



MORONGO VALLEY
COMMUNITY SERVICES DISTRICT
& FIRE DEPARTMENT
EMPLOYEE HANDBOOK

Adopted {Date}

WELCOME ABOARD!

A warm welcome and lots of good wishes on becoming part of our growing team.

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Mission Statement

The mission of the Morongo Valley Community Services District and Fire Department is to minimize loss of life, property and the environment from fire, natural disasters, life threatening situations, and to assist other emergency agencies.

Overview

The Morongo Valley CSD and Fire Department Employee Handbook (the "Handbook") has been developed to provide general guidelines about The Morongo Valley CSD and Fire Department policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including The Morongo Valley CSD and Fire Department 's policy of voluntary at-will employment. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by The Morongo Valley CSD and Fire Department at any time, without advance notice.

The personnel policies of The Morongo Valley CSD and Fire Department are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Director of Operations. The Director of Operations may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Director of Operations for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Director of Operations.

The Morongo Valley CSD and Fire Department will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all The Morongo Valley CSD and Fire Department employees.

Further, The Morongo Valley CSD and Fire Department expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of the Morongo Valley CSD and Fire Department 's Board of Directors, committees, membership, staff, and the general public.

Voluntary at-will Employment

Unless an employee has a written employment agreement with The Morongo Valley CSD and Fire Department, which provides differently, all employment at The Morongo Valley CSD and Fire Department is "at-will." That means that employees may be terminated from employment with The Morongo Valley CSD and Fire Department with or without cause, and employees are free to leave the employment of the Morongo Valley CSD and Fire Department with or without cause. Any representation by any the Morongo Valley CSD and Fire Department officer or employee contrary to this policy is not binding upon the Morongo Valley CSD and Fire Department unless it is in writing and is signed by the Director of Operations with the approval of the Board of Directors.

Equal Employment Opportunity

The Morongo Valley CSD and Fire Department shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Director of Operations of the Morongo Valley CSD and Fire Department will not discriminate against any employee or applicant in a manner that violates the law the Morongo Valley CSD and Fire Department is committed to providing equal opportunity for all employees and

applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each person is evaluated based on personal skill and merit. The Morongo Valley CSD and Fire Department's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Director of Operations shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

The Morongo Valley CSD and Fire Department will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of The Morongo Valley CSD and Fire Department may have violated the Equal Employment Opportunity Policy should report the possible violation to the Director of Operations.

If The Morongo Valley CSD and Fire Department determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Morongo Valley CSD and Fire Department will inform the employee who made the complaint of the results of the investigation.

The Morongo Valley CSD and Fire Department is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at the Morongo Valley CSD and Fire Department for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the Morongo Valley CSD and Fire Department. Employees who believe that they may require an accommodation should discuss these needs with the Director of Operations.

If you have any questions regarding this policy, please contact the Director of Operations.

Workplace Harassment

The Morongo Valley CSD and Fire Department is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

The Morongo Valley CSD and Fire Department's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, The Morongo Valley CSD and Fire Department has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. The Morongo Valley CSD and Fire Department's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The Morongo Valley CSD and Fire Department's policy against harassment covers employees and other individuals who have a relationship with the Morongo Valley CSD and Fire Department which enables The Morongo Valley CSD and Fire Department to exercise some control over the individual's conduct in places

and activities that relate to The Morongo Valley CSD and Fire Department 's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment

The Morongo Valley CSD and Fire Department 's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

1. submission to such conduct is made an express or implicit condition of employment;
2. submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
3. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.
4. While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:
5. unwelcome sexual advances -- whether they involve physical touching or not;
6. requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or
7. coerced sexual acts.
8. Depending on the circumstances, the following conduct may also constitute sexual harassment:
9. use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
10. sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
11. displaying sexually suggestive objects, pictures, cartoons;
12. unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
13. sexual gestures or sexually suggestive comments;
14. inquiries into one's sexual experiences; or
15. discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against the Morongo Valley CSD and Fire Department policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment

It is also against the Morongo Valley CSD and Fire Department 's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

1. has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.
4. Depending on the circumstances, the following conduct may constitute discriminatory harassment: epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or

disability; and

5. written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the Morongo Valley CSD and Fire Department 's premises such as on an employee's desk or workspace or on the Morongo Valley CSD and Fire Department 's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against the Morongo Valley CSD and Fire Department 's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of The Morongo Valley CSD and Fire Department, you should report the incident immediately to your supervisor or to the Director of Operations. Possible harassment by others with whom The Morongo Valley CSD and Fire Department has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

The Morongo Valley CSD and Fire Department will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. The Morongo Valley CSD and Fire Department 's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If the Morongo Valley CSD and Fire Department determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, The Morongo Valley CSD and Fire Department will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Director of Operations. In the case where the allegation of harassment is against the Director of Operations, **please notify the Board of Directors.**

Workplace Violence

The Company provides a safe workplace for all employees. All employees should review and understand the provisions of this workplace violence policy to ensure a safe workplace and reduce the risk of violence.

