inurement or certain transactions benefitting disqualified persons as well as those state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. An explanation of the self-dealing laws is attached as an appendix to this Policy in Attachment 3.

2. Facilitate effective governance and maintain public trust. Effective governance depends on decision making by directors, advisors, consultants, staff and other interested persons that is unbiased and that appears to be unbiased. The Foundation recognizes that the appearance of a conflict of interest can damage its credibility and reputation and compromise its ability to fulfill its mission and programmatic goals.

3. Facilitate the involvement of Foundation directors, advisors, consultants, staff and other interested persons in the community. While interested persons are encouraged to be involved in the community, this Policy recognizes that conflicts of interest may arise not only through direct and indirect business and financial interests, but as a result of personal relationships. The Foundation recognizes the benefits of encouraging associations with other charitable entities that could be appropriate recipients of grants. It is predictable that people with interest and expertise in the nonprofit sector often will have such associations. This Policy describes, among other things, how decisions involving these and similar situations should be dealt with to ensure the integrity of the process. Its basic purpose is to avoid both the reality and the perception that those involved with the Foundation have used their positions to derive inappropriate financial, personal or institutional benefits, and it should be interpreted and applied to achieve this purpose.

In order to assure impartial decision making, it is the policy of the Foundation that any conflicts of interest, or apparent or potential conflicts of interest, be fully disclosed at the earliest point in time that the interested person becomes aware of the potential conflict, and in any event, no later than a decision is made on the matter involved, and that no director, advisor, or staff member participate (other than by providing information) in any decision or preceding decision process in which he or she has a conflict of interest. The Board of Directors will not approve, and the Foundation will not participate in, any self-dealing transaction prohibited by law. Directors should be aware that such disclosure protects themselves, in addition to the good name of the Foundation. For example, a transaction that is fair to the Foundation when approved, but which subsequently “turns bad” for the Foundation, is generally not subject to rescission if there was full disclosure when approved.

It is the continuing responsibility of all directors, advisors, consultants, staff and other interested persons to review their outside business interests, philanthropic interests,

personal interests, and family and other close relationships for actual, apparent, or potential conflicts of interest with respect to the Foundation, and to promptly disclose the nature of the interest or relationship at the earliest possible point in time that the potential conflict is known.

A director might suggest that the disclosure required under this Policy will result in some invasion of such director's personal privacy. That is a correct suggestion. Service on the Foundation's Board of Directors necessarily results in some intrusion into the personal relationships and financial affairs of a director. A director not willing to suffer such partial loss of privacy should reconsider his or her participation on the Foundation's Board of Directors.

## Article II Definitions

### 2.1 Interested Person

Any director, officer, employee, consultant, advisor or member of a committee, who has a direct or indirect financial or other interest, as defined below, is an interested person. Any family member of an interested person shall also be considered an interested person. For this purpose, in-laws and domestic partners (whether or not married) should be treated as a "family member." The specific definitions are found at Section 2.4 below.

### 2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, family or other association or affiliation:

- a. An existing or potential ownership or investment interest in any entity with which the Foundation has a transaction or arrangement, or to which it may make a grant, contribution or matching gift; or
- b. An existing or potential compensation arrangement or governing relationship (e.g. serving as a board or committee member, even if uncompensated) with any entity or individual with which the Foundation has or proposes to have a transaction or arrangement, or to which it proposes to make a grant, contribution or matching gift; or
- c. An existing or potential ownership or investment interest in, compensation arrangement with, fiduciary duty with respect to, or other significant affiliation with any entity or individual with which the Foundation proposes to have a transaction or arrangement or to which it proposes to make a grant.

Compensation includes direct and indirect remuneration or other payments for services (such as consulting fees or honoraria) as well as gifts or favors that are not insubstantial or de minimis in

value or nature. Compensation also includes payments by an entity to a covered person who is serving as an officer or board member of the entity.

## **2.3 Other Interests Subject to This Policy**

### **a. Relationships with Grantees:**

With respect to entities that may be actual or potential recipients of grants made by the Foundation, an individual will be regarded as having a financial interest in the entity, if the person has, directly or indirectly through family or affiliation, (i) an employment or governing relationship (such as serving as a board member, even if uncompensated), or (ii) the potential to receive any substantial benefit from the grant not otherwise available to the public on substantially the same terms.

The actual or potential receipt by a covered person of any substantial gift or favor from a grantee or from a third party in connection with an actual or potential grant, contribution or matching gift is subject to this Policy, and constitutes a financial interest. However, reimbursement by the Foundation of out-of-pocket expenses incurred by Foundation staff for the purposes of investigating or monitoring grantees consistent with the Foundation's policies and procedures for reimbursement of ordinary and reasonable business expenses, would not, by itself, be considered a financial interest for these purposes. In addition, participating in dinners or social events that are purchased by the Foundation would not, by itself, violate this Policy.

### **b. Relationships with Philanthropic Organizations**

From time to time, the President and CEO of the Foundation may be requested to serve on the board of directors (or in a similar leadership role) of a grant-making charitable or governmental entity; a funders collaborative; or a professional organization of grantmakers (collectively a “philanthropic organization”) which may also be a grantee of the Foundation. While the Foundation recognizes that the President will have statutory duties of loyalty and care to such a philanthropic organization, the Foundation may conclude that the benefits to the Foundation of the President’s board service outweigh the perceived conflict of such a relationship. Representative service on the board of directors (or in a similar leadership role) of a philanthropic organization shall not be deemed a conflict of interest under this policy provided that the following three conditions are met: (1) the Foundation’s minutes shall reflect that the Representative Service was entered into with the approval of the Foundation’s Board of Directors and the minutes of the Foundation’s Board of Directors meeting at which such a request was made identify this Section 2.3b in the approval.; (2) the Foundation’s representatives shall not be compensated by the philanthropic organization; and (3) the Foundation’s Board of Directors shall re-approve the continuation of such Representative Service at the more frequent of (i) when the term of office at the philanthropic organization is renewed, and (ii) three years following the Foundation’s most recent approval of such Representative Service. If these conditions are met, the Foundation

President may participate with full involvement in the development and approval of grants from the Foundation to the philanthropic organization.

c. **Other Potentially Conflicting Interests:**

There may exist other, less obvious or more remote actual or potential conflicts of interest that are sufficiently substantial and probable that their existence calls into question the appearance of fairness or propriety of the Foundation's decision making processes. Any person who is concerned about the appearance of such an interest or potential interest shall review the matter with the President and CEO. Any such interest may be disclosed by any person and may be addressed in the discretion of the President and CEO pursuant to the procedures contained in this Policy. In the event the interest involves the President and CEO, such matters shall be reported to the Chair of the Board.

A financial or other interest is not necessarily a conflict of interest. Under Article II, Section 2.6, a person who has a financial or other material interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **2.4 Affiliation**

For purposes of this Policy, an affiliation is the close involvement with a vendor, service provider, or grantee on the part of: (a) a director of the Foundation, (b) an advisor to the Foundation, (c) a staff member of the Foundation, or (d) a brother or sister (by whole or half blood), ancestor, spouse or domestic partner (whether or not married), brother-in-law or sister-in-law (by whole or half blood), son-in-law, daughter-in-law, father-in-law, mother-in-law, children, grandchildren, great grandchildren, and spouses of children, grandchildren, or great grandchildren).

Affiliation includes, but is not limited to, serving as a Board member, employee, or consultant to a current or potential grantee, service provider, or vendor, or doing business with the grantee, service provider, or vendor. Directors, advisors, and the staff of the Foundation shall communicate fully with the Foundation regarding such affiliations and any other relationship or commitment that could affect, or be seen to affect, the impartial fulfillment of their roles in the affairs of the Foundation. Doubts about whether a relationship warrants disclosure under this Policy should be resolved in favor of disclosure.

## **2.5 Duty to Disclose; Other Duties**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of any direct or indirect financial or other interest and be given the opportunity to disclose all material facts to the approval body that is considering the proposed transaction, arrangement or grant. Such disclosure shall be made as sufficiently in advance so that the approval body can be provided with full analysis and information regarding the proposed matter before acting upon it. An interested person shall also (i) refrain from being a party to, advocating for or facilitating any transaction on behalf of or with a person or entity that has a business relationship with the Foundation, unless the provisions of Section 2.3 of this Article II

have been met, (ii) endeavor to avoid actions that adversely impact the reputation, integrity or independence of the Foundation, and (iii) strive generally to avoid conflicts of interest or the appearance or perception of conflicts of interest with the Foundation.

## **2.6 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial or other interest and all material facts, and after any discussion with the interested person, unless specifically requested to remain present by the President and CEO or in the case of a disclosure involving the President and CEO, by the Board Chair, the interested person shall leave the governing body meeting while the determination of a conflict of interest is discussed and voted upon. The remaining governing body members shall decide if a conflict of interest exists.

Nothing in this Policy shall authorize an approval body to approve, or the Foundation to engage in, an act of self-dealing, private inurement or a transaction affording a prohibited benefit to a disqualified person or any other act prohibited by applicable law.

Nothing in this Policy shall authorize any covered person to accept any gift, favor, prerequisite or benefit having a substantial value except pursuant to all applicable policies, procedures and practices of the Foundation.

## **2.7 Procedures for Addressing the Conflict of Interest**

### **a. Procedures for Addressing Conflicts of Interest in Commercial Matters**

1. The approval body shall, if appropriate, appoint a disinterested person or other committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising reasonable due diligence, the approval body shall determine whether the Foundation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the approval body shall determine, by a majority vote of the disinterested members if applicable, (i) whether the transaction or arrangement is in the Foundation's best interest and for its own benefit, and (ii) whether the transaction is fair and reasonable to the Foundation. The approval body shall then make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

### **b. Procedures for Addressing Conflicts of Interest in Grantmaking**

Unless well known to the director(s) or staff considering a proposed grant, disclosure should be made, orally or in writing to the President or chair of the advisory body, whenever a grant involving a conflict or apparent conflict of interest is being considered. Such disclosure should be made at the time the grant is first discussed with the governing body or made known to the interested party or sooner to the President.

If there is a Board deliberation on the merits of a grant to an organization with which a director is affiliated, the interested director shall, in addition to abstaining from voting, leave the room after having answered any relevant questions posed by other directors. If the grant is authorized without discussion as part of a motion to approve the docket, the interested director shall announce before any discussion occurs, his or her abstention from that particular docket item.

While grants may be made to organizations that employ a director, advisor, or family member of a director, advisor, or staff member, or that contract for the provision of goods or services from any of those individuals, no grant to such an organization shall include funds designated to pay the compensation for such employment, goods, or services.

c. Transactions Not Normally Considered by the Board.

If there is a conflict of interest or apparent conflict of interest in connection with a transaction that would not normally go to an advisory board (such as a contract within the discretion of the President or other staff, or a Presidential Discretionary grant), the President may determine that the transaction involves no economic interest of any affiliated party. In that case, the President shall consult outside legal counsel to determine whether federal or state law treats the transaction as self-dealing even in the absence of any economic interest. If outside legal counsel concludes that, on the facts provided, there is no self-dealing, the matter may be referred to the Executive Committee of the Board for review and, if appropriate, approval. In the event the potential or apparent conflict involves the President, the Chairman of the Board shall have the responsibilities otherwise assigned to the President under this paragraph; in the event it involves either the President or the Chairman, the Vice-Chairman of the Board shall participate in the review in lieu of the individual involved.

The Foundation will generally avoid any transaction that results in direct or indirect material economic benefit to any affiliated person. If the Board believes that such a transaction is in the best interests of the Foundation, and if the transaction is not prohibited by federal or state law, the Board may, with the advice of counsel to the extent the Board deems such advice necessary to its determination, consider the transaction in accordance with the relevant procedures set forth in the California Nonprofit Corporation Law.

