



Employee Handbook

Effective Version 10/18/16

Welcome to Petaluma Community Access. On behalf of your colleagues, I welcome you and wish you every success here. We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees.

You should read, understand, and comply with all provisions of this handbook. No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, PCA reserves the right to add new policies, and to change or cancel existing policies at any time.

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Member Relations

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Revision Date:

PCA was created to serve the community of Petaluma as media resource offering access to the equipment and training necessary for the production of local television content. The PCA members, those who produce the shows we broadcast, are thus our organizations most valuable assets.

The way we do our jobs presents an image of our entire organization. Members and the public judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist and service those who come to PCA. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to them.

Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but also on PCA as a whole. Positive member relations will not only enhance the public's image of PCA, but also pay off in greater member loyalty and participation.

Employment at Will

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Revision Date: 12/15/15

Employment with PCA is voluntarily entered into, and you are free to resign at will at any time, with or without cause. Similarly, PCA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Disputes between employees and PCA shall be resolved by mandatory arbitration.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between PCA and any employee. The provisions of the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of PCA.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Directors of PCA.

Employee Relations

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We believe that the work conditions, wages, and benefits we offer to PCA employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that PCA amply demonstrates its commitment to employees by responding effectively to employee concerns.

Equal Employment Opportunity

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Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCA will be based on merit, qualifications, and abilities. PCA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor. At PCA, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination, harassment, and retaliation will be subject to disciplinary action, up to and including termination of employment.

Business Ethics and Conduct

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The successful operation and reputation of PCA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

As an organization, PCA will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Any copyrighted materials or intellectual property produced by employees on PCA-paid hours, is the property of PCA. This policy does not apply to products created or developed by employees on personal time using PCA equipment.

PCA computers, internet access, email and telephone service are strictly intended for PCA business. No non-business related use by employees is permitted. No files of any kind are to be copied, nor software installed, onto PCA-owned equipment without authorization of the Executive Director.

Disregarding or failing to comply with our policy of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Immigration Law Compliance

Effective Date: 7/1/09

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PCA is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with PCA within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

Living Wage

Effective Date: 12/15/15

Revision Date:

PCA strives to pay our employees an hourly wage that is sufficient to live with dignity and to achieve economic self-sufficiency. Such expenditures should also be spent to support a community economic standard that permits workers to live above the poverty level. As a community based business, PCA believes that the use of our funds to provide living wage jobs will decrease poverty, increase consumer income, invigorate neighborhood businesses and reduce the need for taxpayer-funded social service programs.

PCA supports the City of Petaluma Living Wage ordinance, although compliance is not required by the ordinance. PCA will pay all employees at least the minimum living wages as stipulated by the amounts published by the City yearly.

Employment Categories

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Revision Date: 10/18/16

Understanding the definitions of the employment classifications at PCA is important because your classification is one of the factors that determine your employment status and benefit eligibility.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT (or HOURLY) employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT (or SALARIED) employees are excluded from specific provisions of federal and state wage and hour laws. PCA's Executive Director may change your classification only with written notification.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or probationary status AND who are regularly scheduled to work the full-time (more than 32 hours per week) schedule at PCA. Generally, regular full-time employees are eligible for all PCA benefit programs, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are employees who are not in a temporary or probationary status AND who are regularly scheduled to work at least 10 but less than 32 hours per week. Part-time employees receive all legally mandated benefits (such as Social Security, paid sick leave, and workers' compensation insurance), and are eligible for paid holidays and vacation (as described below). Part-time employees are not eligible for health insurance programs.

PROBATIONARY employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with PCA is appropriate. Employees who satisfactorily complete the probationary period of 90 days are then classified as "regular" employees.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. While temporary employees receive all legally mandated benefits (such as Social Security, paid sick leave, and workers' compensation) they are ineligible for all other PCA benefit programs.

Probationary Period

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At PCA we want you to be successful at your job. We have found that having a probationary period can be very helpful to new employees. The probationary period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance.

The probationary period for all new and rehired employees is the first 90 calendar days after the date of hire. If there is a significant period of absence during the probationary period, the period will automatically be extended by the length of the absence. Either during the probationary period or at the end of the period, we may extend the probationary period if we determine there was not adequate time to evaluate performance.

When the probationary period is satisfactorily completed, employees enter the "regular" employment classification. A formal written performance evaluation will be conducted at the end of this initial period of hire: to assess the quality of your work, your participation in the organizational mission, and your agreement to abide by the policies outlined in this Handbook.

In becoming a "regular" employee of PCA, you also become a PCA Member. This status will be annually renewed as long as you remain employed by PCA, and entitles you to take advantage, on your personal time, of the equipment and training programs that all members enjoy. Any programming that you produce in this capacity is treated like that of any PCA Member.

