



***HOMEOWNERS
ASSOCIATION***

EMPLOYEE MANUAL

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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Surfside Homeowners Association (herein referred to as SURFSIDE) and to provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of SURFSIDE. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract of employment between SURFSIDE and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1. CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual. This Manual is not intended to be a complete description of SURFSIDE'S policies or practices, taking into account all applicable local, state, and federal laws.

However, since our business and our association are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by SURFSIDE, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

2. EMPLOYMENT APPLICATIONS

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

3. EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, SURFSIDE is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

1. EMPLOYEE

An “employee” of SURFSIDE is a person who regularly works for SURFSIDE on an hourly or salary basis. As described below, an employee is either exempt or non-exempt, and either regular full-time, regular part-time, or temporary. All employees are subject to the control and direction of SURFSIDE in the performance of their duties.

2. EXEMPT

Applicable Federal and State law establish criteria for determining if an employee is categorized as exempt. SURFSIDE follows applicable law in determining if an employee is exempt.

3. NON-EXEMPT

Employees who do not meet the criteria of an exempt employee under applicable Federal and State law are categorized as non-exempt employees.

4. REGULAR FULL-TIME

Regular full-time employees are employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 hours per week.

5. REGULAR PART-TIME

Regular part-time employees are employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 40 hours per week.

6. TEMPORARY (FULL-TIME or PART-TIME)

Temporary employees may either be part-time or full-time. Temporary employees are employees who are hired to assist with a specific project to fill an interim need or for any other purpose as determined by SURFSIDE. Temporary employees are not eligible for any of the benefits in SURFSIDE’s benefits program. Employment beyond any initially stated period does not in any way imply or constitute a change in employment status. A temporary employee retains that status notified by SURFSIDE in writing of a change. Neither the fact that SURFSIDE has a “temporary” employment status for employees nor the fact that SURFSIDE employs employees on a temporary basis in any way affects or changes the fact that all SURFSIDE employees are at will employees.

7. PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with SURFSIDE is appropriate is considered on 90-day probationary period. When an employee completes the probationary period, the employee will be notified of his/her new status with SURFSIDE.

SECTION 3

EMPLOYMENT POLICIES

1. NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SURFSIDE will be based on merit, qualifications, and abilities.

SURFSIDE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

SURFSIDE as an organization and as an employer, will not tolerate unlawful discrimination. SURFSIDE prohibits discrimination based upon race, gender, religion, disability, marital status, sexual orientation, age, or national origin. We also prohibit retaliation against anyone who reports a violation of rule or law, sometimes, known as a “whistle blower”. Since SURFSIDE finds this unacceptable workplace behavior, any employee or volunteer engaging in any of these prohibited behaviors will be subject to disciplinary action up to and including termination or loss of position. SURFSIDE recognizes that reports of prohibited behavior originate from the person having the listed status, or from a third party. SURFSIDE also recognizes that the intent of a person’s behavior may be overshadowed by other’s perception of that behavior.

As a result of this policy, SURFSIDE directs employees and volunteers to engage in professional behavior in the workplace, and to be mindful of appropriate workplace conduct.

2. NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is vital to the interests and success of SURFSIDE. Such confidential information includes, but is not limited to, the following

examples:

- Compensation data,
- Financial information,
- Pending projects and proposals,

- Proprietary production processes,
- Personnel/payroll records,
- Conversations between any persons associated with SURFSIDE, and
- Legal issues.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3. NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about SURFSIDE, and prepared for their position. New employee orientation is conducted by the Business Manager, and includes an overview of SURFSIDE history, an explanation of the SURFSIDE'S core values, goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and will complete any necessary paperwork.

The new employee's supervisor shall then introduce the new hire to staff throughout SURFSIDE, review his/her job description and scope of position, explain SURFSIDE'S evaluation procedures, and help the new employee get started on specific functions. Employees are presented with all codes, keys, and procedures needed to navigate within the workplace.

4. PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate SURFSIDE as a place to work, and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and SURFSIDE have the right to terminate employment with or without cause.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain SURFSIDE'S standards for job performance and behavior (See Section 4, Standards of Conduct).

5. OFFICE HOURS

SURFSIDE'S Business Office is open for business from 9:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturdays (during "summer hours"), except for

holidays (See Section 6.8, Holidays). Standard employee work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturdays (during “summer hours”), although work hours may vary depending on the designated hours worked by each employee per week.