Nothing in this Policy shall authorize an approval body to approve, or the Foundation to engage in, an act of self-dealing, private inurement or a transaction affording a prohibited benefit to a disqualified person or any other act prohibited by applicable law.

Nothing in this Policy shall authorize any covered person to accept any gift, favor, prerequisite or benefit having a substantial value except pursuant to all applicable policies, procedures and practices of the Foundation.



## **2.8 Violations of the Conflict of Interest Policy**

- a. If the governing body has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing body determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including but not limited to removing such interested person from any position held with the Foundation.

### **Article III Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial or other interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the governing body's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction, arrangement, or grant; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

### **Article IV Compensation**

- a. A voting member of the governing body who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation except as it relates to compensation generally paid to all such members.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or

indirectly, from the Foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## Article V Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the Conflict of Interest Policy;
- b. Has read and understands the Conflict of Interest Policy;
- c. Has agreed to comply with the Conflict of Interest Policy;
- d. Understands that the Foundation is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes; and
- e. Discloses any conflicts or potential conflicts of interest.

Such disclosure shall take essentially the same form as Attachment 1 to this Conflict of Interest Policy. Other forms or means of disclosure may be approved from time to time by the governing board or committee. In addition to the annual filing requirement, the disclosure form shall be filed whenever significant changes or transactions are being contemplated or have occurred which necessitate an amendment to the form to ensure timely disclosure and transparency. Completion of the form shall not relieve any interested person of his or her duty to disclose any actual or potential conflict of interest concerning any matter before the governing board or committee, as set forth in Article II.

## Article VI Periodic Reviews

To ensure that the Foundation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## Article VII Use of Outside Experts

Exhibit A – Page 9

When conducting the periodic reviews as provided for in Article VI, the Foundation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ATTACHMENT 1 to CONFLICT OF INTEREST POLICY

**CONFIDENTIAL**

THE LEICHTAG FOUNDATION

CONFLICT OF INTEREST DECLARATION AND  
ANNUAL DISCLOSURE FORM

For Directors, Committee Members, Employees, Consultants and Advisors:

Name: \_\_\_\_\_ (please print)

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of  
Employer: \_\_\_\_\_

Employer's  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Spouse, Domestic Partner, or other Person of Similar Relationship:

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Occupation of Spouse, Domestic Partner, or other Person of Similar Relationship:

\_\_\_\_\_

Name of Employer for Spouse, Domestic Partner, or other Person of Similar Relationship:

Employer's  
Address: \_\_\_\_\_  
\_\_\_\_\_

1. Have you received compensation from The Leichtag Foundation (the “Foundation”) for services rendered to the Foundation (whether as a part-time or full-time employee, independent contractor, consultant or otherwise):

A. within the previous 12 months?:

(Check One) \_\_\_\_ Yes \_\_\_\_ No

B. within the previous 60 months?:

(Check One) \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:

2. Do you anticipate the receipt of compensation from the Foundation for the rendering of services as described in question 1 above during the upcoming 12 months?

(Check One) \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:

3A. Do you have an ownership or investment interest in any entity with which the Foundation has engaged in a transaction or arrangement within the previous 12 months? If so, please list the entity and describe your interest therein.

(Check One) \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:

3B. Do you have an ownership or investment interest in any entity with which the Foundation has engaged in a transaction or arrangement within the previous 60 months? If so, please list the entity and describe your interest therein.

(Check One) \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:

4. Do you anticipate obtaining an ownership or investment interest in any entity with which it is likely the Foundation will engage in a transaction or arrangement within the upcoming 12 months? If so, please list the entity and describe your interest therein.

(Check One) \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional Comments:

5. If any person bearing any of the following relationships to you ("Family Member") has been compensated by the Foundation within the previous 60 months for services rendered to it as described in question 1 above or has an ownership or investment interest in any entity with which the Foundation has engaged in a transaction or arrangement within the previous 60 months, please list his or her name in the following space and indicate the person's relationship to you by using the relationships designated below (if no such person is being compensated or has such an interest, please print the word "none" in the first space):

("Family Member" is defined as brother or sister (by whole or half blood), ancestor, spouse, brother-in-law or sister-in-law (by whole or half blood), son-in-law, daughter-in-law, father-in-law, mother-in-law, children, grandchildren, great grandchildren, and spouses of children, grandchildren, or great grandchildren).

Name - Relationship

_____	-	_____
_____	-	_____
_____	-	_____

Additional Comments, including dates (approximate if necessary):

6. If any Family Member will likely receive compensation from the Foundation for the rendering of services to it as described in question 1 above, or anticipates obtaining an ownership or investment interest in any entity with which the Foundation will engage in a transaction or arrangement within the next 12 months, please list his or her name in the following space and indicate that person's relationship to you (if no such person anticipates receipt of such compensation, please print the word "none" in the first space):

Name - Relationship

_____	-	_____
_____	-	_____
_____	-	_____

Additional Comments:

7. Are you a director, an officer, or an employee in, or fiduciary of, any business or entity (e.g., a bank, real estate brokerage firm, consulting firm, construction company, insurance brokerage firm, architectural firm, law firm, accounting firm, medical group, etc.) which has done business with the Foundation, or currently is or is contemplating doing business with the Foundation:

A. within the previous 12 months?:

(Check One) \_\_\_\_\_ Yes \_\_\_\_\_ No

B. within the previous 60 months?:

(Check One) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (type of business, type(s) of transaction(s), relationship):

Please also summarize your compensation or other financial arrangements, if any, with such business or entity concerning compensation received by you, directly or indirectly, from any such business transaction with the Foundation:

8. Are you a director, an officer, or an employee in, or fiduciary of, any associations, community organizations, nonprofit corporations or charitable programs that have sought or may in the future seek to receive funding from the foundation? If so, please list below such organizations and the nature of your affiliation:

Organization - Affiliation

_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

Additional Comments:

9. Are you or any Family Member or any institution by which you or such Family Member are employed or with which you or such Family Member are affiliated in any manner applying for or receiving grant funding from the Foundation? If so, please list below the institutions and nature of your affiliation and details of your relationship.

Name – Affiliation

_____	-	_____
_____	-	_____
_____	-	_____

Additional Comments:

10. Do you or any Family Member receive direct or indirect monetary compensation for providing any advisory services to potential donors or potential grantees of the Foundation? If so, please explain the arrangement with the potential donors or grantees and the nature and annual amount of such compensation.

By signing this form, I hereby certify that:

- The above information is complete and accurate to the best of my knowledge.
- I have received, read and understand the Foundation's Conflict of Interest Policy.
- I agree to comply with the Foundation's Conflict of Interest Policy.
- I understand that the Foundation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt charitable purposes and cannot serve private interests.
- I acknowledge my continuing obligation to timely inform the Foundation of any change in my (or my Family Members') outside activities that alter the above information and that may raise a potential conflict of interest, and I agree to promptly complete and submit a new form to disclose such change or such potential conflict of interest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



ATTACHMENT 2 to CONFLICT OF INTEREST POLICY

FORM OF RESOLUTION

FOR USE WHERE A PROPOSED TRANSACTION OR GRANT INVOLVES A CONFLICT  
OF INTEREST OF A MEMBER OF THE BOARD OR BOARD COMMITTEE

“WHEREAS, the material facts of [the transaction or grant] and of Member’s interest in such transaction or grant have been disclosed to and considered by the Board; and

WHEREAS, the Board without the participation or vote of Member, has determined that (1) entering into such transaction will benefit the Leichtag Foundation (the “Foundation”), (2) such transaction is fair and reasonable as to the Foundation, and (3) after reasonable investigation under the circumstances, it appears that the Foundation cannot obtain a more advantageous arrangement with reasonable effort under the circumstances.

THEREFORE BE IT RESOLVED that such transaction be and hereby is approved as authorized.”

ATTACHMENT 3 to CONFLICT OF INTEREST POLICY  
PRIVATE FOUNDATION SELF-DEALING RULES

As a private foundation, the Leichtag Foundation is subject to the self-dealing rules established by section 4941 of the Internal Revenue Code. These rules tightly regulate all transactions between the Foundation and its directors, officers, and other "disqualified persons." The conceptual starting point of the self-dealing rules is that a private foundation should not engage in economic transactions with disqualified persons even if those transactions result in the net transfer of value to the foundation. The rules establish an important, but limited, exception under which a foundation may pay reasonable compensation to a disqualified person and reimburse reasonable expenses for personal services that are reasonable and necessary to advance the exempt purposes of the foundation.

**Sanctions.** The sanctions for violating the self-dealing rules fall primarily on the disqualified person(s) involved in a self-dealing transaction, who must both pay a penalty tax and "correct" the violation. Correction generally requires both undoing the transaction to the extent possible and also placing the foundation in a financial position "not worse than that in which it would be if the disqualified person were dealing under the highest fiduciary standards."

Directors and officers who knowingly, willfully, and without reasonable cause approve a self-dealing transaction are also subject to financial penalty and a correction obligation.

**Definition of Disqualified Persons.** For purposes of the self-dealing rules, disqualified persons include:

- A foundation's directors and officers as well as other "foundation managers" who have decision authority over a specific transaction;
- Substantial contributors to the foundation;
- Family members of the foregoing (i.e., spouses, ancestors, lineal descendants through great-grandchildren, and spouses of such descendants); and
- Any entity (other than another section 501(c)(3) organization) in which disqualified persons own a 35 percent or greater ownership interest.

**Transactions Prohibited Under the Self-Dealing Rules.**

- Selling, exchanging, or leasing of property between a private foundation and a disqualified person is an act of self-dealing, even if the foundation pays demonstrably less than the fair market value of the property it receives. A contribution of property subject to a mortgage is treated as a sale or exchange, and hence, constitutes self-dealing.
- Lending of money or other extension of credit by a foundation to a disqualified person is an act of self-dealing. In addition, a disqualified person may not lend to a foundation unless the loan is interest free and the proceeds are used exclusively for charitable purposes. Where a disqualified person has made an interest-free loan to a foundation, the foundation may not repay the loan with property other than cash.

- Furnishing of goods, services, or facilities by a disqualified person to a private foundation is an act of self-dealing unless these items are offered free of charge. Conversely, a foundation may provide goods, services, or facilities to a disqualified person only if the disqualified person is treated no differently from other members of the public to whom the foundation also makes these items available.
- Payment of compensation to a disqualified person and reimbursement of related expenses are acts of self-dealing unless the services are personal services that are reasonable and necessary to carrying out the purposes of the foundation and the compensation and reimbursements are reasonable in amount.

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Leichtag Foundation  
441 Saxony Road, Encinitas, CA 92024  
Tel (760) 929-1090 Fax (760)452-8709  
[www.leichtag.org](http://www.leichtag.org)



**DATE:** August 31, 2015  
**TO:** Leichtag Foundation Policies and Procedures  
CC: Active Leichtag Foundation Employees  
**FROM:** Leilani Rasmussen, Director of Finance  
**SUBJ:** Out-of-Office Policy

---

**Policy:**

The Leichtag Foundation values its relationships with the community. To maintain proper communication channels with these stakeholders when Foundation employees are out of the office on vacation, paid holiday, on a leave of absence or for other reasons, the Foundation has established the following standards for setting proper away messages.

**Guidelines:**

If an employee plans to be out of the office and is unable to respond to emails or phone calls for extended periods of time (more than 24 hours), please update outgoing messages for your phone and email as follows:

1. Set up an auto-reply message for incoming emails, from senders inside as well as outside of the organization, with notification that the employee is out of the office. The auto-reply message should also state who to contact for urgent matters, when the employee expects to return, and what the employee's plan for responses.

