



Ocean Discovery Institute is a proud recipient of the  
*Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring.*

# **PERSONNEL HANDBOOK**

## **Policies and Procedures**

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## **ABOUT OCEAN DISCOVERY INSTITUTE**

### **Who We Are**

#### **Our Mission & Vision**

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science.

#### **Transforming young lives through science**

Imagine a nation where all of our young people succeed. Imagine these young people become the diverse and thoughtful leadership we need. And because of this, our cities are resilient to climate change, ecosystems thrive, and discoveries are made that protect our loved ones and make our time on earth even richer.

Ocean Discovery Institute imagines just that. But we aren't there yet.

Today, many young people in our country live in poverty and lack opportunities to succeed. One of the opportunities that is glaringly absent is access to rigorous science education. As a result, kids who grow up in underserved communities don't believe science is something they can do or that a scientist is someone they can be. This means that we are missing the chance for great discoveries by not including all young people.

Ocean Discovery Institute has a solution. By providing continuous science opportunities, paired with mentoring and the tools to overcome challenges, young people unlock their potential.

Our educational model targets one community or "school-shed" at a time. By beginning in City Heights, a high poverty San Diego neighborhood that is among the most diverse in the nation, we have tested this approach. The results have been unprecedented, earning the 2010 *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*.

### **How We Do It**

Our model enables young people from the greatest untapped talent pool to flourish in science and environmental fields.

To Ocean Discovery, success means urban and underserved young people becoming science leaders, today and in the future. We support our students growing from curious youngsters to science and conservation leaders — from seed to tree. This is why we envision our business model as a "sustainable ecosystem" where resources are sufficient to support growth and evolution.



Our community — families, schools, scientific entities, and other partners — make up the rich soil that nourishes these young people. Tuition-free programs provide the sunlight — energy that makes growth over time possible. And a diverse network of donors, investors, and volunteers act as clouds, providing resources needed for kids to grow. For seed-to-tree growth to occur, this ecosystem must act in harmony in a single community — our school-shed.

## Our Culture

The spoken and unspoken agreements within our community, including shared values and beliefs, influence our organizational culture. Here are the core attributes of that culture:

### Values

Our values guide our students, families, team, and supporters.

We love learning

*Because we find joy in discovery and the confidence it creates.*

We choose leadership

*Because the world needs us to make a difference.*

We believe in community

*Because we count on one another and together, we are powerful.*

We stand for justice

*Because we believe in equitable education and opportunity.*

We imagine possibilities

*Because we hold an unshakeable belief in our future.*

### Core Competencies

*All staff are:*

Community Driven	Is dedicated to meeting expectations and requirements of internal and external partners; Acts with the mission in mind; Establishes and maintains effective relationships (students, donors, volunteers, partners); Gets first-hand information to improve services; Is available and ready to help
Approachable	Is easy to approach and talk to; Puts others at ease; Can be warm, pleasant and gracious; Builds rapport; Is a good listener; Demonstrates empathy
Trusted & Demonstrate Integrity	Does what they say they will do; is seen as direct and truthful; Candidly presents the truth in an appropriate and helpful manner; Is not knocked off balance by the unexpected
Committed to Work Systems	Is dedicated to organizational systems and practices (including PMT and PMW); Seeks to align work to organization processes; Delivers high-quality work; Is committed to continuous improvement; Is open to suggestions and experimentation
Action Oriented	Enjoys working hard; Uses time effectively and efficiently; Is full of energy for things they see as challenging; Is intentional but not fearful of acting with minimal planning; Seizes opportunities
Organizationally Agile	Understands the organization culture; Knows how to get things done through formal channels and informal networks; Understands the origins and reasoning behind policies, practices, and processes; Can attend to a broad range of activities

*In addition, management:*

Manage Strategy & Processes	Maintains focus on maximizing impacts; Figures out processes necessary; Concentrates efforts on the more important priorities; Knows how to organize people and activities; Understands how to separate and combine tasks into effective and efficient workflow; Knows what to measure and how to measure it
Motivate Others	Communicates a compelling and inspired vision or sense of core purpose; Creates a climate in which people want to do their best; Can motivate many kinds of people; Empowers others to make decisions and act; Makes each individual feel their work is important; Is someone people like working for and with
Develop Direct Reports and Others	Provides challenging and stretching tasks and assignments; Doesn't shy away from the 'tough conversations'; Holds frequent development discussions; Is aware of direct reports career ambitions; Constructs compelling development plans and executes them

## **Our Talented Staff and Volunteers**

Our participants' belief in themselves, and ultimately their leadership in science and conservation, begins with our employees and volunteers believing in each child's ability to transform their lives. In this environment, our employees and volunteers are motivated and inspired to provide the highest quality of services, resulting in unprecedented outcomes for our participants. An important component of generating this belief is being rooted in the community we serve, including reflecting its cultural and linguistic diversity in our employees and volunteers.

Knowing that the people - our employees and volunteers - are our greatest asset, Human Resources policies and procedures play a critical role in creating a safe, inclusive environment that celebrates people and ensures staff are productive and fulfilled. This can more readily be accomplished with a strong system that includes a thorough hiring process, well-planned staff training, ongoing professional development, and appropriate supervision of staff and volunteers. We believe that consistency and a clear understanding of the working agreement between Ocean Discovery Institute and its employees and volunteers enhances performance and supports growth while leveraging the diverse skills and experiences of our staff.

***This document has been developed to explain, in as specific a manner as possible, what Ocean Discovery Institute offers and asks of its staff. The policies and practices outlined are developed in compliance with relevant state and federal laws, appropriate industry standards, our knowledge of best practices, and our own experience.***

## **EQUAL EMPLOYMENT OPPORTUNITY**

Ocean Discovery Institute is committed to providing equal employment opportunities as well as volunteer service opportunities for all applicants and directors of the board, employees, agents and volunteers. Ocean Discovery Institute does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, military and veteran status, sexual orientation, or other protected statuses, or on the basis of any perception that an applicant has any of these characteristics, or on the basis that an applicant is associated with someone who has or is perceived to have these characteristics. Ocean Discovery Institute strictly prohibits the harassment of any individual on any basis listed above.

This policy applies to all employment practices, including recruitment, advertising, job application procedures, hiring, firing, advancement, compensation, training, benefits, transfers, social and recreational programs, and any other terms, conditions and privileges of employment. In keeping with this policy, all personnel are expected to take personal responsibility to abide by applicable federal and state laws which prohibit discrimination. Whenever possible, Ocean Discovery Institute makes reasonable accommodations for qualified individuals with disabilities to the extent required by The Americans with Disabilities Act (ADA) and any other laws.

## **IMMIGRATION AND NATURALIZATION**

Within three days of commencing employment with Ocean Discovery Institute, new employees must: (1) complete Section 1 of Form I-9; and (2) provide Ocean Discovery Institute with proper "employment eligibility" or "identity" documents. When necessary, Ocean Discovery Institute may provide copies of these same documents to the United States Immigration & Naturalization Service. An individual will not be allowed to continue employment without providing proper identification documents. Ocean Discovery Institute uses the Department of Homeland Security's "E-Verify" system to process the Form I-9, which may require additional processing steps be taken by the employee.

An “employment eligibility” document is a social security card, birth certificate or immigration document. An “identity” document is a current state-issued driver’s license or identification card or similar document with a photograph, a voter registration card or military service record, or any documentation listed on the I-9 form as acceptable.

## **EMPLOYMENT CATEGORIES & PROCEDURES**

The Board of Directors shall select the Executive Director. The Executive Director shall select all other employees.

### **EMPLOYMENT CATEGORIES**

It is the intent of Ocean Discovery Institute to clarify the personnel categories and definitions of employment so that individuals may understand their status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship “at-will,” at any time, is retained by both the individual and Ocean Discovery Institute.

Ocean Discovery Institute categorizes personnel as outlined below. For purposes of determining company reimbursement rates or company paid medical, dental, or vacation benefits, please refer to the benefits section of this handbook.

- **Full-time employee** – Full time employment consists of those employees who are regularly scheduled to work a minimum of 30 hours per week. Full-time employees are eligible for paid vacation and can enroll in employee benefits (such as medical and dental) on the first day of the month following 60 days of full-time employment. Please review the vacation and benefits section of this handbook for information on company-paid benefits. Full time employees may be further classified as either EXEMPT or NON-EXEMPT.

An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Ocean Discovery Institute management.

Refer to the “California Summary Test for Exempt vs. Non-Exempt Status” handout for clarification of EXEMPT classifications. EXEMPT employees are salaried and excluded from federal and state minimum wage and overtime provisions. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

- **Part-time employee** – Part-time employees who are not assigned to a temporary or introductory status and are regularly scheduled to work 15-29 hours per week are considered part-time. Part-time employees do receive all legally mandated benefits (such as Social Security, Workers Compensation insurance), however they are not eligible to enroll in benefits (such as medical and dental).
- **Temporary** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project are considered temporary. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees do receive all legally mandated benefits (such as Social Security and Workers Compensation insurance), however they are not eligible to enroll in benefits (such as medical and dental).
- **Independent Contractor**- Independent Contractors are hired to perform a specific task or function and whose status meets the requirements set forth by the Internal Revenue Service. They are not Ocean Discovery Institute

employees and do not receive wages or benefits. They are compensated in accordance with the terms in the Agreement executed by Ocean Discovery Institute and the contractor.

- **Volunteer** – Volunteers give their time for the purposes of gaining experience or making a contribution to the community. Volunteers do not receive wages or benefits.
- **Discovery Fellows (AmeriCorps and Ocean Leaders)** – Long term fellowships provided through the AmeriCorps program receive a living allowance and benefits as specified in their service agreement. Fellowships are also provided for Ocean Leader program participants and they may receive a scholarship to assist with costs associated with continued education.