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Saturday at 8:00 a.m. through Friday ending at 5:00 p.m., unless the employee’s designated supervisor or Business Manager makes prior other arrangement with the employee.

Water/Field Services Department:

Work hours and days worked will be determined by the Water System Manager, but generally will be Monday through Friday with limited Saturday and Sunday coverage to perform necessary water testing or other required duties associated with the maintenance of the Surfside Water System. The Surfside Water Distribution System is maintained on a 24-hour-a-day, 7-day-a-week basis. Coverage as needed is determined by the Water System Manager.

Full-Time employees work forty (40) hours per week. Overtime hours may be worked at the direction of the Water System Manager.

Stand-by provisions are outlined in Section 5.3 (Overtime) and allowed under the direction of the Water System Manager as needed.

Sheriff Patrol:

Working hours of the Sheriff Patrol shall be determined by the deputy and the Business Manager taking into consideration the written contract between SURFSIDE and the Pacific County Sheriff’s Department. Hours and days worked per week may vary to provide adequate coverage.

6. LUNCH PERIODS

Employees are allowed a one-hour unpaid lunch break. Lunch breaks generally are taken between the hours of 11:00 a.m. and 2:00 p.m. on a staggered schedule so that the employee’s absence does not create a problem for co-workers or members. Each employee is also allowed two (2) paid 15-minute breaks per day. Break times per employee shall be coordinated with work force and daily project responsibilities.

7. PERSONNEL FILES

Employee personnel files include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of SURFSIDE, and access to the information is restricted to the Business Manager and/or Board of Trustees. Management personnel and appropriate Board Members of SURFSIDE who have a legitimate reason to review the file are allowed to do so in coordination with the Business Manager.

Employees who wish to review their own file should contact their immediate supervisor or the Business Manager. With reasonable advance notice, the employee may review his/her personnel file in SURFSIDE'S office and in the presence of their supervisor or the Business Manager.

8. PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their immediate supervisor and Business Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

9. INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt SURFSIDE operations. The decision to close the office will be made by the Business Manager in coordination with the Board President and/or Executive Board. Employees are expected to make every reasonable effort to report to work without endangering their personal safety.

An employee who is unable to get to work, arrives late to work, or leaves work early because of unusual weather conditions or other extreme circumstances shall charge the time missed to vacation or leave without pay. In some extreme cases a decision is made to close the office, employees will receive official notification from the President of the Board of Trustees or Business Manager.

Time off from scheduled work due to emergency closings by the Board of Trustees or Business Manager will be paid for all exempt and non-exempt employees. Staff may be given the opportunity to make up missed work time in the event vacation is not available.

10. EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance evaluations and planning sessions with all regular full-time and regular part-time employees at the end of the 90-day probation period, then annually thereafter. Supervisors may conduct informal performance evaluations and planning sessions more often if they choose.

Employee performance evaluations shall be performed yearly, in writing, with all job categories/responsibilities and other items related to employee performance being filled out by the evaluating supervisor using the format established by SURFSIDE management. Upon completion of the verbal review, the evaluation shall be signed by both the supervisor and employee. The employee's signature does not indicate agreement with the evaluation, but acknowledges that the evaluation has been shared with the employee. The employee may submit comments in response to the performance evaluation that will be part of the personnel file of the employee. This written evaluation shall then be placed in the employee's personnel file and a copy given to the employee. Completed employee evaluations will be made available to the Board of Trustees in a confidential report upon completion each year.

Performance evaluations and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

SURFSIDE directly links wage and salary increases with performance. Your performance evaluation and planning sessions will have a direct effect on any advancement in your compensation. For this reason among others, it is important to prepare for these evaluations carefully, and participate in them fully.

11. OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with SURFSIDE. Unless an alternative work schedule has been approved by SURFSIDE, employees will be subject to SURFSIDE'S scheduling demands, regardless of any existing outside work assignments, provided the outside employment does not present a conflict of interest. SURFSIDE'S office space, equipment, and materials shall not be used for outside employment or personal use.

12. CORRECTIVE ACTION

SURFSIDE holds each of its employees to certain work rules and Standards of Conduct (see Section 4). When an employee deviates from these rules and standards, SURFSIDE expects the employee's supervisor to take corrective action.