Out of office reply example 1:

*Thank you for your email. I will be out of the office from [DAY, DATE] to [DAY, DATE] and am unable to respond to your inquiry at this time. I will review and respond to your message following my return on [DAY, DATE]. If you need immediate assistance, please contact [NAME, PH#, EMAIL ADDRESS].*

Out of office reply example 2:

*Thank you for your email. The Leichtag Foundation office will be closed from [DAY, DATE] to [DAY, DATE] in observance of [HOLIDAY]. I will review and respond to your message within 24 hours following my return on [DAY, DATE].*

2. Set up an outgoing voicemail message on his/her office phone providing the same information listed in the email auto-reply message.

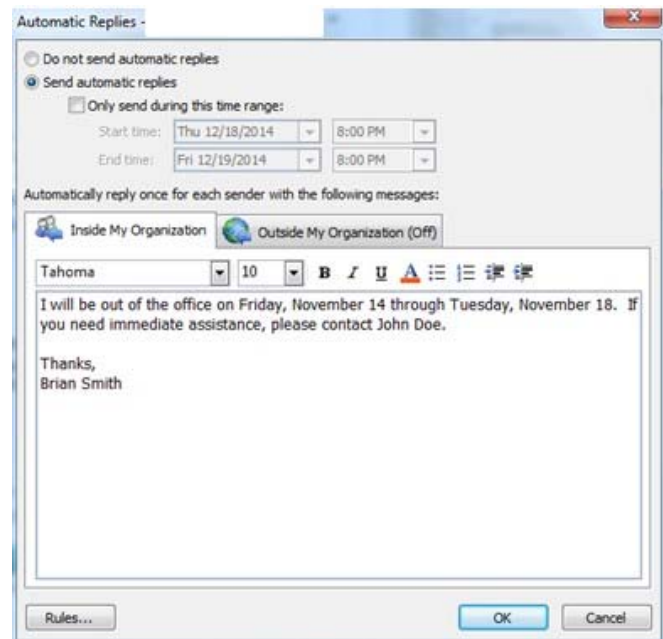
Outgoing voicemail message example:

*Thank you for calling [NAME, TITLE] for the Leichtag Foundation. I will be out of the office from [DAY, DATE] to [DAY, DATE] and am unable to respond to your inquiry at this time. I will review and respond to your message upon my return on [DAY, DATE]. If you need immediate assistance, please contact [NAME, PH#, EMAIL ADDRESS].*

## Instructions:

### Setting up email auto-reply messages in Outlook:

1. On the **File** tab, click the **Automatic Replies (Out of Office)** option.
2. On the Automatic Replies window, select the **Send Automatic Replies** option.
3. If you want the out of office message to only be sent for a specific period of time, check the box for **Only send during this time range**. Then select the Start time and End time for the out of office message to be sent.
4. Enter the message you want to be sent in the bottom half of the Automatic Replies window, in the **Inside My Organization** tab. It is imperative that this message is copied and pasted into the **Outside My Organization** tab as well.
5. Click Ok to save the message and out of office settings.



### Setting up voicemail out-of-office message on phone:

1. To access voicemail, press the Messages button (#9 in picture) on your phone.
2. Enter your password followed by the # key
3. Press 3 to change your greeting
4. Press 1 to select the greeting for all calls
5. Press 1 to record your greeting



**JOINT ACTION BY UNANIMOUS WRITTEN CONSENT  
OF THE BOARD OF DIRECTORS**

**OF**

**THE LEICHTAG FOUNDATION  
A California Nonprofit Public Benefit Corporation**

---

The undersigned, being all of the directors of The Leichtag Foundation, a California nonprofit public benefit corporation (the "Corporation"), acting pursuant to authority vested by Section 5211(b) of the California Nonprofit Corporation Law and the Bylaws of the Corporation, hereby adopt the following resolutions on behalf of the Corporation and consent to the actions authorized thereby:

**Code of Ethics**

RESOLVED: That the Code of Ethics attached as Exhibit A is hereby adopted as the Code of Ethics of the Corporation, effective immediately.

**Further Action**

RESOLVED: That the officers of the Corporation be, and each individually is, hereby authorized to do and perform any and all such acts, including execution of any and all documents, as said officers shall deem necessary or advisable, to carry out the purposes of the foregoing resolution.

IN WITNESS WHEREOF, the undersigned, being all the directors of the Corporation, have executed this Joint Action by Unanimous Written Consent of the Board of Directors as of March 31, 2011.

<b>DIRECTORS:</b>	<b>DIRECTORS, cont'd:</b>
<hr/>	<hr/>
ROBERT BRUNST, M.D.	BERNARD A. REITER, ESQ.
<hr/>	<hr/>
EMILY EINHORN	CHARLENE SEIDLE
<hr/>	<hr/>
JAMES S. FARLEY, ESQ.	JEFFREY SOLOMON

**EXHIBIT A**

**CODE OF ETHICS**

[see attached]

# The Leichtag Foundation

## Code of Ethics



## **Preface**

This Code of Ethics, as approved by the Board of Directors of The Leichtag Foundation, along with the Conflict of Interest Policy, serve as The Leichtag Foundation's Code of Ethical Principles.

This Code of Ethics applies to all directors, officers, employees, agents and volunteers of The Leichtag Foundation while they are engaged in (i) stewarding the philanthropic interests of the Leichtag Family, (ii) administering the programs and assets of the Foundation, (iii) making or monitoring grants from the Foundation, or (iv) otherwise acting on behalf of or in the name of the Foundation.

The following guidelines are provided to assist directors, officers, employees, agents and volunteers and others in interpreting and using the Code of Ethics. They are intended to guide the Foundation's representatives to act professionally, responsibly and ethically, but are not prescriptions for all possible situations. The fact that the Code of Ethics may not specifically address a particular situation should not be interpreted to relieve any representative of the personal responsibility to conduct himself or herself at all times in a legal, accountable and ethical manner.

By its nature, this list of guidelines is an evolving document. It is subject to revision in the discretion of the board of directors and may be revised to reflect practice, laws and regulations as they change. Directors, officers, employees, agents and volunteers with questions about a situation should contact that individual's supervisor, the president, or a designated ethics representative with questions.

# CODE OF ETHICS OF THE LEICHTAG FOUNDATION

## ARTICLE I PURPOSE

This Code of Ethics is based upon a fundamental and abiding respect for law and ethical practices and the realization that the overall interests of the Foundation, and those acting on its behalf in service to the public are best served by strict adherence to this Code of Ethics. The policy of the Foundation with respect to Conflicts of Interest, approved separately, requires that persons acting on behalf of the Foundation avoid any direct or indirect conflict or appearance of conflict between their (or their families' and associates') personal interests and the interest of the Foundation in dealing with organizations or individuals doing or seeking to do business with, or engaging or seeking to engage in charitable activities with, the Foundation. As a comprehensive statement on ethics, this Code of Ethics contemplates situations that may not rise to the level of a conflict of interest but may nevertheless present ethical dilemmas. This Code of Ethics will be regularly communicated to all directors, officers, employees, agents and volunteers of the Foundation. Every director, officer, employee, agent and volunteer is responsible for communicating this Code of Ethics to outsiders with whom he or she works and who transacts business with the Foundation. The Foundation shall make a copy of this Code of Ethics available to anyone upon request.

## ARTICLE II DEFINITIONS

**Section 1.** This Code of Ethics applies to every person acting on behalf of the Foundation. The following definitions shall apply to this Code of Ethics:

(a) "Foundation": The Leichtag Foundation, a California nonprofit public benefit corporation.

(b) "Representative": Every director, officer, delegate, committee or advisory board member, employee (full-time or part-time), agent, contractor, consultant, volunteer and any other person or organization acting in the name of, on behalf of, or with a fiduciary duty to the Foundation.

(c) "Associate": (1) a member of a Representative's family; (2) any organization or entity in which a Representative (or a member of a Representative's family) has an ownership interest or other material interest, including but not limited to serving on a board of directors or committee of such organization, serving on an advisory board or committee of such organization, and receiving compensation from such organization; and (3) a trust of which a Representative (or a member of a Representative's family) is a trustee, or in which a Representative or a member of his or her family has a beneficial interest.

(d) "Board": the board of directors of the Foundation.

### **ARTICLE III PERSONAL RESPONSIBILITY**

Each Representative is responsible for compliance with this Code of Ethics and for taking steps to see that the Representatives within his or her control comply fully. The primary responsibility of each Representative is to perform the duties of his or her position in a manner best suited to promote the interests of the Foundation. Transparency, honesty, integrity, and full accountability are guiding principles for all of the Foundation's operations and activities. Each Representative will adhere to the full requirements of the law, and to this Code of Ethics, including related principles and guidelines as contained in the Conflict of Interest and personnel policies, or as may be separately adopted by the Board.

### **ARTICLE IV GUIDELINES**

While the following guidelines are not intended to cover every situation or take the place of personal integrity, they indicate how Representatives are to conduct themselves in many cases. The absence of a specific guideline does not relieve any Representative of the responsibility for proper, legal and ethical conduct at all times. Representatives in doubt should seek guidance from the responsible staff person or the Board or an appropriate committee thereof.

**Section 1. Personal Financial Interests:** Without prior disclosure and a decision thereon as outlined in Article V, and subject to the Conflict of Interest Policy requirements, no Representative shall personally or through any Associate have a direct or indirect financial interest or investment in any business enterprise which is doing or seeking to do business with the Foundation (unless that financial interest is in the equity securities of a publicly-owned corporation regularly traded in the open market), including the receipt of any grants, fellowships, contributions or payments from the assets of the Foundation.

(a) A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(1) An ownership or investment interest in any entity with which the Foundation has a transaction or arrangement;

(2) A compensation arrangement with any entity or individual with which the Foundation has a transaction or arrangement; or

(3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

(b) A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or committee determines that a conflict of interest exists after full disclosure and consideration.

## **Section 2. Gifts, Entertainment or Other Favors:**

(a) No Representative or Associate shall solicit or accept gifts, cash, travel or lodging, unreasonable entertainment, loans or any other gifts or favors from persons doing business with the Foundation, including suppliers of goods or services, other than those of such nominal value (less than \$25) that they cannot be regarded as placing the Representative under any obligation to the donor. Any payments (such as honorariums or participation fees) received by staff members for services related to Foundation employment shall be assigned to the Foundation.

(b) **Giving Gifts or Entertaining:** Foundation funds or other assets shall not be used for improper payments to those doing or seeking to do business with the Foundation. This prohibition covers direct payments or indirect payments through third parties, and reimbursement of Representatives for improper payments by them. However, Representatives may give gifts to or entertain others at Foundation expense if such gifts, favors or entertainment are of limited value and consistent with accepted practices and are not in contravention of applicable law and generally accepted ethical standards.

**Section 3. Fundraising.** The Foundation is, generally, a grant-making and not a fundraising entity. To the extent the Foundation might be considered as engaging in fundraising (including, for example, making a matching-grant in support of an operating charity), Foundation Representatives engaged in such activities shall conduct themselves in a manner that complies with laws and reflects credit upon the Foundation. In conducting these activities, Representatives shall:

(a) Not engage in activities that conflict with their fiduciary, ethical and legal obligations to the Foundation, its collaborators and the donors to all of them.

(b) Not exploit any relationship with a collaborator, donor, prospect, volunteer or employee for the benefit of the Representative.

(c) Ensure all solicitation materials are accurate and correctly reflect the Foundation's mission and relationship to any other persons or entities involved.

(d) Endeavor to ensure proper stewardship of philanthropic contributions, including timely reports on the use of such funds.