PROHIBITED CONDUCT

The company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging company property or property of another employee.
- Possession of a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor or HR. Reports can be made anonymously and all reported incidents will be investigated. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a company-controlled site.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The Company will actively intervene at any indication of a possibly hostile or violent situation.

RISK REDUCTION MEASURES

The Company conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

INDIVIDUAL SITUATIONS

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the human resource department if any employee exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.
- Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on company premises will be reported to the proper authorities and fully prosecuted.

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide to the designated management representative a copy of the petition and order.

Drug and Alcohol-Free Workplace

The Morongo Valley CSD and Fire Department is committed to protecting the safety, health, and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. As such:

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This organization has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

COVERAGE

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy covers everyone including the Board of Directors, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and applicants.

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby, while on organization property and at company-sponsored events.

PROHIBITED BEHAVIOR

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.

DRUG TESTING

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a medical review officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

The substances that will be tested for are [amphetamines, cocaine, opiates, phencyclidine (PCP), etc.].

Testing for the presence of the metabolites of drugs will be conducted by the analysis of [urine/blood/hair].

Any employee who tests positive will be immediately removed from duty, suspended without pay, referred to a substance abuse professional for assessment and recommendations, required to

successfully complete recommended rehabilitation including continuing care, required to pass a return-to-duty test and sign a return-to-work agreement [DOT standard: subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if they test positive a second time or violates the return-to-work agreement].

An employee will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

CONSEQUENCES

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences include:

- For applicants, violations of the drug-free workplace policy may result in revocation of their employment offer.
- For employees, violations of the drug-free workplace policy subjects them to progressive disciplinary action and nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

ASSISTANCE

We recognize that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

CONFIDENTIALITY

All information received by the organization through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

SHARED RESPONSIBILITY

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.

- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Smoking Free Workplace

Smoking, vaping, use of chew, or other tobacco products are not permitted in any Company buildings, work sites, or vehicles. Employees wishing to engage in these activities may do so during their designated break times, outside of Company buildings, and in accordance with local ordinances.

Solicitation

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on the Morongo Valley CSD and Fire Department property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the Morongo Valley CSD and Fire Department may not solicit or distribute literature on the Morongo Valley CSD and Fire Department's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Director of Operations or his/her designee.

Attendance and Punctuality

ATTENDANCE AND PUNCTUALITY

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to- work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive

days without notification to his or her supervisor or the Director of Operations will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with the Morongo Valley CSD and Fire Department.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the Morongo Valley CSD and Fire Department may counsel employees prior to termination for excessive absences, tardiness or leaving early.

OVERTIME

Overtime pays which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week for office personnel and 53 hours a week for fire personnel. Only the Director of Operations or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employees straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

Time Clock Procedures

The Morongo Valley CSD and Fire Department will utilize a time clock for its nonexempt employees. This is the official time record for employee compensation. Time clocks are located on your personal cell phone as well as any computer within the company.

Every employee has assigned working hours. This document will not change those assignments. We expect you to clock in on your scheduled your start time and clock out on or after your finish time.

Any deviation from the assigned working hours must be approved in advance by your supervisor. Additionally, unauthorized overtime is prohibited. You must receive approval from your supervisor before working overtime hours. Working unauthorized overtime is grounds for disciplinary action.

Continual and/or repeat deviations from assigned working hours will be grounds for disciplinary action. These deviations include, but are not limited to, time changes that did not have prior approval, tardiness, and clocking in or out early or late. However, if an occasional infraction of the assigned working hours occurs, there will be a grace period as determined by your team. The grace period applies to clocking in late or early as well as clocking out late or early.

Any time an employee leaves the workplace during their shift — for anything other than work related business they must clock out. Upon returning to work, they must clock back in. It is not acceptable to clock in or out for another employee. Falsification of records or documents is a violation of Morongo Valley CSD and Fire Department policy and will result in both employees receiving disciplinary action.