Corrective action at SURFSIDE is progressive. That is, the action taken in response to a rule, infraction, or violation of standards, typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes a verbal warning, a written warning, any disciplinary action needs, and finally termination of employment. In deciding which initial

corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, SURFSIDE considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to:

- Theft in any form;
- Insubordinate behavior;
- Vandalism or destruction of SURFSIDE property;
- Working on SURFSIDE property during non-business hours;
- The use of SURFSIDE equipment and/or SURFSIDE vehicles without prior authorization by the Board President or Business Manager;
- Untruthfulness about personal work history, skills, or training;
- Misrepresentations of SURFSIDE to a member, a prospective member, the general public, or an employee.

13. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by SURFSIDE.
- **Layoff** – involuntary employment termination initiated by SURFSIDE for reasons not related to an employee's performance but related to the needs of SURFSIDE.

All hourly/non-exempt employees should provide two (2) weeks' written notice of resignation. Exempt management employees shall provide four (4) weeks' notice. This time limit may be waived by the Business Manager or Board President after due consideration of any special circumstances brought forth by the employee.

Since employment with SURFSIDE is based on mutual consent, both the employee and SURFSIDE has the right to terminate employment at will, with or without cause.

Any employee who terminates employment with SURFSIDE shall return all files, records, keys, electronic data, and any other materials that are property of SURFSIDE. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items may be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to SURFSIDE may also be deducted from the employee's final check. No employee shall retain or use any of the above mentioned SURFSIDE property upon termination.

Employee's benefits will be affected by employment termination in the following manner: All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 6, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

14. SAFETY

SURFSIDE has adopted an Accident Prevention Program (APP) in accordance with WAC 296-800-14005 and WAC 296-800-17005. All employees will become familiar with the APP and will follow all of the provisions outlined within. SURFSIDE will provide training and personal protection equipment as described in the APP.

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

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their direct supervisor immediately and follow all procedures for reporting accidents and injuries as provided for in the APP.

15. BUILDING SECURITY

All employees who are issued keys to the office or any secured SURFSIDE facility, are responsible for their safekeeping. The last employee, or a designated employee, who leaves any office or SURFSIDE facility at the end of any business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not permitted to work on SURFSIDE property after hours without prior authorization from the Business Manager in coordination with their immediate supervisor.

16. INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. SURFSIDE assumes no risk for any loss or damage to personal property. Use of personal equipment or property shall not be used except in a special circumstance and upon approval of the Business Manager or Board President.

17. SUPPLIES, EXPENDITURES, OBLIGATING SURFSIDE

Only authorized employees may purchase materials, parts, or supplies for SURFSIDE. No unauthorized employee will be allowed to incur any expense on behalf of SURFSIDE or bind SURFSIDE by any promise or representation. (See policy for expenditures in the Surfside Operations Manual entitled Control of Association Funds)

18. EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. A Request for Reimbursement Form must be completed and returned to the Business Manager.

19. PARKING

Employees will park their cars in areas indicated and provided by the SURFSIDE.

20. VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at SURFSIDE, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area at the front desk. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times. This does not include Board members, Committee members, or any other persons designated by the Business Manager or Board that are attending a scheduled meeting in the Community Room at the Business Office.

21. IMMIGRATION LAW COMPLIANCE

SURFSIDE employs only United States citizens and those non-U.S. citizens authorized to work in the United States 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 SURFSIDE within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for SURFSIDE are important, and SURFSIDE takes them seriously. All employees are required to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting SURFSIDE'S business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace that constitutes a hostile work environment;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of SURFSIDE-owned or member-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace (See Section 4.7);
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);

- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other SURFSIDE-owned equipment (See Section 4.4, Telephone Use);
- Inappropriate use of computers such as playing games on computers or other unapproved personal internet usage;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

1. ATTENDANCE/PUNCTUALITY

SURFSIDE expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on SURFSIDE.

If you are unable to report for work for any reason, notify your immediate supervisor on or before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. SURFSIDE'S phone number is (360) 665-4171.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven (7) working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and SURFSIDE'S needs. All requests shall be reviewed by the Business Manager or Water System Manager and may or may not be granted.

2. ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow SURFSIDE to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and SURFSIDE is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

3. HARASSMENT, INCLUDING SEXUAL HARASSMENT

SURFSIDE is committed to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment of any sort, verbal, physical, visual will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise their supervisor or the Business Manager.