## **Section 4. Employment:**

(a) Representatives who are Foundation employees shall not engage in outside employment which prevents them from completing their work, scheduled hours or performance of Foundation assignments. Before a Representative accepts employment with any organization or any person with which the Foundation does business, that Representative shall submit in writing a description of the work assignment, the remuneration and expected duration of the work assignment to the responsible staff person or the Board or an appropriate committee thereof, who will decide if there is a conflict of interest by responding in writing to the Representative.

(b) No Associate of any Representative shall be a full or part-time employee of the Foundation if such employment is inconsistent with the Foundation's Conflict of Interest Policy.

**Section 5. Documentation:** Appropriate documentation in the books and records of the Foundation, including Board minutes where appropriate, concerning any question which may arise under or any interpretation which may be made of this Code of Ethics is encouraged as a protection to the Representative and the Foundation.

**Section 6. Confidentiality.** Representatives have access to information that, if revealed to outsiders, could be damaging or sensitive to the Foundation, other Representatives, or collaborators or donors, harmful to the best interests of the Foundation, or even create legal liability. Information provided to Representatives may concern personnel, financial, contractual, membership, or legal matters, and is confidential and intended for use in decision-making and governance. Generally, any matters not publicized by the Foundation should be viewed as confidential. Representatives should never give confidential Foundation information to people outside of the Foundation who have no need to know. Information will be held in the strictest of confidence and shall not be divulged to any outside party without prior written authorization of the president of the Foundation.

**Section 7. Conduct in the Workplace.** One of the Foundation's most important resources is the staff -- the women and men whose commitment, passion, creativity, talent, and energy help the Foundation fulfill its mission. The Foundation is committed to providing an open, safe, inclusive, and respectful work environment, free of discrimination and harassment. The Foundation holds itself and its Representatives to high standards and grants others the same respect, cooperation, and trust it wishes for itself. The Foundation encourages a teamwork approach which affords its Representatives an opportunity to grow professionally, have job satisfaction, and be productive contributors for the benefit of society.

(a) **Performance Expectations.** Representatives should come to work each day ready to perform their duties ethically and in a way that is in line with the Foundation's mission and that serves and adds value for the Foundation's sponsors, collaborators, donors and volunteers. Each person should protect the Foundation's assets and its good name.

(b) **Inclusiveness and Diversity.** In all aspects of its operations and employment practices, it is the policy of the Foundation to provide equal opportunity without regard to an individual's age, color, national or ethnic origin, race, religion, marital status, sexual orientation, disability, or veteran status. This policy includes, but is not limited to, the Foundation's activities and practices in hiring, training, compensation, benefits, promotions, terminations, and business and community relations. Employees and candidates for employment with the Foundation are considered solely on the basis of their ability to perform the requirements of their position, with due consideration given to experience and growth potential. All staff members are required to support this policy.

Discriminating against any Representatives or any person with whom the Foundation has business on the basis of race, sex, age, disability, citizenship, national origin, color, sexual orientation, pregnancy, religion, military status, or any other legally protected status

is not permitted. This applies to all areas of employment including hiring, training, advancement, compensation, benefits, counseling, and termination.

**(c) Freedom from Discrimination and Workplace Harassment.**

Harassment in the workplace on the basis of any legally protected status is strictly prohibited and will not be tolerated. Unwelcome advances, such as requests for sexual favors and other verbal or physical conduct of a sexual nature, may be forms of sexual harassment. In addition, conduct that may create an uncomfortable situation, such as inappropriate comments, jokes, intimidation, or physical contact, may be forms of workplace harassment. Each person should be sensitive to these issues and avoid any actions or words that might be interpreted by another as harassment.

**(d) Cooperation.** The Foundation is committed to quickly and effectively resolving issues that are brought to its attention. From time to time it may become necessary to conduct investigations into an alleged issue. All Representatives must cooperate fully in these investigations and maintain the utmost confidentiality. Failure to do so could result in disciplinary action.

**(e) Protection and Proper Use of Foundation Assets.** Representatives should protect the Foundation's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Foundation's continued success. All Foundation assets should only be used for legitimate Foundation business and charitable purposes.

**(f) Whistleblower Policy.** As beneficiaries of the public trust and stewards of the legacy of its founders, Lee and Toni Leichtag, the Representatives of the Leichtag Foundation should represent the pinnacle of sound financial, auditing and foundation management standards and practices. As such, Representatives must comply with the laws and regulations applicable to private foundations and must faithfully implement the Foundation's policies and procedures. This is particularly true with regard to matters and controls that affect the Foundation's finances, audits, and governance.

(1) For these purposes, Representatives are responsible to report to the Board any circumstance of which that they have actual knowledge or a reasonable good faith belief that the Foundation's internal controls, auditing functions, accounting systems, or governance policies are compromised or threatened. The Board has adopted and management has implemented the following procedure to effectively implement such safeguards.

**(2) Procedure for Reporting Financial Auditing, or Governance Improprieties.**

(i) Should any Representative know, or have a reasonable belief, that persons associated with the Foundation plan to engage, or have engaged, in illegal or unethical conduct in connection with the finances or other aspects of the Foundation's operations, that Representative should immediately file a written complaint with the president. Representatives may submit complaints on a confidential, anonymous basis. If the complaint concerns the president or the complainant is not comfortable reporting it to the president, he or she should notify the chairman of the Board or the chairman of the Audit Committee.

(ii) Examples of such improprieties include the following, which is not an all-inclusive list:

- a. Supplying false or misleading information on the Foundation's financial documents, including the tax return (IRS Form 990-PF);
- b. Providing false information to or withholding material information from the Foundation's auditors;
- c. Violations of the Conflict of Interest policy;
- d. Self-dealing, private inurement and private benefit (i.e., Foundation assets being used for personal gain or benefit);
- e. Payment for services or goods that are not rendered or delivered or in unreasonable or excessive amounts,
- f. Embezzlement; or
- g. Planning, facilitating or concealing any of the above.

(iii) Reports may be submitted in writing or verbally, and should contain sufficient information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously or not. All reports will be received and acted upon in confidence to the maximum extent possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action.

(iv) Following investigation, the Foundation will take such appropriate remedial and disciplinary action as it deems justified by the circumstances, including possibly terminating board membership or employment, seeking restitution, removal from office, or criminal prosecution.

(3) The Foundation will not tolerate retaliation, whether direct or indirect, against any Representative or other person who makes a good faith report or who cooperates with an investigation of a complaint. Notwithstanding the prior sentence, the Foundation reserves the right to take appropriate disciplinary action, including termination or removal from office, when the Foundation concludes that such action is warranted.

(4) In order to ensure dissemination and understanding of this policy, the president is charged with ensuring appropriate initial and following up training of Representatives and Associates.

**Section 8. Stewardship.** Representatives manage the Foundation's funds and resources prudently and serve as responsible stewards of its assets. They further:

(a) spend an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, and competent staff, as well as other expenditures critical to professional management;

(b) compensate staff, and any others who may receive compensation, reasonably and appropriately;

(c) prudently draw from endowment funds consistent with donor intent and to support the public purpose of the Foundation;

(d) ensure that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the Foundation; and

(e) ensure that all financial reports are factually accurate and complete in all material respects, and are signed-off on by the chief executive officer, secretary and treasurer.

**Section 9. Approach to Grant Making.** The Foundation seeks high-quality programs that advance its philanthropic goals. It enjoys collaboration with its grantees and seeks to work with them in supportive, collegial relationships. The Foundation recognizes the importance of collaborating with other foundations to build joint, diverse programs and to leverage its funding with that of other foundations, corporations and governmental bodies to make positive change. The Foundation makes both project and general support grants. It does not generally fund individuals. Moreover, the Foundation is committed:

(1) to respect those seeking grant monies by demonstrating promptness, courtesy, responsiveness and objectivity in assessing how their grant requests meet the Foundation's philanthropic goals;

(2) to communicate honestly and directly with those seeking support from the Foundation or its Representatives; and

(3) to demonstrate both accountability to and support for the Foundation's grantees after a grant is made.

**Section 10. Measuring Success.** The Foundation is committed to measuring its effectiveness, where possible and within reasonable costs, to ensure high quality in the Foundation's grant making and other processes and to chart its progress in pursuing its goals. The Foundation measures its effectiveness:

(a) to establish benchmarks for continuous improvement;

(b) to communicate the value of its work – and its grantees' work – to encourage other potential collaborators and donors to join the Foundation in supporting particular groups and causes; and

(c) to provide information about its performance as a way of being accountable to the public (which subsidizes its efforts through tax exemption).



## **ARTICLE V CONFLICT DISCLOSURE AND DECISION**

**Section 1.** The Foundation recognizes that situations may occur in which a Representative has an outside affiliation or an interest in a present or proposed transaction which might be in conflict with, or have the potential to be in conflict with, or be perceived as being in conflict with the interests of the Foundation. When such situations arise, a Representative shall make full disclosure in writing to the responsible staff person or the Board of appropriate action in the manner set forth in the Foundation's Conflict of Interest Policy, or obtain an opinion of no conflict as set forth in subsection 2.

**Section 2.** A decision on any potential or actual conflict shall be made by the Board or an appropriate committee thereof. The Board (or committee) shall use appropriate means at its disposal in order to render a decision, which means should include a review by an unbiased disinterested person or group. If the immediately responsible person or group decides that an unacceptable conflict does or would exist, then an opinion shall be so rendered and any necessary action shall be taken by the responsible person or group, which action may include where appropriate, dismissal, recall or other appropriate action with respect to the Representative involved, or relocation, rescission or termination of a contract, return of monies, or other appropriate remedial action.

**Section 3.** When any such actual, potential or perceived conflict of interest is relevant to a matter requiring action by the Board or a committee, the interested person shall call it to the attention of the Board (or committee) and such Representative shall not vote on the matter.

**Section 4.** Except as directed otherwise by the president, any Representative having a conflict decision rendered shall retire from the room and outside the hearing of the Board (or committee) meeting. Under no circumstances shall the Representative participate in the final deliberation or decision regarding the matter under consideration. However, the Representative shall provide the Board or committee with any and all relevant information.

**Section 5.** The minutes of the meeting of the Board or committee shall reflect that the actual or potential or perceived conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board (or its committee) excluding the person concerning whose situation the doubt has arisen.

## **ARTICLE VI DISSEMINATION**

A copy of this Code of Ethics shall be furnished to each Representative who is presently serving the organization, and such Representative shall sign an acknowledgment of having received, read, understood and agreed to follow the principles laid out herein. This policy shall be reviewed annually for the information and guidance of all Representatives. Any new Representative shall be advised of the policy upon undertaking the duties as a Representative of the Foundation and shall also sign the aforesaid acknowledgment.

420791.4

## **WHISTLBLOWER POLICY COMPLAINT PROCEDURES FOR FINANCIAL, ACCOUNTING AND AUDIT MATTERS**

### Policy:

The Foundation is committed to fair, accurate and transparent accounting of financial matters of the Foundation and expects all employees, officers, trustees and agents to act in accordance with the highest ethical standards in the performance of their responsibilities for the Foundation.

### Procedure:

#### *Reporting Complaints, Concerns or Questionable Financial Practices*

Any employee who has complaints or concerns about the Foundation's accounting, internal accounting, financial controls or auditing matters, or who becomes aware of questionable financial practices, accounting or auditing matters, is required to report such matters to the Audit Committee of the Foundation.

To report complaints or concerns, employees should provide details orally or in writing to the Audit Committee by providing information to the current chair.

In order to facilitate a complete investigation, employees should be prepared to provide as many details as possible, including a description of the questionable practice or behavior, the names of any persons involved, the names of possible witnesses, dates, times, places, and any other available details. The Foundation encourages all employees with complaints or concerns to come forward with information and prohibits retaliation against employees raising concerns. Nonetheless, if an employee feels more comfortable doing so, reports may be made anonymously in the manner described above.