All of the policies in this handbook apply to all personnel, regardless of category or status, unless a particular policy specifies otherwise. All work completed during employment by Ocean Discovery Institute, regardless of employee category or status, is considered the **intellectual property** of Ocean Discovery Institute.

## **SCREENING**

### **Live Scan**

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. All Ocean Discovery Institute employees are required to complete a Live Scan screening prior to interfacing with youth participants. Volunteers, fellows, and other individuals age 18 years and above that have regular unsupervised access to youth participants (including anyone who stays overnight at the BAHIA field station) are also required to complete a Live Scan. Individuals with felony offenses and crimes of violent or sexual nature against another person are disqualified from participation. All other record findings are evaluated on a case-by-case basis and subject to management approval. Ocean Discovery Institute will reimburse for Live Scan fees.

### **TB Testing**

In accordance with the San Diego Unified School District joint service agreement (Education Code 49406.1), all employees, fellows, select volunteers and contractors with frequent and prolonged contact with youth participants (including anyone who stays overnight at the BAHIA field station) needs to submit a “TB Certificate of Completion” demonstrating they are free from tuberculosis (TB) infection prior to starting the program or work. The test should be performed within the past 60 days prior to start date and by a physician, physician assistant, nurse practitioner, or other health care provider with necessary certification to do so. If risk factors are identified via assessment, a TB skin test or Quantiferon blood test is to be performed. If either test is positive, a chest x-ray must be taken. Once the health care provider performing these examinations determines the individual is free from infectious tuberculosis, they will complete the “TB Certificate of Completion” with the dates of those results noted. TB tests will need to be updated every four years. The cost of testing will be the responsibility of the applicant and reimbursed upon hire or for current employees needing to update their certification. Ocean Discovery Institute may exclude an individual from service if there is probable cause to believe an individual is afflicted with TB, will address special circumstances on a case-by-case basis and change the above-mentioned requirements at any time.

### **CPR/First Aid**

All full time Program employees and employees classified as Managers on Duty are required to be trained and have current certifications in First Aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED).

### **COVID-19 Vaccination**

In accordance with Ocean Discovery Institute’s duty to provide and maintain a workplace that is free of known hazards, Ocean Discovery has adopted mandatory COVID-19 vaccination policy to safeguard the health of our employees and their families; our youth participants; volunteers; and the community at large from infectious diseases, such as COVID-

19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the state and local health departments, and all applicable state and local health orders. This policy applies to all employees, fellows, and select volunteers and contractors with frequent and prolonged in-person interaction with co-workers and/or Ocean Discovery youth participants, volunteers, or other visitors. All such individuals are required to receive the COVID-19 vaccine, unless a reasonable accommodation is approved.

These individuals must within 90 days: (1) obtain the COVID-19 vaccination and provide proof of full vaccination or (2) request an accommodation as detailed below. Proof of vaccination includes the date the dose(s) of the vaccine were received, and the type of vaccine received. Any of the COVID-19 vaccines that are approved by the state of California at the time of vaccination are acceptable. Employees will be paid for time taken to receive vaccinations and the cost of the vaccine if it is not covered by Employee's insurance. Individuals not in compliance with this requirement may be removed from service and employees will be placed on unpaid leave until their employment status is determined by the Associate Director.

Individuals in need of an exemption from this requirement due to a medical reason, or because of a sincerely held religious belief, must submit a completed Medical Accommodation Form or Religious Accommodation Form to the Office Manager to begin the interactive accommodation process as soon as possible. Ocean Discovery will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for Ocean Discovery and/or does not pose a direct threat to the health and safety of others in the workplace and/or to the employee. Individuals with an approved exemption must complete and submit weekly COVID-19 testing. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Office Manager immediately.

### **Mandatory Reporting**

Ocean Discovery Institute and its employees are mandatory reporters. As stated in the California Penal Code, Section 11164-11174.3, "Mandated reporters shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically submit a written follow-up report thereof within 36 hours of receiving the information concerning the incident." Child abuse includes, but is not limited to, sexual abuse, physical abuse, neglect, and mental abuse. If an employee reasonably suspects or has knowledge of child abuse or of mental suffering that has been inflicted on a child or his or her emotional well-being is endangered in any other way, they must report such suspected instances of child abuse to a child protective agency or local law enforcement. Infliction of willful and unjustifiable mental suffering must also be reported.

Call local law enforcement or the Child Abuse Hotline first (800-344-6000 or 858-560-2191) to make a verbal report. Be sure to get the name of the hotline worker. Employees must follow up the verbal report with a written report (form [DOJ SS 8572](#)) via mail, fax or web. After making verbal report, employees should notify their immediate supervisor and the Associate Director. No person reporting a suspected instance of child abuse in good faith shall be civilly or criminally liable for any report required or authorized by California Penal Code Article 2.5, unless it can be proved that a false report was made and the person knew or should have known that the report was false. For more information on Child Abuse Mandated Reporting visit <http://www.mandatedreporterca.com/> or <http://leginfo.legislature.ca.gov/>. Any individual charged with these responsibilities who fails to meet this standard of care may be subject to disciplinary action, reassignment, termination, and/or face civil or criminal charges.

### **Driving Records**

Driving records will be checked for all employees required to drive an Ocean Discovery Institute vehicle (or personal vehicle, as required) as a condition of their position during the hiring process. Applicants will complete an "Authorization and Release of DMV Records" form allowing Ocean Discovery Institute to check their driving record prior to hire and periodically thereafter. Prior to hire and during employment, all authorized drivers are highly encouraged to report any

license suspensions, serious accidents or offenses, or any other condition to supervisors immediately that may affect their ability to drive an Ocean Discovery Institute vehicle (or personal vehicle, if required to drive). Drivers will need to present and maintain a current Driver's license prior to hire. The company will use all information obtained for employment purposes only and not furnish this information to a third party without written consent.

### **Drug Testing**

Ocean Discovery Institute has vital interests in ensuring a safe, healthy, and efficient environment. The unlawful or improper use of controlled substances in the workplace represents a danger to everyone. The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any employee, agent, or volunteer, is strictly prohibited in the workplace, or during Ocean Discovery Institute business, on site or off. As a result, employees are encouraged to report anyone suspected to be under the influence of controlled substances and Ocean Discovery Institute retains the right to conduct random drug tests.

## **PAYROLL & TIMEKEEPING**

Employees are paid bi-weekly on Fridays unless Friday falls on a holiday in which case paychecks will be distributed on the immediately preceding workday. Paychecks for non-exempt employees cover actual hours worked through the date of each paycheck. Non-exempt employees are paid on the basis of time records covering the previous pay period. The employee rate of pay for each job assignment will be determined by Ocean Discovery Institute prior to the beginning of each assignment. Employee rate of pay may change depending on the job performed.

All-time records require employee and supervisor signatures. Altering, falsifying, tampering with time records, or recording time on another employee's time record is prohibited and subject to disciplinary action. If corrections or modifications are made to a time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

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

Time records should show the following information:

- Employee name
- Pay period
- Hours worked per day
- Special note indicating vacation (VAC), observed holidays (HOL), and sick (PSL) days

In order for an employee's paycheck to be processed on a timely basis, timecards must be received and signed by his or her supervisor, then submitted to Ocean Discovery Institute payroll department the Wednesday before payroll by 9:00 a.m.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Any non-exempt employee working more than 5 hours in a day must take at least a 30 minute (unpaid) break no later than the start of the sixth working hour, and this must be accounted for on the timesheet. They should also accurately record the beginning and ending time of any split shift or departure from work for personal reasons.

## WORK SCHEDULES

Employees' work schedules are set based on status, applicable legal requirements, facility operation hours, and supervisors' direction, as well as employees using their best discretion to manage assigned responsibilities. Non-exempt (hourly) employees will abide by break periods, meal periods, and overtime requirements as set by federal and state laws and internal procedures outlined in this handbook. Additional time may be required of all employees outside of their established regular work hours in order to complete assigned responsibilities. All hours worked will be tracked through timesheet systems and reviewed and approved by supervisors. Maintaining of accurate timesheets is critical and intentional misrepresentation will be considered theft and require disciplinary action.

Ocean Discovery Institute encourages all personnel to keep in mind that in a small organization, teamwork is essential. Ocean Discovery Institute is open six days a week, Monday-Saturday and employee schedules vary. Personnel are expected to be present at their assigned time of arrival, ready to work. It is the individual's responsibility to inform their supervisor before the start of the work period if they are unable to report for work. Failure to do so may result in disciplinary action including suspension and/or termination.

Ocean Discovery Institute works from a premise of equity and inclusion when considering flexible work schedules in order to accommodate medical conditions. Flexibility in one's work schedule and duties may also be considered as a benefit for those employees who have invested significant time in the organization. Personal business should be arranged outside of work hours if at all possible. Requests can be made to support a flexible schedule however, they may not be granted based on the need to build knowledge, culture, and ensure equity.

## BREAK PERIODS (MEAL & REST)

In adherence with California labor laws, all non-exempt (hourly) employees must take a 30-minute duty-free and unpaid meal break which must commence **before the end of the fifth hour** of work, unless the employee's workday is completed within 6 hours and the meal period is waived by mutual consent of both the employer and employee. A second meal break should be provided if an employee works more than 10 hours in a given day and must commence before the end of the tenth hour of work. In case a meal break is worked, Ocean Discovery Institute will compensate the employee one hour's wage.

On occasion, an employee may voluntarily work through a meal break or take it after the end of the fifth hour. In this case, Ocean Discovery Institute is not required to give additional pay if the meal break was scheduled. Consent to work thru the meal break must be indicated at the bottom of the timesheet (e.g., "On [date] I voluntarily worked thru lunch or took lunch late").

All employees are encouraged to occasionally take rest breaks from their work to rejuvenate and bring their best selves to the tasks at hand. Non-exempt (hourly) employees are eligible by law for a paid 10-minute break after 3, 6, and 10 hours worked in a given day.