At a minimum, SURFSIDE shall abide by the following procedures with regard to harassment or discrimination complaints:

- A clear and concise explanation of prohibited conduct.
- Assurance that employees who make complaints under the procedure, or who provide information related to any such complaint will be protected against retaliation.
- A clearly described complaint process that provides accessible avenues for complaints.
- Assurance that the employer will protect the confidentiality of any complaint made under the procedure, but only to the extent possible.
- A complaint process that provides a prompt, thorough and impartial investigation within a timely manner.
- Assurance that the employer will take immediate and appropriate corrective action when it determines that harassment and/or discrimination has occurred.

4. TELEPHONE USE

SURFSIDE telephones are intended for the use of serving our customers and in conducting SURFSIDE'S business.

Personal usage during business hours shall be kept to a minimum and shall not interrupt daily office activities. This does not include emergency calls related to an immediate emergency. Member service comes first in all cases.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

5. PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with members or potential members. Employees should be well groomed and dressed appropriately for all business operations and specifically for their position and job responsibilities.

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business or work attire.

6. SUBSTANCE ABUSE

SURFSIDE is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all SURFSIDE employees while they are on SURFSIDE premises or elsewhere on SURFSIDE business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on SURFSIDE property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on SURFSIDE property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

- SURFSIDE property: All real estate owned or leased by SURFSIDE or vehicles owned by SURFSIDE.
- Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

- Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal drug:
 - Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
 - Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
 - Inhalants used illegally.
 - Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.
 - Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.
 - Working or reporting to work, conducting SURFSIDE business or being on SURFSIDE property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Consistent with the rules listed above, any of the following actions constitutes a violation of SURFSIDE’S policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Prescription Drugs: No prescription drugs shall be brought onto SURFSIDE property by any person other than the person for whom the drug is prescribed and said drugs shall be used only in a manner, combination, or quantity prescribed. Any employee undergoing prescribed medical treatment, which may affect job performance, shall report such to their immediate supervisor, Business Manager or Water System Manager. In circumstances where job performance may be impaired, SURFSIDE reserves the right to change an employee’s assignment.

7. TOBACCO PRODUCTS

SURFSIDE considers the use of tobacco products to be inappropriate during working hours and expects all employees who use tobacco products to follow all laws of Washington State and to be considerate of others when using tobacco products. Allow the following statutes

relate to smoking tobacco only, SURFSIDE will apply the same prohibition to all tobacco use.

Employees will comply with RCW 70.160.030 – Smoking prohibited in public places and places of employment and RCW 70.160.075 – Smoking prohibited within twenty-five feet of public places or places of employment.

SURFSIDE will comply with RCW 70.160.050 – Owners, lessees to post signs prohibiting smoking.

8. INTERNET USE

SURFSIDE employees are allowed use of the internet and e-mail when necessary to serve our members and conduct SURFSIDE’S business.

Employees may use the internet when appropriate to access information needed to conduct SURFSIDE business. Employees may use e-mail when appropriate for SURFSIDE business correspondence.

Use of the internet must not disrupt operation of the computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Employees may access their personal email or use their SURFSIDE computer when on a break or at lunch if such use is kept to a minimum and does not impact business operations or other staff.

SURFSIDE reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

1. WAGE OR SALARY INCREASES

Each employee’s hourly wage or annual salary will be reviewed at least once each year. The employee’s job performance evaluation will be conducted once a year. Evaluations may be conducted more frequently for a newly created position, or based on a recent job classification.

Increases will be determined on the basis of performance, adherence to SURFSIDE’S policies and procedures, and the ability to meet or exceed job duties and achieve performance or certification/license goals (See Section 3.10, Performance Review/Planning Sessions).

. The Board of Trustees during the annual operations budget preparation and from time to time may grant merit pay increases to employees based on recommendations from the Business Manager and the Water System Manager. The Board of Trustees may, at their discretion, provide an annual across the board cost of living increases. Bonuses are merit related and are granted on a case by case basis at the discretion of the Board of Trustees.

2. TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

SURFSIDE does not pay for the lunch hour, extended breaks, or time spent on personal matters.

The time sheet is a legal instrument/document. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Supervisors will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to your supervisor.

Time Cards:

- Hourly/Non-exempt employees will be issued a time card on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.
- Management Exempt/Salaried employees are not required to submit time cards except for documentation of time off such as vacation, sick leave, etc.