Managers who receive complaints or concerns from other employees must immediately report them directly to the Audit Committee in accordance with this policy.

#### *Investigation and Response*

The Audit Committee will oversee the receipt and handling of allegations of questionable financial practices or accounting or auditing matters, including directing an appropriate investigation and response. Based on its investigation, the Audit Committee will direct the Foundation to take prompt and appropriate corrective action in response to the complaint or concern if necessary to ensure compliance with legal and ethical requirements. If the Audit Committee determines that a particular complaint or concern is not covered by this policy, it will refer the complaint or concern to the Executive Director of the Foundation for appropriate handling and response. If the complaint or concern involves the Executive Director, the Audit Committee will forward the issue to the current President of the Board.

*Confidentiality and Non-retaliation*

Reports of questionable financial practices, accounting or audit practices will be kept confidential to the extent possible consistent with the Audit Committee's obligation to investigate and correct unlawful or unethical accounting or audit practices. The Foundation cannot, however, guarantee that the identity of the reporter will remain confidential, but will use its best efforts to do so.

The Audit Committee Chair can be contacted as follows:

Emily Einhorn  
1655 La Jolla Rancho Road  
La Jolla, CA 92037  
[eesummit@aol.com](mailto:eesummit@aol.com)  
619.318.7359 (cell)

The Foundation will not retaliate or take any form of reprisal against any person who makes a good faith report pursuant to this policy. Any employee who retaliates against another employee or a witness as described above will be subject to discipline, up to and including termination. Employees who believe they are subject to retaliation because they have made a report or participated in an investigation should report such suspected retaliation to the Audit Committee in the same manner as described above for the reporting of questionable practices.

# Company Vehicle Policies and Procedures



## Eligibility to Drive a Company Vehicle

Vehicle operators eligible for assignment of a company vehicle are selected at the discretion of the Leichtag Foundation's ("Foundation") President & Chief Executive Officer and Senior Team. Prior to vehicle assignment, eligible employees must prove that he or she has a valid driver's license which is not suspended or revoked. The Foundation reserves the right to review your driving record, as a requirement of our insurance carrier, during your assignment of a vehicle.

## Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and professional manner. Employees must know and abide by all driving laws in all areas where they operate their company vehicle. Additionally, employees must maintain a current, valid driver's license for the state in which they are living. If for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the Director of Finance be notified immediately.

## Safety Guidelines

It is mandatory that seat belts be used by all occupants of a company vehicle at all times without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported for repair immediately. The Foundation reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, the Foundation expects all employees to obey all traffic laws, and prohibits driving under the influence of drugs and alcohol, including prescription drugs. Company leased vehicles should not be used to transport flammable items, firearms, or other hazardous materials. Texting while driving is not allowed in company vehicles.

The driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times. Whenever you leave a company vehicle, please follow these precautions:

Roll up all windows. Lock all doors. Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

## Traffic Violations

Excessive speeding violations and/or accident history may exclude a driver from being covered by company-provided insurance and may make them ineligible to receive a company-provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Office Manager as quickly as possible. Under no circumstances are traffic and parking fines to be charged to the Foundation.

## Ranch Kashrut Policy

As we begin to welcome friends, neighbors and organizations to the Ranch and bring together community around food, we want to create an open and welcoming environment for all. Given that we want to encourage a pluralistic community which will encompass a wide spectrum of Jewish practice, we have come up with a list of recommended policies that will maintain a level of Kashrut that will be comfortable for everyone. All events held at the Ranch House using outside food must select from our pre-approved list of orthodox supervised caterers. All catering brought in must be kosher dairy or kosher pareve.

1. All events held at the Ranch House bringing in catered food must select from our pre-approved list of orthodox supervised caterers. All catering brought in must be kosher dairy or kosher pareve.
2. Any prepared foods brought in for events must contain a kosher symbol from the attached list of widely accepted kosher dairy or kosher pareve symbols.
3. Outside chefs may use our kitchens to prepare food on the condition that their ingredients are pre-approved by a mashgiach and their cooking is supervised by a mashgiach. If a more observant group would like to re-kasher the kitchen, and bring in an outside mashgiach for their event, they may do so at their expense.
4. For internal events (private dinners ) that the Leichtag Foundation, or the JFJF fellows are hosting and want to use the kitchen for food prep we will use ingredients from a preapproved list of kosher symbols.
5. For DIY cooking workshops and classes, particularly those hosted by the JFJF fellows, we will require kosher ingredients, but not the supervision of a mashgiach. In the communications and marketing of these events, we will ensure that people are aware that while the ingredients that we use are kosher, the classes will not be under orthodox supervision. No meal components or dishes that are prepared at home or in a non-kosher facility may be used in the ranch house.
6. We will maintain these policies for outdoor events as well (taking place outside of the ranch house).
7. Until we have an outdoor meat kitchen and determine how that will be supervised, kosher meat cooking onsite (even outdoors) will be prohibited.

Kashrut Policies for the Leichtag Office and the Lunchroom at the Hub are as follows:

LF Office:

No formal Kashrut requirements, but we request that staff use the microwaves and reusable dishware and cutlery for only vegetarian or (non-shellfish) fish items. For guests of the

foundation attending meetings in the office, please order only vegetarian (or non-shellfish) fish items.

#### Hub:

For day to day use and internal Hub gatherings (snacks, lunches) no formal kashrut requirements, but we request that Hub members use the microwaves and reusable dishware for only vegetarian or (non-shellfish) fish items. Non-heated, vegetarian or non-shellfish fish items may be brought in for internal Hub meetings only, any public events must adhere to our general kosher catering policies.

Non vegetarian items can be eaten outside, but meat or shellfish items may not be heated up in the LF office and Hub microwaves.

**Guest accommodations available for use:**

501 Saxony Road ("501 Saxony")

- Two-bedroom, two-bathroom house
- Leichtag Foundation has discretion to make home available for either whole-house or shared business use

581 Saxony Road ("581 Saxony")

- Three-bedroom, one-bathroom house
- Leichtag Foundation has discretion to make home available for either whole-house or shared business use

**Allowable Guests:**

Visitors conducting business directly affiliated with the Leichtag Foundation or Leichtag Commons:

The primary purpose of the Leichtag Foundation's 501 Saxony and 581 Saxony houses are to provide short-term accommodations to visitors with business directly affiliated with the Leichtag Foundation and/or Leichtag Commons which directly provide a contribution to our work.

The visitor(s) must live no less than a 40-mile radius from Encinitas, CA. 501 Saxony and 581 Saxony may be booked for guests 1 day prior and 1 day following their visit. Visitors may not extend their stay at either location beyond the dates of service provided to the Foundation.

All visitors must review and sign the Leichtag Foundation Guest Accommodation Agreement and abide by all rules put in place by the Leichtag Foundation, as stated in the Guest Accommodation Guidelines document. Any requests to stay at 501 Saxony and 581 Saxony are approved at the discretion of the Foundation's Senior Team.

Employees:

Subject to availability, members of the Leichtag Foundation and Coastal Roots Farm staff will have the ability to reserve stays of up to five days in each fiscal year, for immediate family members only, to stay in 501 Saxony or 581 Saxony. Immediate family members are defined in this case as parents or step-parents, grandparents, children, grandchildren, siblings and siblings in law and their children. In all cases, availability and usage of 501 Saxony or 581 Saxony for business affiliated visitors will take priority. The Foundation also has the discretion to place certain days/weeks on hold in anticipation of increased need in advance of planned programs and/or events. However, in the interest of planning, staff will receive a final confirmation and guarantee availability three weeks prior to the requested dates.

Staff members are asked to fully orient their family members about appropriate uses of the guest accommodations and will be responsible for a cleaning fee of \$175 upfront upon reservation by check or cash; there will be a \$25.00/night fee in addition to the cleaning fee. If, at check-out, the Leichtag Foundation determines that 501 Saxony and/or 581 Saxony requires additional cleaning beyond normal wear and tear, additional cleaning fees may be charged. Staff members will be responsible for damages that are incurred to the house beyond normal wear and tear and cleaning. Normal wear and tear will be defined solely by the Leichtag Commons Property Management Team, it's President & CEO or Executive Vice President.

You may request to reserve either guest accommodation for a total of up to five (5) days during a given fiscal year (October 1 through September 30). Additional days may be allowed pending approval by President & CEO or Executive Vice President, at a rate of \$75.00/night.

Requests to use the house should be directed to your supervisor who will then forward to the Office Manager to reserve the time.

While 501 Saxony and 581 Saxony are supplied with the basic essentials they are by no means equipped as a full service house (it is more like a Residence Inn). If your guests require anything beyond what is in either house it is their responsibility to bring or purchase those items.

#### Grantee Organizations:

Grantees of the Leichtag Foundation may reserve 501 Saxony or 581 Saxony. Reservation requests must be submitted by the Program Officer assigned to the grantee organization who will coordinate the reservation with the Leichtag Foundation Office Manager. In all cases, availability and usage of 501 Saxony or 581 Saxony for business affiliated visitors will take priority. The Foundation also has the discretion to place certain days/weeks on hold in anticipation of increased need in advance of planned programs and/or events. However, in the interest of planning, staff will receive a final confirmation and guarantee availability three weeks prior to the requested dates.

The Leichtag Foundation Guest Accommodation Agreement must be reviewed and signed by both the Program Officer and Grantee Organization in advance of use of the houses and the \$175 per stay cleaning charge must be collected upon signing of the agreement from the grantee organization; there will be a \$25.00/night fee for the first 5 days and a \$75/night fee for any additional days in addition to the cleaning fee.

#### Guidelines

- Check-in is at 3pm PST and check-out is at 11am PST.
- 501 Saxony adheres to the Leichtag Commons' Food Policies. Dishes, cutlery, and cookware are only to be used for vegetarian and fish. Disposable utensils and dishware, must be used for all meat and poultry. Shellfish and pork are prohibited in the house.
- The Leichtag Foundation Guest Accommodation Agreement must be reviewed and signed in advance of use of 501 Saxony or 581 Saxony.
- If a grantee organization is interested in reserving 501 Saxony or 581 Saxony Rd., the assigned Leichtag Foundation Program Officer must submit the request on the organization's behalf and be responsible for the reservation.
- The per stay cleaning charge for employees and grantee organizations is \$175, to be collected upon signing of the Leichtag Foundation 501 Saxony Agreement.
- 501 Saxony and 581 Saxony are not for vacation use by visitors conducting business or grantee organizations.
- The Leichtag Foundation has full discretion to make either house or rooms within either house available to other business guests.

NAME OF EMPLOYEE REQUESTING UNIT					
DATE OF REQUEST		UNIT REQUESTED <i>(select one)</i>		501	581
REQUESTED USE BY <i>(select one)</i> :					
<input type="checkbox"/>	Employee	<i>Enter name of employee and/or immediate family contact</i>			
<input type="checkbox"/>	Business Visitor	<i>Enter name of visitor and associated program or event</i>			
<input type="checkbox"/>	Grantee Organization	<i>Enter name of grantee organization and name of grantee point of contact</i>			
Date of Check In		Date of Check Out		Total # of Nights	
Date received by office manager		Office Manager Signature			
Approved from			to	Declined	
Deposit			\$175.00	n/a or waived	
First 5 days @ \$25	Circle one 1 2 3 4 5 x \$25 =		\$	n/a or waived	
# of extended nights @ \$75	Number of extended days _____ x \$75 =		\$	n/a or waived	
Other cost:			\$	n/a or waived	
TOTAL COST			\$	n/a or waived	
Office Manager <i>signature</i>					
CEO or EVP <i>signature on approval for extended stay</i>					





# Leichtag Foundation

ISSUED: December 21, 2015  
EFFECTIVE: December 21, 2015  
SUBJECT: Annual Vacation Cash Out Policy

**I. PURPOSE:** Allowing employees to cash out up to fifty percent (50%) of their vacation accrual earned hours once during a fiscal year.