## OVERTIME

As defined by the Fair Labor Standards Act, employees in executive and certain administrative and professional positions are exempt from overtime compensation. All non-exempt (hourly) employees will be paid overtime in accordance with Federal and State laws.

For purposes of computing overtime, Ocean Discovery Institute's work week runs from Monday at 12:01 a.m. through Sunday at 12:00 p.m., and the work day runs from 12:01 a.m. through 12:00 p.m. Only hours actually worked are considered in calculating overtime. Paid time off, such as sick leave, does not count toward hours worked, nor are lunch

periods considered hours worked. In accordance with California law, daily overtime hours do not count toward the 40-hour weekly overtime threshold.

It is the intent of Ocean Discovery Institute to plan work in such a way to minimize the need for overtime as the annual budget, including an estimated allocation of overtime for all hourly employees, is set in December of the previous year. When overtime work is necessary, the non-exempt employee's supervisor will give him/her as much advance notice as possible and authorize the amount of overtime hours. All overtime must be pre-authorized by the employee's supervisor who works with the Office Manager to track total overtime usage, availability, and ensure equity.

Overtime pay will be awarded as follows:

1. One and one-half times the employee's regular rate of pay for all hours worked in excess of 8 hours up to and including 12 hours in any work day, hours worked in excess of 40 in any given work week and for the first 8 hours worked on the seventh consecutive day of work in a work week; and
2. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any work day and for all hours worked in excess of 8 hours on the seventh consecutive day of work in a work week.

Paid sick, personal, funeral, jury leave, observed holidays and vacation do not qualify as time worked when determining hours worked in a workweek.

## **TRAVEL**

Ocean Discovery Institute pays non-exempt employees their regular wage and overtime, if applicable, for time engaged in work and meeting activity during travel (excluding meal, rest periods, and personal activities). Travel is typically required for conferences, the BAHÍA program, special program trips, college trips, and the annual staff retreat, among other travel determined by the organization. Travel for exempt employees is part of their assigned duties and not compensated above the individual's regular salary. All work travel and hours to be worked need to be approved by a supervisor prior to travel.

## **OUTSIDE EMPLOYMENT**

Employees contemplating outside employment should discuss the situation with their immediate supervisor prior to applying or accepting outside employment to ensure that such employment will not conflict with responsibilities as an employee of Ocean Discovery Institute. Outside employment must adhere to conflict of interest and other policies as described in this handbook.

## **EXPENSE REIMBURSEMENT**

Ocean Discovery Institute will reimburse employees for certain expenses incurred in carrying out job responsibilities. Employees must file expense reports by the 10<sup>th</sup> day of the month, no later than 30 days of incurring the expense. A supervisor approved expense form and receipts must be submitted to the Finance Department to initiate a reimbursement. Payments are made approximately every two weeks and reimbursable expenses may include:

1. Mileage – Mileage reimbursement rates are considered to cover all costs associated with the use a privately owned vehicle. This includes, but is not limited to, gasoline, oil, tires, wear and tear, and insurance. Travel to and from the employee's domicile (home) to the regular work place (office, event location, and/or school) is not eligible for reimbursement. Mileage reimbursements are meant to cover only those miles incurred above and beyond the employee's normal commute to his or her place of business. Mileage reimbursements are based on the IRS rate and a supervisor approved "Mileage Form" must be submitted to request a reimbursement.

2. Travel Expenses- Travel expenses must be pre-approved in advance by a supervisor. A “Travel Expense Form” is utilized to set expense stop totals and to request reimbursement. Air travel must be secured at the lowest available rate and on US flagship carriers if traveling on a Federal Award.
3. Other Expenses- Other expenses may be considered for reimbursement if necessary to conduct business and pre-approved by a supervisor. Such other expenses may include supplies and/or items purchased on behalf of the company.

In the event the receipt is lost or destroyed, the employee may submit an “Affidavit of Lost or Destroyed Receipt”.

## **PERFORMANCE REVIEWS**

Ocean Discovery Institute supervisors, employees, and select volunteers will regularly discuss job performance, goals, and challenges on an informal basis, in regular meetings, and during the annual performance review process. This ongoing feedback and support process is critical to aligning individual and organization goals, meeting strategic objectives, and improving work performance and satisfaction. Supervisors are responsible for observing and recognizing excellence or correcting actions of direct reports and volunteer performance while they are performing duties and reviewing their work.

Formal performance reviews are conducted at reasonable times throughout the year (May – June timeframe). Performance reviews will include a self-evaluation, goal setting, and request for supervisor support. Employees will be given the opportunity to review performance evaluations and provide comments, if appropriate. Employees who disagree with the appraisal are encouraged to discuss areas of disagreement with their supervisor and/or the Office Manager.

Supervisors may use a performance improvement plan when an employee’s performance is suffering and immediate change is needed. Failure to meet the expectations set forth in a performance improvement plan within a reasonable period may result in change of assigned duties or termination.

Performance reviews become a permanent part of the employee’s employment file and treated as confidential.

Led by the Chair, the Board of Directors shall conduct the Executive Director’s performance review.

## **PERSONNEL FILES**

The Office Manager ensures Ocean Discovery Institute employee records both physical and electronic are accurate, relevant, and safe from improper disclosure. At a minimum, employee records contain applications or resumes, offer letters (containing position, date of hire, pay rates), a W-4 Form Federal Withholding Authorization, a DE-3 Form State Withholding Authorization, and a Form I-9. Authorization of payroll deductions or changes in compensation are also maintained as applicable.

All of the aforementioned documents are filed, retained, and disposed of in accordance with applicable federal and state laws. An employee or volunteer, or their supervisor may review his/her file through a request to the Executive Director or his/her designee. Employee files can only be reviewed and copied in the presence of the Office Manager.

## SEPARATION

Ocean Discovery Institute understands that there are numerous reasons for an employee and organization to end their formal relationship. Ocean Discovery Institute ensures that separation and termination of employees is timely, fair, and complies with the provisions of the Policy Guide, this handbook, employment agreements, and other relevant laws. The separation and termination process also ensures all financial obligations are cleared, access privileges are revoked, and property of Ocean Discovery Institute are returned prior to departure.

Below are examples of some of the most common circumstances under which end of employment may occur:

- **Resignation** – Voluntary employment separation initiated by an employee by a written notice of resignation given to the Executive Director. All employees are asked, when possible, to give a **minimum of thirty (30) days' notice** of resignation.
- **Dismissal** – Involuntary termination of employment initiated by Ocean Discovery Institute with or without notice and with or without cause. All payment owed to the employee will be paid on the last day of employment.
- **Layoff** – Termination of employment because of the discontinuation of a position, a reduction in the budget, or for other circumstances that arise through no fault of the employee. Written notice of such termination will come from the Executive Director.

Prior to the issuance of a final paycheck, an employee must return all property to Ocean Discovery Institute. Property includes: materials or written information issued to them or in their possession or control, keys, books, cell phones, or other Ocean Discovery Institute property. Medical and dental coverage provided by Ocean Discovery Institute will end the last day of the month separation occurs. Some benefits (pursuant to COBRA or subject to carrier policies) may be continued at the employee's expense if the employee so chooses.

## WORK ENVIRONMENT

### PROFESSIONAL CONDUCT

Providing a safe and inclusive workplace for our students, employees, and volunteers is of utmost importance. Ocean Discovery Institute is committed to providing a workplace free of discrimination and sexual harassment as well as harassment based on aforementioned protected classes. Ocean Discovery Institute strongly disapproves of and will not tolerate discrimination and/or harassment of employees, applicants, or persons providing services pursuant to a contract by managers, supervisors or co-workers. Ocean Discovery Institute will protect employees from discrimination and/or harassment by non-employees in the workplace. No employee or contract worker or anyone who works in partnership with Ocean Discovery Institute is exempt from the prohibitions in this policy. Through the enforcement of this policy as well as the continual education of the individuals involved, Ocean Discovery Institute seeks to prevent and act quickly to correct and discipline violators.

Ocean Discovery Institute's reputation for fairness, effectiveness, and integrity is one of its greatest assets. Staff members are expected to conduct all activities in keeping with the highest ethical standards and common sense. Such standards include being courteous and considerate to other employees, youth participants and visitors. Staff must avoid situations that might lead to a real or apparent conflicts of interest. Staff should come to work each day ready to perform their jobs ethically and in a way that is in line with Ocean Discovery Institute's mission and that serves Ocean Discovery Institute's sponsors, collaborators, donors, constituents, and volunteers. Each person should protect Ocean

Discovery Institute's assets and its good name. In addition to being held accountable to these standards, expectations of excellence are established to ensure our students and the community receive the best possible experience and services. These conduct expectations include and are not limited to attendance, dress code, and as outlined in the Personnel Handbook.