Time clock procedures to be followed:

- Clock in at the beginning of the shift and clock out at the end of the shift.
- Clock out at the beginning of your lunch period and clock in at the end of your lunch period if applicable.
- Should you forget to clock in you are required to notify your immediate supervisor as soon as possible.
- Failure to clock in or out, and failure to notify your immediate supervisor when it happens, will result in disciplinary action being taken after numerous incidents.
- Continuous failure to clock in or out, even if the immediate supervisor is notified, may be considered abuse of the policy and will result in disciplinary action being taken.
- Clocking in and clocking out is required for regularly scheduled work time, overtime, and emergency call out.

Employment Policies and Practices

The Morongo Valley CSD and Fire Department is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by the Morongo Valley CSD and Fire Department.

1. Full-Time Employee. A Full Time Employee regularly works at least 32 hours per week
2. Part-Time Employee. A Part Time Employee regularly works less than 32 hours per week but no less than 17 ½ hours per week.
3. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).
4. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For Non- Exempt Employees, an accurate record of hours worked must be maintained. the Morongo Valley CSD and Fire Department will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
5. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *Morongo Valley CSD and Fire Department Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

Personal Cell Phone Use

This policy applies to all members of the Morongo Valley Fire Department which includes all Chief Officers, Fire Officers, Firefighters, Reserve Firefighters, and administrative support personnel assigned to the Fire Department while on duty. All members shall enforce, become familiar with, use the provisions of this policy, and refresh themselves as necessary to maintain their effectiveness.

1. Firefighters shall not use personal cellular phones or wireless communication devices between the hours of 8:00 AM to 5:00 PM. Exceptions are as follows: family emergencies or during breakfast, lunch and dinner, which are considered personal time.
2. Firefighters shall not use personal cellular phones or wireless communication devices while operating a motor vehicle on-duty unless such use is specifically to facilitate response to an emergency incident or emergency communication.
3. Firefighters shall comply with the California Vehicle Code in those circumstances when use of a cellular telephone while operating a motor vehicle is authorized.
4. Personal cellular phone and wireless communication devices shall not interrupt the performance of any duty related task that occurs between the hours of 5:00 pm and 8:00 am of the following day.
5. Firefighters shall not use personal cellular phones or wireless communication devices during the duration of any call for service unless it is an essential factor for emergency communication.
6. Firefighters may be required to submit personal phone records upon lawful subpoena in civil or criminal cases involving the use of personal cellular phones or wireless communication devices for Fire Department related business.
7. Firefighters shall not, at any time, use personal cellular and/or wireless communication devices to record any conversation(s) between themselves and another person(s) without the consent of all parties involved in the conversation.
8. The Fire Chief or his designee may allow exceptions to this policy for brief notification of

- family members during extended calls for service or other personal exigent circumstances.
9. In case of family emergencies, firefighters must bring attention to their company officer who can issue enough time for resolution.
 10. Under no circumstances may personnel make personal calls that are not emergencies. There has been excessive use of things such as social media, videos, text messaging, personal calls, etc. This will not be tolerated outside of personal time.

Position Descriptions

Director of Operations

The Director of Operations assumes the roles of the General Manager, Board Secretary, and the Fire Chief.

General Manager

The General Manager is responsible for the overall functions of the CSD and Fire Department. The General Manager blends business acumen and operational knowledge to drive business results while building a high-performing team. This role uses discretion in assigning duties to employees and in employment decisions and is accountable for the staffing and performance management of employees. The General Manager reports to the Board of Directors.

Board Secretary

The Board Secretary shall record the minutes of all meetings of the Board of Directors, maintain records of committee meetings, oversee the maintenance of membership lists, provide for the safe keeping of all official contracts and records of the organization and publish notices of scheduled meetings as required in these Bylaws.

Administrative Assistant

Administrative Assistant is primarily responsible performing a variety of support functions including administrative activities, supply ordering, scheduling appointments and travel, answering incoming calls, mail distribution, overseeing the postage and shipping accounts, leading oversight for our travel systems, and providing meeting/training support. You will also be working with others who are passionate about energy efficiency and making a positive impact on the industry.

Chief

The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities.

Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

Deputy/Assistant Chief

Under direction of the Fire Chief, the Assistant Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

Captain

Under direction of the Assistant Chief, plans, organizes, coordinates, and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates, and directs training, recruitment, fire inspection, and prevention programs; and performs related work as

assigned. A Captain may also perform the same duties as a Firefighter.