**II. GENERAL POLICY:** The following represents Foundation policy with respect to cashing out vacation accrual for employees in addition to provisions already provided in the Employee Handbook.

## 1. Eligibility

- a. Cashing out vacation accrual as defined in this Policy Update shall only apply to all employees who receive such accrual as provided for in the Employee Handbook.
- b. Employees utilizing the cash out allowed under this Policy Update must maintain a balance equivalent to or above 50% of their total balance as of the date requesting the payout. For example, Employee A has 30 hours of vacation as of this notice's issue date and may request no more than 15 hours of vacation payout; leaving them with a balance of 15 hours of vacation accrual.
- c. Employees may utilize the provisions of this policy to execute an annual cash out once in the Foundation's fiscal year.

**III. PROVISIONS:** The following procedures will apply in processing requests for an annual vacation cash out as provided for in this policy.

## 1. Payment of Vacation Cash Out Policy

- a. Eligible employees are able to cash out up to fifty percent (50%) of their vacation accrual balance.
- b. Cash out will be at the employee's current rate of pay.
- c. Employees must submit the attached request form, completed in detail, to the Human Resources.
- d. Cash out requests must be submitted no later than three (3) days prior to pay day and will be paid via a separate check or included in their direct deposit on pay day.
- e. The Foundation reserves the right to revisit this policy on an annual basis to determine the fiscal impact of continuing such an offering. The Foundation will provide ten (10) days notice if it is deemed necessary to suspend the program.



**ANNUAL VACATION ACCRUAL  
CASH OUT REQUEST FORM**

Employee Name: \_\_\_\_\_ Number of Hours Requested: \_\_\_\_\_

Current Vacation Accrual Total: \_\_\_\_\_ Requested Payment Date: \_\_\_\_\_

Date of Last Annual Vacation Cash Out Request: \_\_\_\_\_

This Annual Vacation Accrual Cash Out is being provided per Leichtag Foundation Annual Vacation Pay Out Policy effective December 21, 2015.

By signing this form, the employee hereby acknowledges that cashing out the above number of hours requested will reduce their vacation accrual balance by an equal amount and that no additional request can be made under Annual Vacation Pay Out Policy within this fiscal year. The employee also understands that the dollar value of this benefit will be included as taxable income.

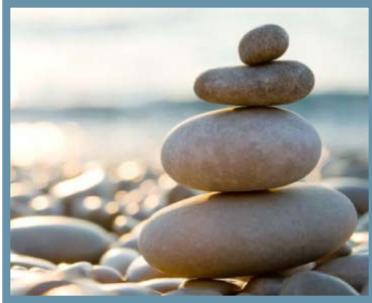
Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_

Human Resources Name and Signature: \_\_\_\_\_

# 2018 - 2019 Benefits



# What we will cover today

Benefits Team Overview

Benefits Overview

Help Line

Eligibility

How to Enroll

# Introductions

## We are your Benefits Team

**HUB International Insurance Services**

**Employee Benefits Help Line**

### **My Benefits Champion**

Phone, email or fax:

Monday – Friday 7:00 am to 5:30 pm PST

**Phone:** 855-687-2426 / **Fax:** 866-214-2211

[champion@hubinternational.com](mailto:champion@hubinternational.com)



# Mark Your Calendar!



**New Benefits Start 2/1/2018**

# Mid-Year Changes

- Your healthcare elections will remain in force until January 31, 2019, unless you have a Qualified Family Status Change
- Examples of a Qualified Family Status Change:



Birth, Adoption or  
placement for  
adoption of a child



Marriage / Divorce /  
Annulment



Loss of coverage  
through another  
qualified plan\*\*

- You must notify Human Resources within 31 days (30 days for birth or adoptions) of the qualifying event

# Eligibility

**Part Time Employees:** Work a minimum of 20 hours or more per week

**Full Time Employees:** Work a minimum of 30 hours or more per week

**Eligible Dependents:**

- Legal opposite or same-gender spouse or same-gender registered domestic partner, as defined by the State of California
- Any children for whom you are required to provide coverage under a Qualified Medical Child Support Order
- Any children of whom you have legal guardianship
- Your unmarried children, stepchildren, or children of your registered domestic partner of any age, if they are incapable of self-care due to a physical or mental disability
- Medical, Dental & Vision – Your adult children, stepchildren or children of your registered domestic

partner to age 26 regardless of marital or student status

- ***Your CA Registered Domestic Partner (RDP):***  
*If you and your partner are of the same gender, or if you and your partner are of the opposite gender and one partner is at least 62 years old, then you may be able to register your domestic partnership with the California Secretary of State. For more details, please visit [www.ss.ca.gov/dpreistry](http://www.ss.ca.gov/dpreistry)*



# Overview of Benefits

Health	Wealth	Additional Benefits
<b>Medical Plans</b> California Choice <ul style="list-style-type: none"><li>• Gold and Silver tiered</li><li>• HMO, PPO, EPO plans</li><li>• Chiropractic and Acupuncture</li></ul>	<b>Life and AD&amp;D Insurance</b> Principal <ul style="list-style-type: none"><li>• 2 x Annual Earnings up to \$350,000</li></ul>	<b>Flexible Spending Accounts (FSA)</b> TASC <ul style="list-style-type: none"><li>• Health Care FSA</li><li>• Dependent Care FSA</li><li>• Transportation and Parking</li></ul>
<b>Dental Plan</b> California Dental <ul style="list-style-type: none"><li>• Dental HMO</li></ul> Principal <ul style="list-style-type: none"><li>• Dental POS (PPO)</li></ul>	<b>Short-Term Disability</b> Principal <ul style="list-style-type: none"><li>• 70% of your weekly earnings</li></ul>	<b>Aflac</b> <ul style="list-style-type: none"><li>• Accident Coverage</li><li>• Cancer Plan</li><li>• Short Term Disability</li></ul>
<b>Vision Plan</b> Principal <ul style="list-style-type: none"><li>• VSP</li></ul>	<b>Long-Term Disability</b> Principal <ul style="list-style-type: none"><li>• 60% of your monthly earnings</li></ul>	
	<b>Employee Assistance Program</b> <ul style="list-style-type: none"><li>• 3 face to face counseling sessions</li></ul>	

# Health



# HMO vs. PPO

## HMO

### Must select a Primary Care Physician (PCP)

- This person acts as a gate-keeper for all of your medical care. If you need to see a Specialist, your PCP will refer you to someone in the network.

### In network benefits only

- You must receive services from a network provider in order to use your benefits

### Deductible applies to some services

- Office visits and some services are not subject to deductible

### Lower out-of-pocket costs in most cases

- Member is responsible for applicable copay/coinsurance up to out-of-pocket maximum

### Member ID cards

- Each member will receive their own card with their name and PCP listed

## PPO

### No need to select a PCP

- You can see any provider, including Specialists, without a referral.
- Be careful of being referred to NON network providers.

### Go to any provider/facility you want

- Discounted rates and lower out-of-pocket costs when staying IN network

### Deductible applies to some services

- Office visits and some services are not subject to deductible

### Higher out-of-pocket costs

- Due to deductible and potential for NON network usage

### Member ID Cards

- Employee and Spouse (if covered) will each receive a card. Cards for covered Dependent Children can be requested from carrier.

# Preventive Care

**In-network care covered 100%**

**Routine physical exams**

**Immunizations**

**Well-baby care**



# California Choice Worksheet

## CaliforniaChoice Program

## LEICHTAG FOUNDATION

Effective: February 1, 2016

### Employee Enrollment Worksheet (1 of 7)

Have we correctly listed your Age and County of Residence above? ☐ Yes ☐ No (If no, your quoted premium may be incorrect. Please notify your Employer.)

The premiums listed under "Your Cost" illustrate the cost to you **before** your Employer has agreed to contribute. Your Employer has agreed to contribute:

All family members must enroll in the same Plan.

For Employee For Dependent

### Gold/Silver Plan Options & Rates

Health Plan	Type	Plan Name	Network	Monthly Premiums prior to Employer Contribution Employee Only	Your Cost per Pay Period Employee Only
1	HMO	SILVER HMO B	FULL		
2	HMO	SILVER HMO C	FULL		
3	UNITEDEALTHCARE	HSAMO SILVER HMO C	ALLIANCE		
4	SHARP HEALTH PLAN	SILVER HMO B	PERFORMANCE		
5	KAISER PERMANENTE	GOLD HMO A	FULL		
6	UNITEDEALTHCARE	SILVER HMO B	ALLIANCE		
7	KAISER PERMANENTE	GOLD HMO B	FULL		
8	UNITEDEALTHCARE	SILVER HMO D	FOCUS		
9	SHARP HEALTH PLAN	GOLD HMO A	PERFORMANCE		
10	AETNA	SILVER HMO B	BASIC HMO		
11	HEALTHNET	GOLD HMO B	WHOLECARE		
12	UNITEDEALTHCARE	GOLD HMO B	ALLIANCE		
13	UNITEDEALTHCARE	SILVER HMO A	SIGNATUREVALUE		
14	UNITEDEALTHCARE	GOLD HMO C	FOCUS		
15	AETNA	SILVER HMO A	HMO DEDUCTIBLE		
16	HEALTHNET	GOLD HMO A	WHOLECARE		
17	ANTHIM BLUE CROSS	SILVER HMO A	SELECT HMO		
18	AETNA	GOLD HMO A	AETNA VALUE NETW		
19	AETNA	GOLD HMO A	AETNA VALUE NETW		
20	UNITEDEALTHCARE	GOLD HMO A	SIGNATUREVALUE		
21	ANTHIM BLUE CROSS	GOLD HMO A	SELECT HMO		

Full Monthly Premium (please see personalized rate sheet for your portion)

Plan Names

### Gold/Silver Plan Options & Rates

Health Plan	Type	Plan Name	Network	Monthly Premiums prior to Employer Contribution Employee Only	Your Cost per Pay Period Employee Only
22	HSP	SILVER HSP A	PURECARE		
23	HSP	GOLD HSP A	PURECARE		

### Gold/Silver Plan Options & Rates

Health Plan	Type	Plan Name	Network	Monthly Premiums prior to Employer Contribution Employee Only	Your Cost per Pay Period Employee Only
24	ANTHIM BLUE CROSS	HSAPD GOLD PPO A	PRUDENT BUYER		
25	ANTHIM BLUE CROSS	EPO SILVER PPO A	PRUDENT BUYER		

### Gold/Silver Plan Options & Rates

Health Plan	Type	Plan Name	Network	Monthly Premiums prior to Employer Contribution Employee Only	Your Cost per Pay Period Employee Only
26	ANTHIM BLUE CROSS	SILVER PPO B	SELECT PPO		
27	ANTHIM BLUE CROSS	SILVER PPO A	ADVANTAGE PPO		
28	ANTHIM BLUE CROSS	GOLD PPO A	ADVANTAGE PPO		
29	ANTHIM BLUE CROSS	GOLD PPO C	SELECT PPO		
30	ANTHIM BLUE CROSS	GOLD PPO B	SELECT PPO		

Plan Benefits

## CaliforniaChoice Program

## LEICHTAG FOUNDATION

Effective: February 1, 2016

### Employee Enrollment Worksheet (3 of 7)

Name | Sex | Age | Zip | County:  
San Diego

### HMO Summary of Benefits

An HMO provides medical services through contracted physicians and hospitals. All health care services are managed in-network through your Primary Care Physicians (PCP).