Conduct is just as important as performance in the execution of one's responsibilities. Individuals who engage in any misconduct may be subject to immediate disciplinary action, up to and possibly including termination of employment. It is not possible to provide employees a complete list of every possible type of misconduct. However, in order to provide employees some guidance concerning unacceptable behavior, the following are examples of types of conduct that may result in disciplinary action, up to and including immediate termination of employment:

- Actual or threatened physical violence or use of abusive language.
- Negligence in the performance of duties, incompetence, or unsatisfactory job performance.
- Destroying or damaging on premise property, records, or other materials.
- Dishonesty.
- Embezzlement or theft.
- Intentionally falsifying data or making material omissions on Ocean Discovery Institute forms, records, or reports, including timecards, application materials, expense reports, or youth participant records.
- Immoral or indecent conduct of any type.
- Insubordination.
- Reporting to work or representing Ocean Discovery Institute off premises while under the influence of alcohol, marijuana, or unlawful drugs or sponsoring the consumption of either by an Ocean Discovery Institute youth participants.
- The use of inappropriate language or the sharing of inappropriate jokes or stories in the presence of youth participants or employees.
- Sexual or other unlawful harassment or discrimination of a coworker or youth participants.
- Engaging in sexual or inappropriate physical contact with youth participants.
- Encouraging or having intimate relationships with coworkers when one coworker is in a supervisory role and able to influence the subordinate's terms and conditions of employment.
  - Furthermore, due to the team atmosphere fostered at Ocean Discovery Institute, relationships with coworkers are highly discouraged and if present should be disclosed to a supervisor to ensure minimal impact on the work of employees.
- Engaging in sexual or inappropriate physical contact with coworkers or significant others in or around the workplace or areas in which partners, volunteers, or program participants are present.
- Smoking during work hours or on Ocean Discovery Institute premises.
- Unauthorized disclosure of confidential or proprietary information regarding Ocean Discovery Institute or its youth participants (students, etc.).
- Violation of safety or health rules or practices, or engaging in conduct which creates a safety hazard. Failure to report a work-related accident.
- Unjustified and/or excessive absences/tardiness.
- Violation of any Ocean Discovery Institute policy including policies outlined in the Ocean Discovery Institute "Policy Guide".
- Violation of the expectations for conduct as outlined in Ocean Discovery Institute's "Community Agreements."
- Violation of ethical and/or professional standards.
- Working unauthorized overtime.

***No individual will be retaliated against for reporting, in good faith, any conduct prohibited by this policy and those to follow.***

## **VIOLENCE FREE WORKPLACE**

Ocean Discovery Institute is committed to providing a work environment free from violence. Any acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession or use of weapons of any kind while working or on any Ocean Discovery Institute property or Ocean Discovery Institute's youth participants' property is expressly prohibited. Anyone engaging in such acts will be subject to disciplinary action, up to and including immediate termination of employment. Such persons may also be subject to other civil or criminal liability.

Individuals who have been subjected to behavior prohibited by this policy or who witness or have knowledge of any actions that could be perceived as violent should immediately report the incident to their supervisor. All complaints will be promptly investigated and appropriate action will be taken. Individuals may also contact the appropriate law enforcement authorities when they have reason to believe there is an immediate threat to the safety of themselves or others.

## **HARASSMENT**

Ocean Discovery is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on any characteristic protected by local, state or federal employment discrimination laws. These protected characteristics include, but may not be limited to, religion or religious creed, race, color, ethnic group identification, age (40 or over), national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, military and veteran status, and sex, gender, gender identity, gender expression, or sexual orientation.

Retaliation is also against the law and this policy prohibits retaliation of any kind against individuals who resist or reject unlawful behavior, report any incidents of harassment or perceived harassment, or participate in an investigation. Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email materials that contain sexually explicit or suggestive pictures, cartoons or pornography
- Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way
- Unwanted romantic conduct such as sexual advances, invitations, or attention

Unlawful sexual harassment also includes unwelcome sexual advances or requests for sexual favors where submission to such conduct is made an explicit or implicit term or condition of employment, or where submission to or rejection of such conduct is made the basis of employment decisions affecting an individual (quid pro quo harassment). This policy applies to all employees, interns, volunteers, third parties and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, there will be no tolerance for unwelcome conduct that violates this policy. Behavior that is inappropriate in our workplace includes abusive conduct, bullying and other forms of disruptive behavior. Prevention is the best way to

eliminate harassment in the workplace. All new employees, managers and supervisors will receive information on harassment prevention, as well as a copy of this policy when they are hired, and will receive training during their employment. Any employee who believes he or she has been illegally harassed by a coworker, supervisor, agent of the employer, or by anyone else in the workplace, should promptly report the misconduct to his or her supervisor, or to the supervisor's supervisor if necessary, or to the human resources department or other designated resources of this organization.

It is the responsibility of the employee and supervisor to immediately report any violation or suspected violation of this policy to the appropriate organizational representative to attempt internal resolution. All complaints will be taken seriously and will be investigated in a fair, timely and thorough manner. The investigation will be conducted by qualified personnel, documented and tracked for reasonable progress and timely closure. Confidentiality will be maintained to the extent possible. Everyone concerned will be provided with due process and a reasonable conclusion will be reached based on the evidence. Any retaliation against those involved will not be tolerated. If a violation of this policy occurs, remedial action will be taken, and when warranted, disciplinary action (up to and including termination) will occur.

## **CONFIDENTIALITY**

It is understood and agreed between the employee and Ocean Discovery Institute that confidential information is not to be disclosed to other people outside of Ocean Discovery Institute or to other employees of Ocean Discovery Institute who do not have a legitimate need to know. Confidential information includes, but is not limited to Ocean Discovery Institute policies, employee records, member/student records, donor information, and non-public foundation information and data. Ocean Discovery Institute requires all employees to sign a "Confidentiality Agreement" as a condition of employment at date of hire. A copy of the signed "Confidentiality Agreement" will be kept in the employee's file.

## **CONFLICT OF INTEREST**

Employees have a responsibility to Ocean Discovery Institute. They may not engage in activities that might interfere with the discharge of this responsibility or in transactions that reasonably might affect the judgment they exercise on behalf of Ocean Discovery Institute. No Ocean Discovery Institute employee will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists.

Each employee has an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Ocean Discovery Institute requires all employees to sign the "Conflict of Interest Policy and Statement" as a condition of employment at date of hire. A copy of the signed Conflict of Interest Policy and Statement will be kept in the employee's file.

## **WHISTLE BLOWER POLICY**

### **General**

Ocean Discovery Institute's Code of Ethics (the "Code") requires all employees to observe the highest standard of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Ocean Discovery Institute, employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all employees to comply with the Code and to report violations or suspected violations of the Code in accordance with this Whistleblower Policy.

### **No Retaliation**

No employee who in good faith reports a violation of the Code shall suffer harassment, an adverse employment consequence, or any other retaliation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns with Ocean Discovery Institute internally prior to seeking resolution outside Ocean Discovery Institute.

### **Reporting Violations**

The Code addresses Ocean Discovery Institute's open door policy and encourages employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address a concern. However, if an employee is not comfortable speaking with his or her supervisor, or is not satisfied with the supervisor's response, the employee is encouraged to speak with anyone in management or on the Board of Directors that he or she is comfortable approaching. Supervisors and managers are required to report suspected violations of the Code to Ocean Discovery Institute's Board of Directors or Executive Director, with a copy of correspondence to Outside Legal Counsel, who acts in a "Compliance Officer" capacity for Ocean Discovery Institute. The Compliance Officer has specific and exclusive responsibility to investigate all reported violations and will consult with the Board of Directors and/or Executive Director (unless they are involved in the complaint). For suspected fraud, or if an employee is either not satisfied or uncomfortable even after following Ocean Discovery Institute's open door policy, the employee should contact Ocean Discovery Institute's Compliance Officer directly. The representative for the Board of Directors for investigations is the Board Vice Chair.

### **Compliance Officer**

Ocean Discovery Institute's Compliance Officer, currently the Outside Legal Counsel, is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, for advising the Executive Director and/or the Board of Directors of the investigation.

### **Accounting and Auditing Matters**

The Compliance Officer shall delegate action relating to concerns and complaints regarding Ocean Discovery Institute's accounting practices, internal controls and auditing to the Audit Committee. The Audit Committee shall include individuals not involved in the complaint, and shall include two members of the Board of Directors and Ocean Discovery Institute's Accountant. The Compliance Officer shall work with the Audit Committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing that the information disclosed indicates a violation of the Code. Any allegations that prove to be false or without substantiation, and which have been made maliciously or with knowledge of their falsity, will be viewed as a serious offense requiring disciplinary action.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Outside Legal Counsel**

Ted Griswold  
Procopio, Cory, Hargreaves & Savitch LLP  
525 B Street, Suite 2200  
San Diego, CA 92101  
*direct dial: (619) 515-3277*  
*direct fax: (619) 744-5477*  
*tjg@procopio.com*

### **ALCOHOL AND DRUG USE**

Ocean Discovery Institute has vital interests in ensuring a safe, healthy and efficient working environment. The unlawful or improper use of controlled substances in the workplace represents a danger to everyone. The possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of prescribed legal pharmaceutical drugs (excluding medical marijuana) by any employee are strictly prohibited in the workplace, or during Ocean Discovery Institute business, on site or off. As a result, Ocean Discovery Institute retains the right to conduct random drug tests if any employee is suspected of being or observed to be under the influence.

In special cases, Ocean Discovery Institute employees may be invited or asked to attend special events where the consumption of alcohol is permitted in accordance with the “Alcohol Usage for Special Events” policy below. Any individual that violates this policy is subject to disciplinary action as detailed in the appropriate handbook and/or will be referred to the appropriate authorities for legal prosecution.

#### **Alcohol Usage for Special Events**

The use of alcohol is permitted for special events and must be approved by the Associate Director. Once approved, the following requirements must be adhered to:

1. Utilize companies or businesses licensed to distribute alcohol when possible.
2. When necessary, store and distribute purchased alcohol in a manner that ensures no underage or abusive use.
3. Ensure all individuals in possession and/or consuming alcohol at the event are at least 21 years of age.
4. Consumption, distribution, or service of alcoholic beverages at the event will be in compliance with the California Liquor and Crime Codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations.

Hosts shall communicate to attendees that Ocean Discovery Institute shall reimburse the reasonable cost of taxi, Lyft, or Uber rideshare services from such events for employees, volunteers, and guests that may be impaired and unable to operate a vehicle.

Employees may partake in consumption of alcohol in such circumstances as long as their use and behavior does not jeopardize the safety or reputation of the organization. Employees may not host or attend after parties following special events. Any alcohol related mishaps have the potential to cause serious harm to individuals and the reputation of Ocean Discovery Institute. There is a zero tolerance policy for intoxication or unacceptable conduct and such behavior will result in action up to, and including, termination.