3. OVERTIME

Due to the nature of Surfside's business needs arise, from time to time, calling for additional work. During these times, Surfside expects all employees to cooperate with extended work schedules.

Regular employees who are not exempt from the federal and state overtime laws shall be paid overtime wages. All overtime work must be approved in advance by the employee's immediate supervisor; provided, that in the event of an emergency, authorization should be obtained as soon as reasonably possible.

Overtime shall be paid for all hours worked in excess of 40 hours in a work week. Overtime hours will be paid at the rate of one and a half (1½) times the employee's regular hourly rate of pay. Time paid for but not actually worked (such as sick leave, holidays or vacation) shall not count as time worked for the purpose of computing overtime.

Compensatory Time

Upon prior written approval by the employee's direct supervisor, a non-exempt employee may choose to receive compensatory time off in-lieu of overtime pay, on the basis of one and one-half (1½) hours for each "overtime" hour worked. (3 hours of overtime equals 4.5 hours of compensatory time). Employees may accrue up to forty (40) hours of compensatory time. When accrued compensatory time goes above forty (40) hours Surfside will pay out any compensatory time over forty (40) hours at the employee's regular rate of pay. Employees requesting to use compensatory time should make a request to their supervisor at least two (2) weeks in advance; approval of such request is subject to the discretion of the employee's supervisor based on operational needs and staffing schedules. Employee must use accrued compensatory time within fifty two (52) weeks of the time that the compensatory time was earned. If not used within this time, accrued compensatory time will be cashed out at the Employee's regular rate of pay. Accrued compensatory time shall be cashed out at the termination of employment.

On-Call Personnel

On-call personnel shall include only the employees of the Water Department, EXCEPT the Water System Manager. Each week, one employee shall be designated as the on-call person. This position shall rotate weekly. Employees who are on-call shall remain within a thirty (30) minute travel time to Surfside and shall carry a Surfside cell phone or other equipment allocated for purposes of maintaining contact with Surfside. On-call employees are not engaged in actual work and not engaged to wait for work; accordingly, on call time shall not be considered compensable time. Notwithstanding, employees on the on-call rotation list shall receive 45 hours of personal time per year for on-call duty. This personal time is in addition to the vacation, holiday or sick leave hours provided for each employee.

Holidays: Employees scheduled to be on call during a Surfside recognized holiday shall receive an additional six (6) hours of personal time per holiday. Holiday on-call personal time will be in addition to on-call rotation personal time, vacation, holiday, or sick leave hours.

On-call duties shall include

1. Performing water system rounds, as defined by the employee's supervisor each day. For each performance of water system rounds, the on-call employee will receive 1.5 hours of overtime pay.
2. Respond to service calls, inquiries and water system issues that arise during non-working hours. Responding to inquiries via telephone is considered incidental to being on-call and will not be considered compensable time. Responding to service calls or water system issues that requires traveling to the water system or a member's premises will be considered compensable time at one and one half (1½) times their regular hourly pay.

Personal Time

On-call employees earn personal time for providing after hours, weekends, and holiday coverage of vital water system and customer service duties as needed. Personal time may be used by employee for paid time off. Employees may not carry personal time earned in one year to the next year. All personal time earned but not used by December 31 of each year will be paid out to the employee on the next payday at the employee's hourly rate on the last day of the year the personal time was earned.

Call Back Pay

All employees, full time or part time, (including those on call) are subject to mandatory call back in emergencies to provide necessary services to members. An employee who is called back to work shall be paid one and one-half (1½) times the employee's regular straight time hourly rate during the call back emergency event. Employees who refuse to respond to a mandatory call back may be subject to disciplinary action as described in Section 3 subsection 12.

In the event a call back emergency event starts within one hour of an employee's scheduled shift start, the employee will receive call back pay for that hour, or portion thereof, and revert to regular hours at the start of their shift.

In the event an emergency call back starts more than one hour before an employee's scheduled shift, the employee will receive call back pay for the entire call back emergency period.

In the event an emergency event occurs during a scheduled employee shift and the emergency event extends past the end of the employee's scheduled work day, the employee will receive call back pay starting at the end of his shift through the end of the emergency.

In addition to the call back pay described above, employees will accrue one (1) hour of call back pay as travel compensation for responding to the emergency event.