EMS Coordinator

Under general direction, the Emergency Medical Services Coordinator (EMS Coordinator) plans, organizes, directs, and manages the functions and personnel of the Department Emergency Medical Services (EMS) program.

Engineer

Under direction of a Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter II is certified by the State of California as Firefighter II.

Engineer Paramedic

Under direction of a Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter II is certified by the State of California as Firefighter II.

Firefighter Paramedic

Under direction of a Engineer, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter I is certified by the State of California as Firefighter I.

Firefighter Probationary

Under direction of a Firefighter, Engineer, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter Probationary has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be near the building, enclosed structure, vehicle, or vessel.

Reserve Firefighter (Entry Level Firefighter)

Under direction of an Engineer, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter ELF has completed Entry Level Firefighter courses.

Work Evaluations

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate The Morongo Valley CSD and Fire Department 's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within the Morongo Valley CSD and Fire Department. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of The Morongo Valley CSD and Fire Department and what is expected of the employee in contributing to the success of The Morongo Valley CSD and Fire Department for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employees personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Director of Operations reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Director of Operations.

Economic Benefits and Insurance

The Morongo Valley CSD and Fire Department shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time.

HEALTH/LIFE INSURANCE

The Morongo Valley CSD and Fire Department currently provides individual health insurance benefits for eligible full-time and part-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the completion of the probation period. Eligible employees may elect to participate in available health plan(s) offered by the Morongo Valley CSD and Fire Department. The Morongo Valley CSD and Fire Department presently pays the individual insurance premium for all eligible employees. The Morongo Valley CSD and Fire Department may require employees to pay a portion of insurance premium in the future. Information about

SOCIAL SECURITY/MEDICARE/MEDICAID

The Morongo Valley CSD and Fire Department participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and The Morongo Valley CSD and Fire Department contributes at the applicable wage base as established by federal law.

WORKERS' COMPENSATION AND UNEMPLOYMENT INSURANCE

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and The Morongo Valley CSD and Fire Department, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from The Morongo Valley CSD and Fire Department. The Morongo Valley CSD and Fire Department also participates in the District of Columbia unemployment program.

RETIREMENT PLAN

The Morongo Valley CSD and Fire Department provides a retirement program for eligible full-time and part-time employees. The Morongo Valley CSD and Fire Department contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment.

Employer percentage contributions to the retirement program is reviewed and determined annually by the Morongo Valley CSD and Fire Department Board of Directors. Information about the Morongo Valley CSD and Fire Department's retirement plan will be provided to the employee at the time of employment.

TAX DEFERRED ANNUITY PLAN

The Morongo Valley CSD and Fire Department offers a tax deferred annuity plan through payroll deduction at the employees' expense, and which is subject to federal, state and local provisions.

The Morongo Valley CSD and Fire Department reserves the right to modify or terminate any employee benefits, at any time.

Leave Benefits and Other Work Policies

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays observed by the Company:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Employee's Birthday

Other days or parts of days may be designated as holidays with or without pay. Employees will not receive holiday pay if on any kind of unpaid leave or absent due to an injury covered by workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Thursday.

VACATION

The Morongo Valley Community Services District's paid vacation plan is a part of the benefits package extended to full-time, year-round staff members, and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of offering paid time off is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choosing. The Morongo Valley Community Services District's goal is to provide time for personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full-time staff members without impacting the employee's compensation.

Staff members eligible for this benefit include full time staff who are regularly scheduled and working 30 hours or more per week and 250 or more days per year. Vacation days shall be earned on an accrual basis during active employment in each fiscal year at the following rates:

Full time employees who are regularly scheduled for 8 hour shifts and working 30 hours or more per week and 250 or more days per year following completion of twelve months of continuous service, for each completed calendar month of service, shall receive credit for vacation with pay in accordance with the following schedule:

1 year – 3 years	2 weeks
3 years – 10 years	3 weeks
10 years and over	4 weeks

Supervisory employees who are regularly scheduled for 10 hour shifts and working 30 hours or more per week and 250 or more days per year following completion of twelve months of continuous service, for each completed calendar month of service, shall receive credit for vacation in

accordance with the following schedule:

1 year – 3 years	3 weeks
3 years – 10 years	4 weeks
10 years – 15 years	5 weeks

Eligible employees begin to accrue vacation time after completion of their probationary period and may begin to see accrued time as soon as it is available.