### **SAFETY & ACCIDENTAL INJURIES**

Every employee of Ocean Discovery Institute is responsible for safety. To achieve this goal, each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their supervisor.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to bring them to Ocean Discovery Institute’s. Employees

should feel free to report, without fear of retaliation, any condition that they believe poses a safety, health or security risk in the workplace. Ocean Discovery Institute will investigate such reports promptly and thoroughly, and take appropriate corrective action to support this policy.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor.

***The employee's supervisor is responsible for investigating all accidents/injuries and must submit a written report along with the employee's accident report to HR the day the accident/illness occurs.***

For a detailed explanation of **Ocean Discovery Institute's** safety policies and procedures, refer to Ocean Discovery Institute's "Emergency Prevention, Preparedness, and Response Plan".

## **ACCOMMODATIONS**

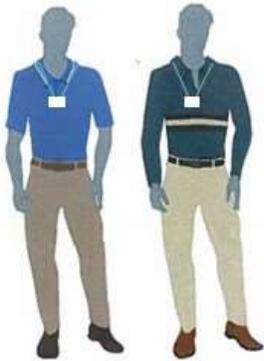
In compliance with federal and state rights law relating to individuals with disabilities (temporary or permanent), Ocean Discovery Institute is committed to nondiscrimination and makes reasonable accommodation to support employees so they are able to perform assigned job duties. Employees needing accommodations will need to submit a request to their direct supervisor and HR for approval and oversight of changes.

## DRESS CODE

Maintaining a professional, business-like appearance in the office and community sets the expectations our students deserve. Our professionalism demonstrates our commitment to excellence and recognizes we serve as role models for the kids we serve.

All staff are issued an Ocean Discovery Institute lanyard with ID badge. These must be worn on the outer layer of employees' clothing at all times while working at the Living Lab and delivering programs.

### Office and Professional (Work Related) Settings:



- Lanyard w/ID badge on outer layer
- Professional trousers
- Professional short & long sleeved shirts
- Professional sweaters & cardigans
- Professional closed toed shoes & boots



- Lanyard w/ID badge on outer layer
- Professional tie
- Professional trousers
- Professional short & long sleeved shirts
- Professional sweaters & cardigans
- Professional jackets & coats
- Professional closed toed shoes



- Hats, caps, hoods, & bandanas (exceptions for religious or cultural reasons)
- T-shirts
- Accessories with a message
- Tops that do not cover the shoulder
- Jeans or denim, cargo pants, & cropped trousers
- Sneakers, tennis shoes, sandals & flip flops

### Business Casual

### Business Standard

### The No Go Line Up



- Lanyard w/ID badge on outer layer
- Professional trousers & cropped pants
- Professional dresses & skirts (no shorter than 2-3 in. above the knee)
- Professional shirts & tops (no strapless or spaghetti straps)
- Professional sweaters & cardigans
- Professional shoes & boots



- Name tags worn on outer layer
- Professional trousers
- Professional dresses & skirts (no shorter than 2-3 in. above knees)
- Professional shirts & tops (covering shoulders & upper arm)
- Professional sweaters & cardigans
- Professional jackets & coats
- Professional closed toed shoes



- Hats, caps, hoods, & bandanas (exceptions for religious or cultural reasons)
- T-shirts
- Accessories with a message
- Tops that do not cover shoulders, cropped to show the waist, & see through
- Skirts over 2-3 in above knees & long slit up leg
- Jeans or denim, cargo pants, cropped trousers, & leggings
- Sneakers, tennis shoes, sandals & flip flops

## Our Uniforms

Our staff, volunteers, and Ocean Leaders wear uniforms in order to represent the organization, be clearly identified for the roles they fill, and generate excitement for the services we provide. A polo shirt with a distinct color is issued to the individuals filling one of these roles. This helps our community members, participants, and supporters build an understanding for what these roles are and ways they can engage with them. The assigned colors are as follows:

 **Staff Polo Color**       **Volunteer Polo Color**       **Ocean Leader Polo Color**  
**During Programs (Classroom and Field):**

### San Diego

### BAHIA



- **Always**
  - Lanyard w/ID badge on outer layer
  - Ocean Discovery polos
  - Black trousers & capris (no jeans/denim, rips, tears, & fading)
  - Closed toed shoes or boots
- **Field:**
  - Grey Ocean Discovery hat (required)
  - Water bottle
  - Lightweight black field pants are acceptable
  - Black shorts (no shorter than 2-3 in. above the knee)
- **Cold/Wet Conditions (Optional):**
  - Ocean Discovery outer layers only (windbreakers available)
  - Plain undershirts short & long sleeve (grey only)
- **Field**
  - Field pants, capris, and shorts (appropriate length)
  - Closed toed shoes & boots
  - Lightweight long & short sleeve shirts (no tank tops, cut offs, etc.)
  - Hats, sunglasses, & water bottles
  - Bathing suits permitted during water activities only
- **Non-Field**
  - Clothing with appropriate coverage (skirts, sun dresses, shorts, tank tops, etc.)
  - Shoes & flip flops (no bare feet at any time)

## AmeriCorps Gear

- Polos (not t-shirts or sweatshirts) may be worn at the office & during service days.
- Lapel pins can be worn at any time.

## Grooming and Hygiene

While at work and during activities coordinated by Ocean Discovery, we have the following expectations:

- Cleanliness and neatness are maintained at all times.
- Clothing is clean, pressed, and in good condition.
- If makeup is worn, it is worn in moderation.
- Hair is well groomed, pulled back from eyes and face.
- Facial hair is clean, trimmed, and well maintained.

Employee's should bring any questions to their supervisor or the Office Manager.

## **OFFICE SPACE & SHARED SPACE**

It is important to maintain a neat and professional working environment. We often have donors and board members visiting and we want to maintain the best appearance possible.

Ocean Discovery Institute reserves the right to open and inspect desks, cabinets and shelves, as well as any contents, effects, or articles in desks, cabinets or shelves. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by a supervisor, manager, or security personnel designated by Ocean Discovery Institute.

Prohibited materials, including weapons, explosives, alcohol, marijuana, and illegal drugs or medications, may not be placed in a desk, cabinet or shelf. Employees who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, up to and including termination. Ocean Discovery Institute is not responsible for any articles that are placed or left in a desk, cabinet, or shelf that are lost, damaged, stolen or destroyed.

To ensure proper usage of its systems, Ocean Discovery Institute reserves the right to monitor and record all internet usage to ensure appropriate use including, but not limited to, each website and chat or newsgroup visited, email messages sent or received, and each file transfer into and out of Ocean Discovery Institute's internal networks. In addition, please be aware of the following:

## **YOUTH INTERACTION**

The welfare, well-being, and experience of our students while participating in Ocean Discovery Institute programming or events is of the highest priority. Therefore, all employees, agents, and volunteers who interact with students will be made aware of their level of responsibility and trained to act as it pertains to student welfare, well-being, and overall experience. The aforementioned individuals should report any violations or potential risks immediately to management.

## **VEHICLE USAGE**

When using Ocean Discovery Institute vehicles, all operators will comply with all applicable motor vehicle laws, regulations and rules including speed limits. Seat belts must be used at all times. Employees keeping company cars overnight are responsible to have the vehicle at the Living Lab when it opens unless prior approval has been given for late arrival. Vehicle doors must be locked when not occupied or in use. There shall be absolutely no smoking and/or drinking of alcoholic beverages while driving a vehicle. Drinking and eating in the vehicle should be avoided except in the case of extended travel (e.g. college trips, BAHIA).

### **Authorized Users**

Vehicles are for the sole purpose of providing transportation for students, employees, and others conducting official business of Ocean Discovery Institute. Vehicles may not under any circumstances be operated for personal use at any time, nor be operated by anyone except the duly authorized employee operator. The use of Ocean Discovery Institute vehicles will be restricted to those employees who have:

1. demonstrated and maintain a clean driving record,
2. appropriate license classification,
3. successfully completed vehicle training, and
4. been added to the company automobile insurance policy.

### **Accidents**

Employees are expected to report any accidents or traffic violations (whether in their personal vehicle or an Ocean Discovery Institute vehicle) that may affect their driving record. Employees are expected to report any accidents or traffic violations that involve an Ocean Discovery vehicle, employees, or youth immediately. Employees must follow all vehicle safety policies outlined in the Policy Guide (See FS 9.4.5 Vehicle Safety). In case of injuries, operators should secure any necessary assistance for passengers immediately. They should notify their supervisor and call local police for an official report. Secure the name, address, phone number, and insurance carrier of the person operating any other vehicle involved. Any damages to the vehicle must be reported to the Facilities Operations Manager.

Employees may have their driving privileges revoked at any time and/or be held accountable for any damages that are unreported or are the result of reckless or irresponsible driving practices. Losing the ability to drive may result in reassignment of duties or termination of employment.

### **Insurance**

Ocean Discovery provides insurance coverage for authorized operators at no cost to the employee. Operators will carry proof of coverage in the vehicle at all times (policy or similar documentation). Insurance is assigned to individual drivers. It is subject to cancellation for all operators for infractions of the law by individual operators at the discretion of the Director of Finance & Administration.

### **Maintenance**

Employees operating Ocean Discovery Institute vehicles will be responsible for following all vehicle use protocols.

### **Personal Vehicles**

Employees and volunteers are permitted to use personal vehicles to execute Ocean Discovery Institute related tasks.

When driving a personal vehicle, employees and volunteers must:

1. Agree to do so voluntarily and at their own risk, and sign waiver and a "hold harmless agreement".
2. Possess a valid driver's license and be at least 18 years of age.
3. Have at least a minimum automobile liability insurance as required by the state of California. California financial responsibility requirements/auto liability insurance with limits are at least \$100,000 for injury/death to one person/ \$300,000 for injury/death to more than one person. Ocean Discovery Institute does not provide collision or comprehensive coverage on private use vehicles. Collision coverage is intended for damage that results to a vehicle from striking into another vehicle or object. Comprehensive coverage is intended to cover for a loss due to fire, theft, vandalism and other non-collision types of damage.
4. Follow the same vehicle and transportation procedures for operating an Ocean Discovery Institute owned vehicle (as noted above).