Health Plan	Kaiser Permanente	Kaiser Permanente	UnitedHealthcare	Sharp Health Plan	Kaiser Permanente
Metals Tier & Plan Type	1 SILVER HMO B	2 SILVER HMO C	3 SILVER HMO C	4 SILVER HMO B	5 GOLD HMO A
Network Name	Full	Full	Alliance	Performance	Full
HSA Compatible	No	No	Yes	No	No
Deductible	\$1,000 / \$2,000 (applies to Max OOP/yr)	\$1,500 / \$3,000 (applies to Max OOP/yr)	\$2,000 / \$4,000 (comb. Med/Pdnt dnt; applies to Max OOP/yr)	\$1,800 / \$3,600 (applies to Max OOP/yr)	\$800 / \$1,000 (applies to Max OOP/yr)
DR OFFICE VISITS	\$40 Copay (ded waived)	\$0 Copay (ded waived)	75%	\$35 Copay (ded waived)	\$25 Copay (ded waived)
Lab and X-Ray	\$60 Copay (ded waived)	\$0 Copay (ded waived)	75%	\$30 Copay	\$25 Copay (ded waived)
Specialist Visit	\$40 Copay (ded waived)	\$0 Copay (ded waived)	75%	\$70 Copay (ded waived)	\$25 Copay (ded waived)
HOSPITAL SERVICES					
Emergency Room	70%	\$250 Copay (waived if admitted)	75%	70%	\$250 Copay (waived if admitted)
Urgent Care	\$40 Copay (ded waived)	\$0 Copay (ded waived)	75%	\$70 Copay (ded waived)	\$25 Copay (ded waived)
Out-Patient Surgery	70%	80%	75%	70%	\$500 Copay
RX BENEFITS - Generic	\$20 Copay (ded waived)	\$20 Copay (overall ded waived)	\$20 Copay (comb. Med/Pdnt dnt)	\$19 Copay (ded waived)	\$15 Copay (overall ded waived)
RX BENEFITS - Formulary Brand	\$100 Ded - \$0 Copay	\$0 Copay (overall ded waived)	\$0 Copay (comb. Med/Pdnt dnt)	\$200 / \$400 Ded - \$0 Copay	\$0 Copay (overall ded waived)
Out-of-Pocket Max/Infim	\$6,500 / \$13,000	\$6,500 / \$13,000	\$6,500 / \$13,000	\$6,250 / \$12,500	\$6,000 / \$12,000
Health Plan	UnitedHealthcare	Kaiser Permanente	UnitedHealthcare	Sharp Health Plan	Aetna
Metals Tier & Plan Type	6 SILVER HMO B	7 GOLD HMO B	8 SILVER HMO D	9 GOLD HMO A	10 SILVER HMO B
Network Name	Alliance	Full	Focus	Performance	Basic HMO
HSA Compatible	No	No	No	No	No
Deductible	\$2,000 / \$4,000 (applies to Max OOP/yr)	None	\$2,000 / \$4,000 (applies to Max OOP/yr)	None	\$2,000 / \$4,000 (comb. Med/Pdnt dnt; applies to Max OOP/yr)
DR OFFICE VISITS	\$45 Copay (ded waived)	\$10 Copay	\$45 Copay (ded waived)	\$20 Copay	\$40 Copay (ded waived)
Lab and X-Ray	\$25 Copay (ded waived)	\$0 Copay	\$25 Copay (ded waived)	100%	\$40 Copay (ded waived)
Specialist Visit	\$65 Copay (ded waived)	\$10 Copay	\$65 Copay (ded waived)	\$50 Copay	\$60 Copay (ded waived)
HOSPITAL SERVICES					
Emergency Room	\$400 Copay (ded waived; waived if admitted)	\$250 Copay (waived if admitted)	\$400 Copay (ded waived; waived if admitted)	75%	\$300 Copay (waived if admitted)
Urgent Care	\$100 Copay (ded waived)	\$30 Copay	\$100 Copay (ded waived)	\$50 Copay	\$50 Copay (ded waived)
Out-Patient Surgery	60%	\$600 Copay	60%	75%	\$750 Copay
RX BENEFITS - Generic	\$20 Copay (overall ded waived)	\$15 Copay	\$20 Copay (overall ded waived)	\$19 Copay (ded waived)	\$15 Copay (overall ded waived)
RX BENEFITS - Formulary Brand	\$0 Copay (overall ded waived)	\$0 Copay	\$50 Copay (overall ded waived)	\$150 / \$300 Ded - \$15 Copay	\$0 Copay (overall ded waived)
Out-of-Pocket Max/Infim	\$6,500 / \$13,000	\$6,000 / \$12,000	\$6,500 / \$13,000	\$6,500 / \$13,000	\$6,000 / \$12,000
Health Plan	UnitedHealthcare	UnitedHealthcare	UnitedHealthcare	UnitedHealthcare	Aetna
Metals Tier & Plan Type	11 GOLD HMO B	12 GOLD HMO B	13 SILVER HMO A	14 GOLD HMO C	15 SILVER HMO A
Network Name	Wholesale	Alliance	SignatureValue	Focus	HMO Deductible
HSA Compatible	No	No	No	No	No
Deductible	None	None	\$2,000 / \$4,000 (applies to Max OOP/yr)	None	\$2,000 / \$4,000 (comb. Med/Pdnt dnt; applies to Max OOP/yr)
DR OFFICE VISITS	\$40 Copay	\$10 Copay	\$45 Copay (ded waived)	\$30 Copay	\$40 Copay (ded waived)
Lab and X-Ray	\$40 Copay	\$25 Copay	\$25 Copay (ded waived)	\$25 Copay	\$40 Copay (ded waived)
Specialist Visit	\$40 Copay	\$0 Copay	\$65 Copay (ded waived)	\$50 Copay	\$60 Copay (ded waived)
HOSPITAL SERVICES					
Emergency Room	60%	70%	60%	70%	\$500 Copay per day, 3 days max
Urgent Care	\$40 Copay	\$75 Copay	\$100 Copay (ded waived)	\$75 Copay	\$50 Copay (ded waived)
Out-Patient Surgery	60%	70%	60%	70%	\$750 Copay
RX BENEFITS - Generic	\$20 Copay (ded waived)	\$15 Copay	\$20 Copay (overall ded waived)	\$15 Copay	\$15 Copay (overall ded waived)
RX BENEFITS - Formulary Brand	\$200 Ded - \$30 Copay	\$35 Copay	\$50 Copay (overall ded waived)	\$25 Copay	\$0 Copay (overall ded waived)
Out-of-Pocket Max/Infim	\$6,500 / \$13,000	\$6,000 / \$12,000	\$6,500 / \$13,000	\$6,500 / \$13,000	\$6,000 / \$12,000

Appendix J: Insurance Benefits - 11 of 24

# Money Saving Strategies

For regular prescriptions

Mail Order Drug Program

Enroll in a low cost HMO plan

It's called the emergency room for a reason.

(Don't use it if you don't have to)



# Dental Benefits - DHMO



Benefits Summary	California Dental
	<b>Adv 75</b>
<b>Dental DHMO</b>	
Office Visit	\$0
<b>Preventive</b>	
Adult Cleaning (1110)	\$0
Periodic Oral Evaluation (0120)	\$0
Bitewing X-Rays (4 films) (0274)	\$0
<b>Basic</b>	
Amalgam Filling (2150)	\$0
Routine Extraction (7140)	\$0
Root Canal Therapy (3330)	\$150 Copay
Scaling and Root Planning (4341)	\$20 Copay
<b>Major</b>	
Crown - porcelain fused to noble metal (2750)	\$150 Copay
Full Upper or Lower Denture (5110/5120)	\$90 Copay
Orthodontia (8080/8090) Child/Adult	\$1,775 / \$1,975

*This is a summary only. Consult the certificate of insurance to determine the exact terms and conditions of coverage.*

# Dental Benefits - POS



Benefit Summary	Principal POS (EPO is for CA members only)		
	EPO	In Network	Out of Network
<b>Deductibles</b>			
Individual/Family	\$50/\$150		
Deductible applies to:	Basic & Major Only		All
<b>Coinsurance</b>			
Preventive	100%	100%	100%
Basic	80%	80%	80%
Major	50%	50%	50%
Orthodontia	50% to \$1,500		
UCR Ceiling	n/a	n/a	90th
<b>Maximums</b>			
Annual Maximum	\$1,500		
<b>Special Considerations</b>			
Orthodontia Coverage	Child Only*		
Endodontics	Basic		
Periodontics	Basic		
Waiting Periods	None		
No. of Routine Cleanings	4 per calendar year		

This is a summary only. Consult the certificate of insurance to determine the exact terms and conditions of coverage.

\*Adult ortho can be utilized through the California Dental HMO network for no additional premium to the Principal POS member.

Appendix J: Insurance Benefits - 14 of 24



# Vision Benefits - VSP



Benefit Comparison	In Network	Out of Network
Network	VSP Choice network	
Copay Amounts		
Exam Copay	\$10 Copay	
Materials Copay	\$25 Copay	
Benefit Amount		
Exam	Covered in full after exam copay	up to \$45 reimbursement
Lenses		
Single	Covered in full after \$25 materials copay	up to \$30 reimbursement
Bifocal		up to \$50 reimbursement
Trifocal		up to \$65 reimbursement
Frames	\$150 allowance; plus 20% discount over allowance	up to \$70 reimbursement
Contacts		
Elective	\$150 allowance	up to \$105 reimbursement
Service Intervals		
Exams/Lenses/Frames	12/12/12	

This is a summary only consult the certificate of insurance to determine the exact terms and conditions of coverage

Appendix J: Insurance Benefits - 15 of 24

# WEALTH



# Life/AD&D – Principal

**100% Employer Paid**

## **Basic Life/AD&D Benefit:**

- All Eligible Employees
    - 2 x Annual Earnings up to \$350,000
- \*Reminder: Designate your Beneficiary



# Short-Term and Long-Term Disability – Principal

## 100% Employer Paid

Short-Term Disability	
Benefit Percentage	70% of your weekly earnings
Weekly Benefit Maximum	\$1,154
Elimination Period	7 days
Maximum Benefit Duration	12 weeks
Long-Term Disability	
Benefit Percentage	60% of your monthly earnings
Monthly Benefit Maximum	\$5,000
Elimination Period	90 days
Maximum Benefit Duration	SSNRA

# Employee Assistance Program

**100% Employer Paid**

**100% confidential**

- 3 face-to-face counseling sessions
- Marital / Relationship Issues
- Parenting Issues
- Substance Abuse
- Depression / Anxiety
- Stress Management
- Bereavement or grief
- Legal Referrals
- Financial Planning Assistance
- Available by phone or online 24 / 7 / 365

Contact Information

800-450-1327

[www.magellanhealth.com/member](http://www.magellanhealth.com/member)

Available to employee & immediate  
family members

# Flexible Spending Accounts (FSA) - TASC

## 100% Employee Contributory Plan

### Health Care FSA

For 2018, you may contribute up to \$2,650 to cover eligible health care expenses incurred by you, your spouse, and your children up to age 26. **For a complete list of eligible health care expenses, visit [www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf).** **NOTE:** If you enroll in the HDHP HSA medical plan, you may only participate in the Limited Purpose Health Care FSA. This type of FSA allows you to be reimbursed for eligible dental, orthodontia, and vision expenses while preserving your HSA funds for eligible medical expenses.

### Dependent Care FSA

For 2018, you may contribute up to \$5,000 (per family) to cover eligible dependent care expenses (\$2,500 if you and your spouse file separate tax returns). **For a complete list of eligible dependent care expenses, visit [www.irs.gov/pub/irs-pdf/p503.pdf](http://www.irs.gov/pub/irs-pdf/p503.pdf).**

### Transportation and Parking

This option allows participants to pay for mass transit and parking costs on a pre-tax basis. The yearly maximum you can elect for transit or parking is \$3,060.00 for each account.