Paid vacation time is accrued during periods of active employment and may not be used before it is earned. Paid vacation time does not accrue during an employee's personal leave of absence, unpaid time off, or periods of administrative leave. Employees needing to take time off prior to earning paid vacation time may submit a request for non-paid time off. Once earned, vacation days shall be paid as used, at employee's then-current rate of pay and based on employee's regular work schedule.

Vacation days will not be considered as time worked for purposes of calculating overtime. If a holiday occurs during employee's vacation period, holiday pay will be earned at employee's regular rate of pay and no vacation time will be used for that day.

REQUESTING TIME OFF

Employees shall submit a written request for time off to the Director of Operations as early as possible, but not later than two weeks prior to the requested time off dates. If a two-week notice is not feasible, requests for time off will be reviewed at the discretion of the Director of Operations. Vacation days may be requested in half or full day increments, up to a maximum of five consecutive business days off at one time, unless otherwise approved in writing by the Director of Operations.

Employees are responsible for developing their own plan for coverage of their duties during their time off period, including scheduling coverage as needed. Requests for time off will be reviewed with due consideration for peak work periods during the year. Time off requests must be coordinated and approved by the employee's administrator, subject to scheduling, district needs and available coverage. Time off for the Director of Operations shall be coordinated and approved by the Board of Directors, subject to the same considerations. If the time off request is approved, the employee should immediately communicate vacation dates to the scheduling coordinator and applicable co-workers using standard protocol to ensure District needs and coverage are met.

ACCRUAL CARRY-OVER

The Morongo Valley Community Services District's recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time as fully as possible during the year in which it is earned. If accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

VESTED BENEFIT

Pursuant to the laws of the State of California, accrued vacation time is a vested benefit. Upon separation of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on employee's regular rate of pay at the time of separation. Employees changing status or employment classification to a classification that does not offer paid vacation time, will receive a pay out of any accrued, unused time to coincide with the effective date of employee's change of status.

ACCRUED VACATION BUY-BACK PROVISION

If accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year, up to the designated vacation accrual cap. Alternatively, employees may also elect to be paid for any accrued and unused days from either employee's vacation or any other vested time-off account, up to 20 days per benefit year.

Where the Buy-back request is being made in conjunction with employee's annual vacation benefit, employee must have utilized at least half of his/her annual vacation benefit prior to, or in conjunction with, employee's written request.

The rate of compensation for paid-out vacation, or other vested time off, shall be the employee's then-current rate of pay at the time the request is made, and will be calculated at a straight time rate based on a 250-day work year. All applicable taxes and withholding shall apply.

SICK PAY

The Morongo Valley Community Services District will provide paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the company or at the time this policy becomes effective.

All employees who have worked 30 or more days in California within a year of their employment with the company or at the time this policy becomes effective.

Eligible employees will accrue one hour of sick time for every 30 hours worked.

Upon successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of one hour. Employees requesting time off under this policy should provide as much advanced notice to the Director of Operations as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation in support of the leave taken.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including stepparents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault, or stalking.

Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

JURY DUTY

Employees will be allowed time off to attend jury duty. The Company may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to the Company. Employees must submit a copy of the original summons to their manager as soon as it is received. For periods of service longer than two days, the Company may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Jury duty leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

Reimbursement of Expenses

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the Morongo Valley CSD and Fire Department for work outside normal work hours if the employee is on official business for the Morongo Valley CSD and Fire Department. Employees authorized to use their personal cars for the Morongo Valley CSD and Fire Department business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

Separation

Either The Morongo Valley CSD and Fire Department or the employee may initiate separation. The Morongo Valley CSD and Fire Department encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Director of Operations or his or her designee. The Director of Operations has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

The Director of Operations has authority to discharge an employee from the employ of the Morongo Valley CSD and Fire Department. As stated above, all employment at The Morongo Valley CSD and Fire Department is "at-will." That means that employees may be terminated from employment with the Morongo Valley CSD and Fire Department with or without cause, and employees are free to leave the employment of The Morongo Valley CSD and Fire Department with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected The Morongo Valley CSD and Fire Department 's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to The Morongo Valley CSD and Fire Department or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;

- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including The Morongo Valley CSD and Fire Department 's property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of The Morongo Valley CSD and Fire Department or its customers or vendors;
- Placing oneself in a position in which personal interests and those of The Morongo Valley CSD and Fire Department are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using The Morongo Valley CSD and Fire Department property or services for personal gain or taking, removing or disposing of The Morongo Valley CSD and Fire Department material, supplies or equipment without proper authority;
- Gambling in any form on The Morongo Valley CSD and Fire Department property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the The Morongo Valley CSD and Fire Department premises at any time in violation of The Morongo Valley CSD and Fire Department 's policies.
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Director of Operations, the employee may be asked to leave immediately or be given a period of notice.