## **TECHNOLOGY USAGE**

Ocean Discovery Institute provides employees with a computer system, internet access and voicemail to support high quality performance of all job functions. It is the responsibility of each employee to ensure that this technology is used for proper purposes and in a manner that is responsible. In addition, employees are asked to use care when operating, maintain equipment, and assume personal responsibility for any damages caused as a result of negligence.

All data that resides on Ocean Discovery Institute systems is considered property of Ocean Discovery Institute and any unauthorized access or distribution is prohibited. Employees have no expectation of privacy when using Ocean Discovery Institute's technology and understand that Ocean Discovery Institute may monitor or control such usage. Any computer equipment that is taken home for work purposes must be secured at all times, and cannot be left unattended in the employee's vehicle under any circumstances.

Additionally, staff should limit the use of social networking sites (Facebook, LinkedIn, Twitter, etc.) to work-related use only during work hours. Personal social media usage should be limited to personal time only (e.g. break periods, outside of work). To limit distractions from the aforementioned sites and applications, staff are encouraged to turn off non-essential notifications. Staff are prohibited from watching/streaming videos, movies, etc. for entertainment purposes during work hours

### **Network Terms of Use**

Misuse of Ocean Discovery computing accounts or computing infrastructure is not tolerated. Generally, behavior considered unacceptable if done without a computer is also unacceptable if done using a computer. Examples of misuse include, but should not be construed as being limited to: harassment, unauthorized hacking of computing systems, denial of service attacks, spoofing of identity, chain letter distribution, solicitation of non-Ocean Discovery business and obscene language or material. The confidentiality, security and integrity of Ocean Discovery data and computing infrastructure must be maintained at all times by Ocean Discovery personnel. Any smart phone, computer, or tablet used to access staff services provided by Ocean Discovery Institute, regardless of who owns the device, must be protected by a passcode or pin, ensuring that the password used is strong. This obligation continues beyond the termination of the individual's relationship with the organization.

### **Cell Phone Use**

Ocean Discovery Institute encourages all employees to use company issued office phones and equipment for all business related communication. It is the employee's responsibility to establish communication practices with the support of their supervisor that meet this expectation. However, it is understood that use of a cell phone to conduct company business may be required to perform work duties from time to time. In such case, employees may submit for cellular minute and texting reimbursements, receive a monthly stipend for use of a personally-owned phone, or be issued a company phone.

For occasional use of personally-owned phone to make calls and text, employees may request cellular minute or texting reimbursements using a "Cell Phone Reimbursement Form". Data use is not applicable for reimbursement.

Employees who hold positions that require heavy contact with clients outside regular office hours may receive a monthly reimbursement for business-related costs incurred when using their personally-owned cell phones or will be issued a company cell phone. Any reimbursements will be considered a non-taxable fringe benefit to the employee. Reimbursement rates for use of a personally-owned cell phone must be less than the individual's monthly phone bill and therefore has been set at \$20 per month.

An employee who may qualify for either plan option will be approved by Office Manager in consultation with their supervisor, work in a full-time, exempt capacity and generally meet most or all of the following criteria:

- Needs to have access to email and ability to respond to urgent matters.
- Spends a large amount of time working out of the office.
- Needs to be available for emergencies (i.e. facilities and technology, staff or student emergencies, etc.).
- Needs to be in constant contact with external individuals outside of regular office hours.

Employees have no expectation of privacy when using company issued cell phones and understand that Ocean Discovery Institute may monitor or control such usage. All company issued cell phones must be answered with the greeting "Ocean Discovery Institute, this is name". Voicemail greeting will need to say "You have reached name with Ocean Discovery Institute. Please leave a message and I will get back to you as soon as possible."

Employees abide by the following cell phone (company or personally-owned) use guidelines while performing work duties:

- Use care when operating, maintain equipment, and assume personal responsibility for any damages caused as a result of negligence (see Technology Usage policy).
- Report any job function changes that increase, significantly reduce, or eliminate the need for a company cell phone or reimbursement (monthly or occasional) to their supervisor within 5 business days of this change.
- Utilize hands free options or avoid use while operating a motor vehicle, machinery or in other dangerous situations.
- In addition, if using a personally-owned phone,
  - Notify Office Manager if their service plan cost falls below the reimbursement amount, as reimbursements cannot exceed service plan costs.
  - Secure cellular service and equipment and assume responsibility for vendor terms and conditions. This includes termination clauses and any charges associated with the cellular service and device.
  - Communicate any limitations such as service features and areas (office, travel, or home) or access to working device that may influence ability to meet communications expectations with their supervisor.
  - Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either Ocean Discovery Institute or the Internal Revenue Service.

## **PROBLEM-SOLVING**

Ocean Discovery Institute values open discussion of concerns and problems as they arise. If informal discussion fails to resolve a situation, the employee, Office Manager, and the Executive Director shall hold a formal meeting, with discussions summarized in a brief memo.

If a satisfactory resolution is not reached, the employee may request, in writing to the Office Manager, a meeting with the Board Chair, who will attempt to resolve the complaint in concert with the Executive Director. An effort will be made to provide employees an opportunity to raise their questions or problems in confidence. Ocean Discovery Institute will make every effort to investigate and settle an employee's problem on a fair and equitable basis. Resolution of the complaint will be documented in the employee's personnel file.

## **PROFESSIONAL DEVELOPMENT**

In line with the organizational values, Ocean Discovery Institute encourages and supports each employee's effort to build new knowledge, skills, and capacities for their own professional development and for the betterment of service to Ocean Discovery Institute youth participants. In support of professional development, individuals may be asked to attend professional meetings and conferences, to read professional journals, and to participate in selected Ocean Discovery Institute events. In addition, employees are encouraged to identify other opportunities for personal growth. When such opportunities closely align with organizational goals but are more for the benefit of personal growth and funds permit, Ocean Discovery Institute will consider covering some or all of the cost of registration and travel fees to attend such programs. Specific requests for financial support and/or time to attend specific development opportunities should be presented to the employee's supervisor for approval in advance.

## **POWER MANAGEMENT WORKSHOP (PMW)**

At Ocean Discovery Institute, we utilize the Power Management Workshop as designed and taught by OTC International to most effectively use our time, maximize efficiency, and help employees maintain a healthy life/work balance while producing extraordinary results. Employees will receive training in how to use this system, and a variety of supports to enable them to be successful. All employees will also be required to adhere to the principals and tools of this system,

including email management, note taking, and maintaining a clean and organized desk. To that end, Ocean Discovery Institute may conduct inspections of all work areas, email, and calendars to ensure compliance with these principles.

## **SCIENCE OF HEALTH**

Ocean Discovery Institute takes a holistic approach to education. We ground this in Maslow's "Hierarchy of Needs" ensuring the basic needs -- physiological and safety (including food, water, physical health, and stability) -- of the youth we serve are met during their participation in our programs in order to maximize student achievement and fulfillment. We also understand that we can play a strong role in helping our youth establish patterns of healthy behavior to meet these needs during a time in which they are building habits that can last a lifetime.

Ocean Discovery Institute is committed to creating a culture of wellness that supports and builds healthy habits for our youth, community, and staff. To do so, we promote healthy eating, encourage physical activity, and foster mental well-being through education about the benefits of healthy choices, providing opportunities to engage in healthy practices, and offering resources to support healthy lifestyles. We make decisions around these supports based on scientific research and evidence that demonstrates their critical benefits, the science of health. While healthy choices and habits are the personal responsibility of each staff member, when working with or around participants and community members, staff should make choices that reflect our commitment to wellness.

To promote healthy eating, Ocean Discovery Institute provides food during programs and staff or organization functions (e.g., celebrations, birthdays, etc.) that adheres to the United States Department of Agriculture's "MyPlate" guidelines. Desserts are only provided on special occasions (e.g., cultural significance, birthdays, etc.) with an attempt to make them healthy options (e.g., baked apples, reduce sugar in half or use alternatives) and that they do not exceed daily consumption recommendations of sugars, salts, and saturated fats. Staff are encouraged to meet these same guidelines when providing food as an act of kindness (e.g., muffins in the kitchen) and planning their own meals.

To encourage physical activity and foster mental well-being, active breaks and activities that target socio emotional learning (e.g., mindfulness practices) are integrated into programs. Staff are encouraged to take active breaks, participate in physical programming, and integrate other mental wellbeing activities into achieving work outcomes (e.g., meditation, reflection, celebrating successes).

To support healthy lifestyles among our staff, Ocean Discovery Institute offers staff the opportunity to join community initiative programming which include exercise or cooking classes as well as other break activities (e.g., yoga). If a program that staff choose to attend occurs during their regular work hours, they will be paid for that time. If the program occurs outside of their regular work schedule (e.g., Saturdays or evenings) staff may elect to join voluntarily. Hourly employees may choose to extend their non-paid lunch break to join voluntarily for activities provided solely to staff during a workday (e.g., yoga, etc.).

In summary please refer to the below table as a guide:

	<b>Required</b>	<b>Encouraged (not required)</b>
<b>Healthy Eating</b>	<ul style="list-style-type: none"> <li>• MyPlate used in programs, meetings, organization sponsored events.</li> <li>• Food provided for out-of-school programs that are &gt;2-3hrs.</li> </ul>	<ul style="list-style-type: none"> <li>• MyPlate used to guide acts of kindness and personal choices.</li> </ul>
<b>Physical Activity</b>	<ul style="list-style-type: none"> <li>• Active breaks are incorporated for programs longer &gt;2-3hrs.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in programs and activities aimed at physical health.</li> </ul>
<b>Mental Wellbeing</b>	<ul style="list-style-type: none"> <li>• Programs integrate practices/components that target socio-emotional learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Mental wellbeing activities integrated into achieving work outcomes (e.g. meditation, reflection, celebrating successes).</li> </ul>
<b>Other</b>		<ul style="list-style-type: none"> <li>• Integrating healthy eating, physical activity and mental wellbeing into personal self-care.</li> </ul>

## **SUSTAINABILITY**

As an organization whose mission is to develop future conservation leaders, we are committed to protecting, preserving, and managing the natural resources and environment within our domain.