If the on-call employee is actually called out to work, after normal working hours, or on a weekend or holiday, the employee shall be paid the overtime hourly rate applicable to his/her position. A minimum of one (1) hour overtime shall be paid for being called out.

4. VACATION

The vacation policy applies to all Regular Full-Time employees, unless otherwise negotiated, and is earned as follows:

One year of continuous employment	1 week (40 hours)
Two through four years	2 weeks (80 hours)
Five through fourteen years	3 weeks (120 hours)
Fifteen or more years	4 weeks (160 hours)

Earned paid vacation leave becomes available on the employee’s yearly anniversary date and should be used in the following 12 months.

A “Request for Leave” form must be completed by the employee and submitted to his/her immediate supervisor for approval prior to the vacation date(s) requested. Request for Leave made by the management staff shall be approved by the Business Manager.

Vacation may be taken in not less than half-day increments of time.

Upon termination, unused earned vacation will be paid in a lump sum in the employee’s final paycheck.

A maximum of one weeks’ paid vacation may be carried over from one anniversary date to the next.

SURFSIDE encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive.

5. SICK LEAVE

Per Chapter 296-128 WAC, all Surfside employees will be paid sick leave.

Sick Leave Accrual:

Sick leave will be accrued at the rate of one hour of sick leave for every forty hours worked. Sick leave does not accrue when an employee is on paid vacation or personal time. Employees may carry accrued unused sick leave from year to year without limitation. Employees may donate not more than one half of their accrued sick leave to a coworker.

Sick Leave Usage:

Employees are entitled to use accrued paid sick leave beginning on the ninetieth (90th) calendar day after the commencement of his or her employment. Employees are authorized to use paid sick leave for the following reasons:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and
- A “family member” includes any of the following,
 - a child, biological, adopted, foster, step child, or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status;
 - A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- An employee is authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.
- For absences exceeding three days, Surfside may require verification that the employee's use of paid sick leave is for an authorized purpose.
- Surfside will not discriminate or retaliate against an employee for his or her legitimate use of paid sick leave.

Notice:

- If the need for paid sick leave is foreseeable, the employee will provide a minimum of (ten) 10 days’ notice, or as early as practical, in advance of the use of the paid sick leave.
- If the need for paid sick leave is unforeseeable, the employee must provide notice to the employer as soon as possible before the required start of their shift, unless it is not practicable to do so. In the event it is impracticable for an employee to provide notice to their employer, a person on the employee's behalf may provide notice to the employer.
- Per Chapter 296-135, when employees are unable to give advance notice because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking the employee or his or her designee must give oral or written notice to the employer no later than the end of the first day that the employee takes such leave.

Verification for absences exceeding three days:

- For absences exceeding three days, the employee may be required to provide

verification from a health care provider identifying the need for use of paid sick leave for an authorized purpose. The employee is not asked to require information regarding the nature of the condition or any health information about an employee or an employee's family member. Any information provided by the employee must be treated by Surfside as confidential.

- Verification from a health care provider will be submitted to Surfside by the employee within five (5) days of the request for verification.

Employees will be paid at their current regular rate of pay when using paid sick leave.

When an employee separates from employment with Surfside accrued sick leave is not paid out. When an employee separates from employment with Surfside and is rehired by Surfside within twelve (12) months of the separation Surfside will reinstate any accrued unused sick leave lost at separation.

6. HOLIDAYS

SURFSIDE observes the following paid holidays per year for SURFSIDE employees:

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas Eve

Christmas Day

Holidays falling on a regular day off shall be celebrated on the work day preceding or following the designated holiday.

Holidays shall be observed on the day on which they occur unless the Business Manager or the Water System Manager determines that it is in the best interest of SURFSIDE to maintain regular office/water/compactor hours on that holiday date.

Nonexempt employees required to work on a holiday shall be paid, in addition to receiving holiday pay, one-half (1½) their regular rate of pay for all hours worked.

7. PAYDAYS

All employees are paid once a month, on the last working day of each month. In the event that a regularly scheduled payday falls on Saturday, Sunday, or a holiday, employees will receive pay on the last working day prior to the day.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation, or dispersed per the employee's specific written direction.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept (in an envelope) in the business office vault through the rest of the payday. If the employee is unable to pick up his or her check on payday he or she will need to make arrangements with the SURFSIDE'S Financial Administrator or Business Manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization by the employee. The name(s) of those authorized to obtain the specific employee's paycheck shall be identified by name.