# Worksite Benefits - Aflac



## 100% Employee Contributory Plan

### Supplemental Plans

Aflac

- Short Term Disability
- Accident Coverage
- Cancer Plan

To enroll in Aflac Supplemental plans, please contact **Cassandra Rocco** at **858-429-5428** or **[cassandra\\_rocco@us.aflac.com](mailto:cassandra_rocco@us.aflac.com)**



My plan didn't  
pay my bill.  
What do I do?

When is Open  
Enrollment?

Is my provider  
in-network?

I lost my  
ID card!

Who is eligible  
for benefits on  
my plan?

How does my  
plan work?

Can I have  
double  
coverage?

I can't enroll...  
help!



## YOUR BENEFITS CHAMPION IS HERE TO HELP

**YOUR BENEFITS CHAMPION** is the only person you need to call with employee benefit and wellness questions.

### HOW CAN WE HELP?

- Benefits Questions
- Insurance Claims
- Finding a Provider
- Insurance ID Cards
- Eligibility
- Dependent Benefits
- Pre-authorizations
- Enrollment Questions
- Wellness Program Questions
- Healthcare Reform

**855.687.2426**

[champion@hubinternational.com](mailto:champion@hubinternational.com)

Fax: 866.214.2211

Monday - Friday

7:00 a.m. to 5:30 p.m. PT



# What do I do next?

## Required forms:

### TASC FSA:

- All benefits eligible employees must complete a TASC enrollment/waiver

## Optional Forms:

### CalChoice:

- Only those wishing to make plan or eligibility level changes will need to complete a CalChoice form.

### Principal:

- Only those wishing to make plan or eligibility level changes will need to complete a Principal form.

Questions?

**Leichtag Foundation 401(k) Profit Sharing Plan  
Highlights  
Plan Year 2018**



**Plan Coordinator** Leilani Rasmussen. For questions about the plan and for changing beneficiaries, personal data, or deferral amounts, see your Plan Coordinator or Vanessa Oshiro, Human Resources.

**Eligibility Requirements** – 3 months of service are required for Employee Salary Deferral, designated ROTH, Employer Safe Harbor, Profit Sharing and Matching Contributions. Union members, non-resident aliens, leased, apprentices, part-time, temporary and season employees expected to work less than 1,000 hours are excluded. Plan entry the first of the month following satisfaction of eligibility requirements.

**Employee Contributions** – Participants may defer their total annual compensation limited to an IRS maximum of \$18,500 for the 2018 year. If you are 50 or older, you may defer an extra \$6,000 for a total of \$24,500. Your plan has an automatic salary deferral feature. Your compensation will be automatically reduced by 6% and contributed to the plan on your behalf. If you do not want the automatic deferral feature to apply to you, you must fill out an opt-out form for your employer. You can change the amount of your payroll deduction each pay period and/or stop making contributions to the plan at any time.

**Employer Safe Harbor Profit Sharing Contribution** – Your employer will make a Safe Harbor Profit Sharing contribution of 3% of your plan compensation.

**Employer Matching Contribution** – Your Employer has the option to make a Matching Contribution with the amount determined annually.

**Employer Profit Sharing Contribution** – Your Employer has the option to make a Profit Sharing Contribution with the amount determined annually.

**Vesting Schedule** – Employee deferrals and safe harbor are always 100% vested. Ownership of Employer Profit Sharing and Employer Match are based on 1 year 20%; 2 years 40%, 3 years 60%, 4 years 80%, and 5 years 100%. Participants must work 1,000 hours in a plan year for their vesting to increase to the next level. Note, 100% immediate vesting will apply to the transfer account for assets transferring from the prior sponsor.

**Normal Retirement Age** – the age of 59.5.

**Loan Provision** – Participants in the plan may borrow up to 50% of their account balance to a maximum of \$50,000 for any reason. Minimum loan amount is \$1,000. You may only have 1 outstanding loan at a time. The maximum repayment term for most loans is 5 years. Loan interest is based on the prime rate plus 2% at date of loan is fixed.

**Withdrawals** – You may request an in-service distribution from your deferral contributions in the event of financial hardship. Hardship withdrawals are governed by IRS regulations and are permitted for immediate and heavy financial need and only for these six stated "Safe Harbor" events: 1) payment of medical expenses, 2) down payment for the purchase of a principal residence, 3) payment of tuition for post-secondary education, 4) to prevent eviction from, or foreclosure on, a primary residence, 5) funeral expenses, 6) or repair to principal residence that would qualify for the casualty deduction under Code section 165. You are prohibited from making elective contributions for 6 months.

**Distributions** – Distributions of a rollover account are available at any time.

At Normal Retirement Age, you may request an in-service distribution.

At termination of employment, distributions are paid as soon as administratively possible following your request. If you have less than \$1,000 in your account and you do not respond timely with distribution forms you will be paid a taxable lump sum distribution. If you have an account balance between \$1,000 and \$5,000 and you do not respond timely to distribution forms your account balance will be rolled to an IRA for your benefit.

**Rollovers** – Allowed from most types of defined contribution plans – 401(k) and IRA's.

**Investments** – Advisor – Jeff Vistica  
Website – [www.newportgroup.com](http://www.newportgroup.com)

**Participant Statements** – A statement of each participant's 401(k) account is available on the Newport Group website on an ongoing basis.

**The complete provisions of the Plan are set forth in the legal documents, which are available for your review at the office of the Plan Administrator. If there is any discrepancy between the above statements and the Plan, the terms of the Plan shall prevail.**

# LEICHTAG FOUNDATION

## *Professional Development Guidelines*

### **Objective**

The purpose of this policy is to provide employees with learning opportunities that increase their skills and enhance their contributions to the organization.

### **Policy**

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future. We believe employees should replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the organization. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

### **Scope**

This policy applies to all regular full-time employees of Leichtag Foundation who have completed their 90-day introductory period. Employees with part-time and temporary status might attend trainings at their manager's discretion.

This policy does not cover supplementary employees like contractors or consultants.

### **Policy elements**

Employees, managers, and Human Resources should all collaborate to build a continuous professional development plan within budget limits. It is an employee's responsibility to seek new learning opportunities. These learning opportunities are to enhance their career development, which is in line with to the organization's mission. It is a manager's responsibility to guide their teams and identify employee development needs. It is HR's responsibility to facilitate any staff development activities and processes in support of employees and managers.

In general, we approve and encourage the following:

- Formal training sessions
- Coaching and mentoring
- Participation in conference, seminar, and workshop
- On-the-job training

As part of our learning and development provisions, we also arrange for subscriptions or educational material, so employees will have access to news, articles and other material that will help them become better at their job. Two conditions:

- Subscription/Material should be job related
- All relevant fees should not exceed budget

## **Individual training programs**

The organization has certain provisions regarding individual training programs. All full-time employees that have completed their 90-day introductory period are eligible to participate in external training programs individually or in teams. A budget for each employee at the beginning of the fiscal year is established. Annual budget guidelines based on position may range as follows: Directors \$2,500, Managers \$1,000, and non-director/non-manager positions \$500. Actual annual budget amounts may vary at manager's operational and programmatic needs.

Employees can choose to attend as many training programs as they want, provided they do not exceed the budget.

## **Corporate training programs**

Occasionally, the organization engages experts to train our employees, including training conducted by internal experts and managers. The organization will identify onsite, local, regional, national, and international opportunities for employees. The organization will cover the entire cost when requesting employee's participation. At a manager's discretion, an invitation to employees to voluntarily participate might be extended and an employee may have to pay the cost themselves in whole or in part. Examples of this kind of training and development are:

- Leadership training for supervisors and managers
- Summer Institute
- Spring Institute
- Philanthropic conferences
- Agricultural conferences
- New employee training
- Company-related systems or policies
- Transitional training due to promotion, transfer or new responsibilities

## **Continuous learning**

All regular, full-time employees are eligible to participate after 18 months of employment.

Employees must submit to their supervisor a letter of request for approval with a specific description of the expected benefit to Leichtag Foundation of the proposed education and the employee, including an anticipated impact on attendance and ability to meet job expectations.

Reimbursement of up to \$1,000 out-of-pocket expenses borne directly by the employee per fiscal year for the cost of tuition, books and parking for courses toward a certification program or an associate's degree from a fully accredited institution.

Reimbursement of up to \$2,000 out-of-pocket expenses borne directly by the employee per fiscal year for costs of tuition, books and parking for courses toward an undergraduate or graduate degree. Eligible courses for a graduate degree will be those that contribute to maintaining or improving skills required of the employee in a current or potential future position with Leichtag Foundation in the discretion of that employee's supervisor and the Executive Team.

Upon completion of the course with a grade of "C" or better, the employee should submit a grade report, receipts detailing amounts paid, and approved request memo to their supervisor. The pre-approved reimbursement will then be processed. The staff member must be employed at the time of reimbursement.

**Purpose** is to provide help to employees when they are experiencing a personal financial crisis and who have exhausted all other avenues for obtaining assistance. Funding to employees who demonstrate emergency financial need and designed to provide limited immediate assistance. Funds are counted as income and subject to regular payroll taxes.

**Eligibility** is for all active regular full time employees with a minimum of 2 years' service.

**What is considered an emergency?** An emergency is a situation that poses a serious & immediate risk to health, life or property. Emergency refers to natural disasters, major accidents or a serious medical condition as outlined in FMLA (we can be more specific, but this provides a good blanket).

**How to apply.** Fill out a form and submit to HR

**Who decides if approved or declined?** Sole discretion of the executive team (CEO & EVP).

**How long does it take to know approved or not?** Every effort will be made to review requests as soon as possible, given the urgency of the employee's need. In most case, a decision will be reached within five working days of the executive team receiving all necessary information. In almost all situations, a decision should be reached before the end of ten working days.

**What happens after approval?** Employee will be notified by HR and a written notification will follow. A live payroll check or direct deposit with the processing of payroll is where the payment will occur, unless otherwise notified.

**What if request is not approved?** All decisions of the executive team are final. The executive team may review multiple requests at any given time and it may not always be possible to approve all requests.

**How often can I apply?** Each request will be evaluated on a case-by-case basis.

**Are there any limits to the amounts that can be requested?** Employee granted up to and no more than their documented amount needed and requested. If participating in Short Term Disability, the executive team may provide vacation hours up to 12 weeks of pay to assist in covering financial gap of benefit up to a maximum limit equivalent to 100% of an employee's compensation on a per pay period basis.



## EMPLOYEE EMERGENCY BENEFITS PAY APPLICATION

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_ Natural disaster

\_\_\_\_ Death of a member of immediate family

\_\_\_\_ Life-Threatening illness or injury

\_\_\_\_ Catastrophic or extreme circumstances

Please describe your emergency and circumstances in detail, including incident and date of incident:

Anticipated dates and time away from work:

Will you be or are you currently, receiving other financial assistance? (mark all that apply)

\_\_\_\_ short-term disability (< 12 weeks), \_\_\_\_ long-term disability (> 12 weeks), \_\_\_\_ other, \_\_\_\_ none

Current sick balance available \_\_\_\_\_

Current vacation balance available \_\_\_\_\_

The application will be treated in a confidential manner. Employees are expected to provide truthful and accurate information. Your signature below certifies that the information necessary to process this application, and releases Leichtag Foundation from any liability associated with the rejection of or funding of this application. In addition, you agree to provide the additional and or requested documentation supporting information provided.

Employee's Signature: \_\_\_\_\_

Employee's printed name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ *Approved*

\_\_\_\_ *Declined*

*Communication to employee's application request:*

Signed by \_\_\_\_\_ Dated \_\_\_\_\_

Circle one: Jim Farley Charlene Seidle