The Living Lab is a zero net energy facility, and is operated in the most energy efficient manner without endangering public health and safety and without diminishing the quality of our programs. In addition to energy conservation, Ocean Discovery Institute is also committed to water conservation, waste reduction, and purchasing environmentally preferable products and services.

We are fully committed to waste reduction and recycling as a means of environmental sustainability, resource conservation, and adherence to state and federal laws. We apply a "waste hierarchical approach" to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill. Staff education is provided as needed to address misconceptions and/or improper implementation of this approach.

## **COMMUNITY VOLUNTEERISM**

**Ocean Discovery Institute** does not pressure staff to volunteer to complete their assignments or support other departments. However, at times, employees may choose to volunteer their time to support efforts outside their assigned duties to build a deeper connection with the participants, community, and initiatives. Ocean Discovery Institute encourages and supports volunteering activities of the staff in City Heights and beyond. Due to Ocean Discovery Institute's unique role in the community, employees are requested to inform the Executive Director of any affiliations such as directorships, fiduciary appointments, or other responsibilities with other agencies or grant makers.

## **ADVOCACY**

Ocean Discovery Institute addresses a series of critical social justice and socioeconomic issues that require ongoing dialogue with political officials, business interests, and community groups. In this effort Ocean Discovery Institute values diversity of all kinds, including a diversity of political opinions and affiliation among its employees, volunteers, donors, and participants. The aforementioned individuals are entitled to voice their opinions and participate in political activities, as long as they are not claiming to speak on behalf of Ocean Discovery Institute.

In adherence with U.S. legislative code 26 U.S.C. 501, Ocean Discovery Institute does not donate to, participate or intervene in, any political campaign on behalf of (or in opposition to) any candidate for any political office (federal, state,

or local). However, we are dedicated to educating the public on the issues most pressing to our work and advocating for the resources and policies that will support our mission and the youth we serve.

Lobbying will be defined as attempting to influence legislation, action by congress, state legislature, any local council, or similar governing body with respect to acts, bills, resolutions, or similar items, or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. If Ocean Discovery Institute determines lobbying efforts would greatly benefit the organization, we will not exceed the allowable limits for 501c3s and follow reporting requirements as established by the Internal Revenue Service. All employees planning on participating in lobbying activities must report such actions to the Director of Finance and Administration.

## **SOLICITATION**

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, drives, the collection of money or for any other unauthorized purpose anywhere on Ocean Discovery Institute property during work time, especially those of a partisan or political nature. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Ocean Discovery Institute may not solicit or distribute literature on Ocean Discovery Institute'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 Executive Director or his or her designee.

## **FAMILY MEMBERS AND PETS**

Children of Ocean Discovery Institute employees are welcomed to join for community programs and utilize facility space in accordance with Program and Facility policies and guidelines. Employees are not to have family members in their office space for an extended period. Family members of employees will need to follow all rules and agreements in place for involvement in volunteering, events, etc. such as but not limited to the signing of waivers.

Animals are not permitted inside the Living Lab or anywhere on site.

Exceptions:

1. Assistance animals trained to assist a physically impaired person in one or more daily life activities, including but not limited to Guide Dogs for the Blind, Companion Dogs for the Deaf, Canine Companions for Independence, or those associated with a comparable nationally recognized organization.
2. Animals under guidance and control of staff for the purpose of research or other educational endeavors.

## **COMPENSATION AND BENEFITS**

Ocean Discovery Institute has developed a comprehensive set of benefits to supplement our employees' regular wages. This handbook describes the current compensation and benefit plans maintained by Ocean Discovery Institute. Please refer to the individual plan documents and summary descriptions if you have specific questions regarding the benefit plan. Ocean Discovery Institute reserves the right to alter, modify or eliminate its benefit plans at any time, as well as to administer and interpret all aspects of such plans to the fullest extent of discretion permitted by applicable federal or state law.

Full-time employees (30+ hours per week) are eligible for benefits, such as medical and dental. Ocean Discovery Institute covers premiums of a single policy (employee only) for full-time employees who choose to enroll. Part-time employees (15-29 hours per week) do receive all legally mandated benefits (such as Social Security, Workers Compensation insurance), however Ocean Discovery Institute does not provide additional benefits. Part-time employees

may elect to enroll in benefits as at their own expense. All employees have the option to add dependents to their plan at their own cost. All employees are oriented to benefits that apply via the Personnel Handbook and supplemental materials during recruitment and intake processes.

**COMPENSATION**

Ocean Discovery is committed to ensuring that our compensation program is directly linked to our Mission & Vision and Values.

The goal is to attract, retain, and engage a diverse, talented, dedicated workforce that has a deep understanding of the communities we serve by creating a welcoming and supportive environment, positive work experiences, work-life effectiveness, career growth opportunities, and competitive compensation and benefits that value both relevant lived and work experience.

The following is our strategy for how pay will be determined, managed, and communicated:

<b>Market Definition</b>	Ocean Discovery competes against a variety sectors for talent. Market is defined for each position based on factors such as competitive industries (NGOs, school districts, government, philanthropy, and/or academia, depending on role) and geography. For most staff positions, we define “market” as the local metropolitan or regional market where programs are based. For example, the San Diego metropolitan or regional market for employees of our City Heights operations.
<b>Competitive Positioning</b>	Salary ranges are determined using data on salary ranges of relevant positions within our market. Availability of financial resources may also influence our ability to target pay at these levels. When significant differences exist between our pay and the market, the need for adjustment is assessed to maintain competitiveness.
<b>Internal Value</b>	Ocean Discovery’s pay ranges consider responsibilities, knowledge, and experience required and organizational impact of positions. Relevant lived experience in or experience working with communities traditionally excluded from science due to race, income status, and educational opportunity is valued. In addition, technical skills, other experience, and institutional knowledge are valued.
<b>Link to Performance</b>	High performance is both an expectation and necessity within Ocean Discovery and is recognized and rewarded. Salary increases are considered at least annually and based on the position in salary range and performance factors, including demonstration of our Core Competencies and demonstration of alignment to Ocean Discovery’s Mission & Vision and Values.
<b>New Hire Pay</b>	Starting pay is generally between minimum and midpoint for new hires or developing employees. Individual pay is adjusted as performance is demonstrated and sustained at increasingly competent levels over time. With approval, experienced employees with critical skills may be hired above this guideline.
<b>Communication and Openness</b>	Ocean Discovery advocates an open and transparent compensation program that achieves clarity for all. However, managers and supervisors are mindful that information about individual pay levels and pay decisions are sensitive and private.
<b>Professional Growth</b>	Ocean Discovery supports career development through meaningful work assignments, mentoring and coaching, and learning opportunities to increase capabilities, expand responsibilities, and grow professionally.
<b>Pay is a Package</b>	Compensation is a total rewards package. In addition to pay rate, other elements include: health and dental benefits, work-life effectiveness (paid holidays, opportunities for flexible schedule or remote work, etc), recognition, annual personal professional development budget, and talent development. Pay rate may be adjusted for positions where all or some of these elements are not applicable (e.g., part-time employees).
<b>Administration</b>	Our compensation program strives to be simple and easy to understand and administer. Ocean Discovery will conduct a formal assessment at least every three years. In addition, our compensation program may be reviewed at any time to respond to changes in the market place or support organizational priorities and needs.

**Governance**

Human Resources works with leadership to maintain fair and consistent salary administration practices in compliance with all applicable local, state, and federal laws and requirements of regulatory agencies. Human Resources is available to staff for questions about this philosophy and strategy, including benefits (e.g., company provided health insurance or rights guaranteed by law), when your personal circumstances change (e.g., having a child, need to accommodate a disability), or questions about professional development or advancement opportunities.

Based on the above, compensation surveys are conducted regularly to manage wages and Ocean Discovery Institute provides a generous benefits package to compliment wages. Annually wages are assessed and may be adjusted based.

To complement employee wages, employees may be offered one or more of the following benefits as part of their package:

- Paid holidays
- Paid vacation which increases with tenure (full time)
- Paid maternity/paternity leave to bond with child for eligible employees
- Optional 401K retirement plan with match
- Medical and dental coverage (full time)
- Professional development opportunities such as trainings, coaching, and conference attendance
- Flexible work schedules based on tenure

The procedures used to compensate employees are documented and reviewed by the Executive Team and the Board of Directors. The above mentioned compensation package may be changed at any time based on new laws, changes in the non-profit sector, and organizational financial constraints.

The compensation of the Executive Director is managed separately by the Board of Directors as part of the annual Executive Director Review process.

**VACATION (VAC)**

Ocean Discovery Institute believes it is important to take time off for rest, relaxation, and rejuvenation. A flexible time off policy is intended to build bonds of trust in working relationships, as employees are encouraged to plan in accordance with critical project work and deadlines, and program demands. Based on employment status, employees will either personally manage (exempt) or accrue (full-time hourly non-exempt) vacation time as outlined below. Accrual and taking of paid time off for either exempt or non-exempt employees will be effective the first of the month following a 60-day waiting period.

Vacation shall be requested by the employee in advance (at least 2 weeks) and is subject to supervisory approval and "Leave of Absence" maximums. If an employee's performance declines significantly due to abuse of this policy, Ocean Discovery Institute reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate. Time off due to illnesses and/or injury or leaves covered under California State Laws are handled separately. Ocean Discovery Institute retains the right to alter personal time off requests due to heavy workloads. Pay in lieu of vacation is not made, except in the case of termination of employment (non-exempt employees).