At the employee's written request, paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account.

SECTION 6

BENEFITS AND SERVICES

The benefits in SURFSIDE's benefit program, as well as other services, are listed in this section. All regular full-time employees and all regular part-time employees regularly scheduled to work 32 or more hours per week are entitled to participate in all of the benefits listed in the benefit program in this section. Temporary employees are not entitled to participate in any of the benefits of SURFSIDE's benefit program.

1. GROUP INSURANCE BENEFIT

SURFSIDE offers the following health and life insurance programs for Regular Full-Time employees and Regular Part-Time employees who are scheduled to work 32 or more hours a week. SURFSIDE pays up to \$1,200.00 per month per month per staff person:

If any deductions are required to be made, the employee's portion of the premium deduction for health insurance begins on the pay period prior to coverage start date.

2. HEALTH INSURANCE BENEFIT

See Business Manager for a copy of the current plan.

3. **LIFE INSURANCE BENEFIT**

See Business Manager for a copy of the current plan.

4. **COBRA BENEFIT**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under SURFSIDE'S health plan when a "qualified event" would normally result in loss of eligibility.

Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at SURFSIDE'S group rates plus an administration fee. SURFSIDE provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under SURFSIDE'S health insurance plan. The notice contains important information about the employee's rights and obligations.

5. **SOCIAL SECURITY/MEDICARE**

SURFSIDE withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6. **PENSION PLAN BENEFIT**

The SURFSIDE PENSION PLAN offers eligible SURFSIDE employees a unique opportunity for savings, financial growth, and favorable tax treatment.

The current pension plan is administered through VALIC Retirement Services and managed internally by SURFSIDE. SURFSIDE contributes monthly into the VALIC fixed account plan for each eligible employee at a percentage rate determined by the Board of Trustees. Please see SURFSIDE'S Bookkeeper for the current percentage rate and a copy of the current pension plan.

Eligibility occurs after the 90-day probation. **JURY DUTY/MILITARY LEAVE BENEFIT**

Eligible employees will be granted time off to serve on a jury or military leave and will receive wages for a period of up to three (3) days per year. All Regular employees both Full-time and Part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

7. **EDUCATIONAL ASSISTANCE BENEFIT**

SURFSIDE recognizes that the skills and knowledge of its employees are critical to

the success of SURFSIDE. SURFSIDE may offer educational assistance programs to improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in SURFSIDE.

8. TRAINING AND PROFESSIONAL DEVELOPMENT BENEFIT

SURFSIDE recognizes the value of professional development and personal growth for employees. Therefore, SURFSIDE encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

SECTION 7

EMPLOYEE COMMUNICATIONS

1. STAFF MEETINGS

Staff meetings will be held as determined by management, and typically before and after the regular monthly Board meeting. These informative meetings allow employees to be informed on recent SURFSIDE activities, Board actions, and workplace and staff changes. These meetings may also include a safety committee meeting following staff discussion.

2. BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

3. PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with his/her immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee receives no resolution at this level, the employee shall contact and request a meeting with the Business Manager.

Appendices:

A. Statement of Understanding

B. Job Description

Appendix A

Statement of Understanding

I certify that I have received, read, and understand the Surfside Homeowners Association Employee Manual, dated _____, a copy of which has been provided to me. I also understand that the statements and/or policies contained in the Employee Manual are not a contract and that my employment with Surfside Homeowners Association is “at-will”, which SURFSIDE or I can terminate at any time for any reason, with or without notice. I also understand the Employee Manual may be changed by SURFSIDE at any time, and that any prior Employee Manuals/Handbooks issued by Surfside Homeowners Association are no longer in effect. No one at SURFSIDE has the authority to change the “at-will” nature of the employment relationship unless in writing and signed by the Surfside Homeowners Association’s Board of Trustees.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____

Appendix B

Job Descriptions

List:

Business Manager

Bookkeeper

Secretary to the Board

Office Assistant

Covenant Compliance Officer

Water System Manager

Field Superintendent

Crew Leader

Treatment Plant Operator

Water/Field Technician II

Water/Field Technician I

Landscape Maintenance Specialist

Compactor Attendant

Sheriff Patrol/Deputy