Performance Evaluation

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The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. PCA wants to ensure that you and your supervisor have annually scheduled, formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

Employee Benefits

Effective Date: 7/1/09

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PCA provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * Vacation Benefits
- * Holidays
- * Workman's Compensation
- * Sick Leave Benefits
- * Health Insurance

Holidays

Effective Date: 7/1/09

Revision Date: 12/15/15

PCA gives paid holiday time off to all regular employees on the following holidays who have worked at least five regularly-scheduled days in the same pay period:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

We provide holiday time off with pay to eligible employees who have completed 90 calendar days of service. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by 6 hours if you are a part-time employee, and 8 hours if you are a full-time employee.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Vacation Benefits

Effective Date: 1/17/12

Revision Date: 12/15/15

PCA gives Paid Vacation Time to all regular employees, full-time and part-time, under the following terms:

1. All Part-time Employees who are not Temporary Employees, working more than 10 hours per week, will begin to accrue Vacation Time after their 90 day probationary period ends according to the following schedule:

Length of Service	Accrual Rate
1 Year	.02 hours for each actual hour worked
3 Years	.03 hours for each actual hour worked
5 Years	.04 hours for each actual hour worked

2. Employees who work additional hours will accrue additional increments based on their actual hours worked.

3. Employees may start using their accrued vacation time after twelve (12) months of continued service from date of hire, or nine (9) months after probationary period ends.

4. There will be an accrual cap of forty (40) hours placed on each employee receiving Vacation Time.

5. Vacation time accrued will be paid only when time is taken off. There will be no advances on vacation time, nor going negative into hours accrued.

6. Employees will give as much notice as possible when requesting vacation time. Requests for vacation time for the purpose of pre-determined leaves will be submitted with a minimum of 2 weeks' notice and will be granted on a first-come, first-served basis.

7. Any remaining vacation time at the time employment is terminated will be paid to the Employee.

Sick Leave

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All PCA employees are eligible for paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual begins on the 30th day of employment.

Accrued paid sick leave is capped at 48 hours per year and shall carry over to the following year of employment, 24 hours of which may be used in a given fiscal year, which at PCA runs from July 1 through June 30.

An employee may use accrued paid sick days beginning on the 31st day of employment. Minimum to be used on any one occasion is 4 hours and can only be claimed for regularly scheduled days/hours.

Retaliation or discrimination against an employee who requests and/or uses paid sick days is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

Unused sick leave pay will not be paid out upon termination.

Health Insurance

Effective Date: 7/1/09

Revision Date:

The health insurance plan at PCA offers employees access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between PCA and the insurance carrier. Only the employee will be covered by our health insurance plan.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Timekeeping

Effective Date: 7/1/09

Revision Date:

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps PCA comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spends performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

You are also responsible for signing your time records to certify their accuracy. Your supervisor will then review and initial the time records before submitting for payroll processing.

Paydays

Effective Date: 7/1/09

Revision Date:

All employees are paid semimonthly on the 6th and 20th days of the month. Each paycheck includes

earnings for all work performed through the end of the previous payroll period. The two pay periods are the 1st through the 15th, and the 16th through the last day of the month.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, you will be paid on the first workday following the regularly scheduled payday.

If you are going to be on vacation on a payday, your paycheck will be available upon your return.

We also offer the option of having your pay directly deposited into your bank account once you provide us with the required authorization. When you select direct deposit, you receive an itemized statement of wages on paydays instead of a paycheck.

Work Schedules

Effective Date: 7/1/09

Revision Date:

Work schedules for employees vary throughout PCA. Your supervisor will advise you of your specific work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

In some cases, we may offer flexible scheduling, or flextime, to allow employees to vary their starting and ending times each day within established limits. We make flextime possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, your performance, and the nature of your job will be considered before approval of flextime.

Smoking

Effective Date: 7/1/09

Revision Date:

In keeping with PCA's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees as well as to our members and visitors.

Employee Conduct and Work Rules

Effective Date: 7/1/09

Revision Date:

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and PCA.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct 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
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned property
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment Termination

Effective Date: 7/1/09

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

When your employment ends, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued vacation benefits that are due and payable at termination will be paid out. Some benefits, such as COBRA, may be continued at your expense if you choose.

Resignation

Effective Date: 7/1/09

Revision Date:

Resignation is defined as a voluntary act initiated by an employee to terminate employment with PCA. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

Access to Personnel Files

Effective Date: 7/1/09

Revision Date:

At PCA we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of PCA. Because this information is confidential and we respect your privacy, only persons with a legitimate business reason will be allowed access to personnel files.

With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by PCA.

Progressive Discipline

Effective Date: 7/1/09

Revision Date:

At PCA, we believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of PCA to ensure equitable and consistent treatment of all employees and that any necessary disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and PCA have the right to terminate employment at will, with or without cause or advance notice, PCA may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a second offense may be followed by a written warning, which initiates a probationary status for up to 30 days, followed by a progress review; a third offense may lead to termination of employment.

PCA recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and PCA.

Problem Resolution

Effective Date: 7/1/09

Revision Date:

PCA is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from PCA supervisors and board members.

PCA strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with PCA in a reasonable, business-like manner, or for using the problem

resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor within 10 calendar days after the incident occurs.
2. The supervisor responds to the problem during discussion or within 10 calendar days after consulting with appropriate management, when necessary. The supervisor documents the discussion.
3. If the problem is not resolved with your supervisor, you may present the problem to the Board of Directors, in writing, within another 10 calendar days.
4. The Board will review and consider the problem, informing you in writing of their decision within 30 calendar days. There will be a copy of their decision sent to the Executive Director for your file. The Board has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.