RETURN OF PROPERTY

Employees are responsible for The Morongo Valley CSD and Fire Department equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Director of Operations or his or her designee, Employees must return all The Morongo Valley CSD and Fire Department property that is in their possession or control. Where permitted by applicable law(s), The Morongo Valley CSD and Fire Department may withhold from the employees final paycheck the cost of any property, including intellectual property, which is not returned when required. The Morongo Valley CSD and Fire Department also may take any action deemed appropriate to recover or protect its property.

REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Director of Operations. The decision of the Director of Operations is final.

PERSONNEL RECORDS

Personnel records are the property of The Morongo Valley CSD and Fire Department, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about The Morongo Valley CSD and Fire Department, or its members or donors, as a result of working for The Morongo Valley CSD and Fire Department that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The Morongo Valley CSD and Fire Department or to other persons employed by The Morongo Valley CSD and Fire Department who do not need to know such information to assist in rendering services.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential The Morongo Valley CSD and Fire Department information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of The Morongo Valley CSD and Fire Department's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and the Morongo Valley CSD and Fire Department's telephone, voice mail and electronic mail systems.

The Morongo Valley CSD and Fire Department has provided these systems to support its mission. Although limited personal use of The Morongo Valley CSD and Fire Department's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, The Morongo Valley CSD and Fire Department's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Morongo Valley CSD and Fire Department's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Morongo Valley CSD and Fire Department. The Morongo Valley CSD and Fire Department may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in The Morongo Valley CSD and Fire Department's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Morongo Valley CSD and Fire Department. Likewise, the deletion of a document or message may not prevent access to the item or eliminate the item from the system.

The Morongo Valley CSD and Fire Department 's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, The Morongo Valley CSD and Fire Department 's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes. The following activities, which present security risks, should be avoided:

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Director of Operations.
- Additions to or modifications of the standard software configuration provided on the Morongo Valley CSD and Fire Department 's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Director of Operations.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Director of Operations.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers.
- Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- The Morongo Valley CSD and Fire Department 's computer facilities should not be used to attempt unauthorized access to use of other organizations' computer systems and data.
- Computer games should not be loaded on The Morongo Valley CSD and Fire Department 's PCs.
- Unlicensed software should not be loaded or executed on The Morongo Valley CSD and Fire Department 's PCs.
- There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:
- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.

Should you have any questions about any of the above policy guidelines, please contact the Director of Operations.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity, and the access has been specifically approved. The Morongo Valley CSD and Fire Department has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of The Morongo Valley CSD and Fire Department, its

ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

The Morongo Valley CSD and Fire Department may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, The Morongo Valley CSD and Fire Department may restrict access to certain sites that it deems are not necessary for business purposes.

The Morongo Valley CSD and Fire Department 's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs,
- epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive, or solicit sexually oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Director of Operations.
- Without prior approval of the Director of Operations, software should not be downloaded from the Internet as the download could introduce a computer virus onto The Morongo Valley CSD and Fire Department 's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of The Morongo Valley CSD and Fire Department.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to the Morongo Valley CSD and Fire Department computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Director of Operations.

Revised {Date}

Approved by the Board of Directors of the Morongo Valley CSD and Fire Department

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Morongo Valley CSD and Fire Department Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with The Morongo Valley CSD and Fire Department that provides otherwise, I have the right to resign from my employment with The Morongo Valley CSD and Fire Department at any time with or without notice and with or without cause, and that The Morongo Valley CSD and Fire Department has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand, and agree to all the above. I have also read and understand the The Morongo Valley CSD and Fire Department Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about The Morongo Valley CSD and Fire Department, or its members or donors, as a result of working for the Morongo Valley CSD and Fire Department that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Morongo Valley CSD and Fire Department or to other persons employed by the Morongo Valley CSD and Fire Department who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of The Morongo Valley CSD and Fire Department 's confidential information is prohibited. Any employee who discloses confidential the Morongo Valley CSD and Fire Department information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Office