**Exempt Employees**

While exempt employees do not accrue vacation, at Ocean Discovery Institute we believe that exempt employees should take responsibility for managing their own time and collaborate and communicate frequently with their department to support one another whenever possible with their workload. To that end, we've adopted a time off

policy in which full-time, exempt employees may take vacation or holidays (other than observed) at their own discretion knowing that requested time off must be approved by their supervisor and will increase with tenure.

If an employee's performance declines significantly due to abuse of this policy, Ocean Discovery Institute reserves the right to review the employee's use of this policy and determine if restriction, discipline, or termination is appropriate.

**Non-Exempt Employees at 30+ Per Week**

Non-exempt employees who are not seasonal or temporary and who regularly work 30+ hours per week are considered full-time employees and will accrue paid vacation based on "Years of Service". To determine vacation accrual rates, "Years of Service" are counted from the employee's initial hire date as. Vacation accrues according to the following table:

<i>Length of Service</i>	<i>0-2 years</i>	<i>Over 2 years – 4 years</i>	<i>Over 4 years – 6 years</i>	<i>Over 6 years</i>
<b>Accrual Rate (per pay period)</b>	0.77 hours	1.54 hours	3.08 hours	4.62 hours
<b>Total Annual Hours (approx.)</b>	20	40	80	120

Vacation accrues during periods of work, sick time, and vacation. Vacation is credited at the end of each pay period. No vacation accrues during periods of leave with or without pay, including periods of short-term disability, long-term disability, Workers' Compensation, or when using other state or federally sponsored wage replacement periods.

The accrued hours are noted on an employee's paycheck and can be viewed via their personal Paychex account. Employees may not use vacation before accrued. If time off is needed and the employee has not accrued the equivalent vacation, the employee may take unpaid leave with the approval of their supervisor. Vacation time is subject to "Leave of Absence" maximums. Each employee, as her or his workload permits, is afforded the flexibility to use vacation accrued for holidays not covered by the "Holidays" policy below. Upon supervisor approval, vacation accruals can also be used for other absences (e.g. disability, personal, etc.) when available "Paid Sick Leave" hours have been used (where applicable).

Employees are encouraged to use all accrued vacation in the fiscal year it is accrued. No employee may carry forward into any year more than 180 hours. Whenever the vacation allotment reaches the maximum allowable, the accrual will be suspended until the employee uses the hours and brings the total accumulated vacation time below the maximum. At that time, vacation accrual will resume. The employee is not credited any vacation not earned due to having reached the 180-hour accrual maximum.

At the termination of regular employment with Ocean Discovery Institute, employees receive a lump sum payment at their current rate of pay for their accrued vacation. An approved leave of absence without pay is not a termination of employment and a lump-sum payment of accumulated vacation is not provided when an employee takes leave without pay.

If an employee changes from one full-time position to another full-time position at Ocean Discovery Institute they will retain their accumulated vacation accruals and years of service will continue uninterrupted. If an employee terminates employment and is hired later, their years of service will restart at zero.

**Non-Exempt Employees at Less Than 30+ Per Week:**

Seasonal, temporary, or employees regularly working less than 30+ hours per week do not accrue paid vacation, however they may take unpaid leave with the approval of their supervisor.

## HOLIDAYS (HOL)

Ocean Discovery observes and is closed on the following national holidays and time periods:

Observed Holiday	Date
New Year's Day	January 1 <sup>st</sup>
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 <sup>th</sup>
Winter Break	Varies, duration is confirmed annually. Example: Day after Christmas to New Year's Eve

Full-time employees are eligible for holiday pay (8 hours) per observed holiday. If an eligible employee is required to work a holiday, they may choose to receive holiday pay in addition to their worked time or float the holiday within the same pay period. Holidays do not accrue or factor into overtime. For holidays not observed by Ocean Discovery, employees may choose to use accrued vacation time or unpaid time off as their workload permits and upon supervisor approval.

## PAID SICK LEAVE (PSL)

In accordance with the California Healthy Workplaces, Healthy Families Act, and the San Diego Minimum Wage and Earned Sick Leave Ordinance, O-20390, Ocean Discovery Institute provides paid sick leave (PSL) to eligible employees. All employees (including part-time and temporary) who work more than 30 days in a calendar year in California and at least 2 hours within the geographical boundaries of the City of San Diego are eligible to accrue PSL. Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of their own illness or an illness of their family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in *loco parentis*. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

All eligible employees will be allotted five PSL days (40 hours) per calendar year (January 1-December 31). At Ocean Discovery Institute, PSL days are not accrued on an as-worked basis, but rather are allotted to the eligible employees on January 1 each year for the calendar year. PSL days do not carry over from year to year, cannot be used for purposes not outlined above, and are not subject to pay out at the end of year or upon termination of employment. Eligible employees may use PSL beginning on the 60th day of employment. PSL may be taken in minimum increments of one hour. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. In accordance with Ocean Discovery Institute Payroll & Timekeeping policies, employees are required to indicate paid sick leave hours (PSL) on timesheets.

## **EMERGENCY/OTHER UNANTICIPATED BUILDING CLOSURES (OTR)**

In the event of an emergency or closure due to hazardous conditions, employees will be oriented, trained and adhere to the applicable policies and the procedures to support. In addition, employees will defer to the Manager on Duty or employee with the highest-level authority during emergencies and are encouraged to call 911 anytime they feel emergency services may be required. All emergencies and closures will be documented and retained for future review and actions when such follow up is required.

Ocean Discovery Institute will compensate employees for scheduled hours when company-wide closures occur. Ocean Discovery Institute will abide by provisions outlined in the state wage order, which may preclude hourly employees from receiving pay due to noted exceptions (e.g. failure of public utilities).

## **REPORTING TIME PAY**

California employers are permitted to cancel any employee's shift without penalty as long as the employee has not reported to work (by phone or in person). If an employee has shown up to work, the California "Reporting Time Pay" law says they must receive pay for at least half their regular hours.

If an employee's typical shift is less than four hours, California reporting-time law requires that the employee be paid a minimum of two hours at the employee's regular rate of pay. On the flip side, if an employee's typical shift is more than 8 hours and the employee only learns same-day whether they are scheduled, the employee is only entitled to a maximum of four hours pay in reporting-time penalties.

## **JURY AND WITNESS DUTY LEAVE**

Full-time employees summoned for jury duty are granted a paid leave in order to serve if they give reasonable advance notice to their supervisor that they will need time off to serve. Full-time employees summoned for jury duty will receive their regular wages, less jury pay, for each day they serve, up to a maximum of two (2) weeks, but no more than 40 hours per week for hourly employees. Additional jury duty beyond two (2) weeks will be unpaid (unless the employee chooses to apply available vacation to the absence). Ocean Discovery Institute reserves the right to request proof of jury service issued by the Court.

Employees who wish to make court appearances in their own litigation should make advance arrangements to request unpaid time off or vacation time for such appearances.

## **VOTING LEAVE**

Ocean Discovery Institute believes that every employee should have the opportunity to vote in any state or federal election, general primary, or secondary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. Notify supervisor of voting leave request as soon as possible. Upon return from voting leave, employee must present a voter's receipt to their supervisor.

## **MILITARY LEAVE**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in a state military service will be given the necessary time off and reinstated in accordance with federal and state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible

or unreasonable. This time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Military leave of absence will be granted to full-time employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

Any available vacation may be used for this leave if the employee chooses. Benefits may continue to accrue during the period of leave in accordance with state and federal law. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

### **VOLUNTEER EMERGENCY EMPLOYEE LEAVE**

If employees volunteer time as a firefighter, reserve peace officer, or emergency rescue personnel, they may be entitled to unpaid leave to perform emergency duty. If employees qualify for this type of leave, they may use available vacation during their leave. Time spent on this leave counts for purposes of determining “length of service”. However, employees will not accrue benefits.

### **BEREAVEMENT LEAVE**

Full-time employees are eligible for three paid days for the death of an immediate family member. In California, members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, children, children of registered domestic partners, grandchildren, grandparents, parents-in-law, and parents of registered domestic partners. Consideration will be given to requests for additional leave without pay. Please make any requests to direct supervisor.

### **DOMESTIC VIOLENCE VICTIM LEAVE**

Employees who are victims of domestic violence may take unpaid time-off to appear in court to attempt to obtain relief for themselves or their child. If desired, employees may use any available vacation. Reasonable notice must be given to their supervisor before appearing in court.

### **CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

The State of California requires employers of 5 or more employees to provide unpaid, job-protected leave of up to 12 workweeks in a 12-month period for one of the following purposes:

- the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee;
- to care for a child (including an adult child over 18 years of age), parent, grandparent, grandchild, sibling, spouse, or registered domestic partner who has a serious health condition;

- because of an employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions; or
- because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child, or parent in the United States Armed Forces.

Employees are guaranteed a return to the same or comparable position to the extent that the employee would have remained in that position if they had been continuously employed during the CFRA leave. To be eligible an employee must have more than 12 months of service with Ocean Discovery Institute and have worked at least 1,250 hours for Ocean Discovery in the 12-month period before leave begins. Part time employees may take leave on a proportional basis. A 12-month period begins on the date of the employee's first use of family and medical leave. Successive 12-month periods are measured on a "rolling" basis measured backwards from the date an employee uses any qualifying leave under this policy. Employees must request leave in writing at least one (1) month prior to the start of the leave when the need for the leave is foreseeable and soon as practical when leave is unforeseeable. The CFRA can be taken in conjunction with Paid Family Leave (see below) and can be taken in addition to Pregnancy Disability Leave. Ocean Discovery Institute will continue to cover benefits coverage and the employee will need to continue to pay for elected dependent coverage during leave.

Family and medical leave is unpaid, unless employee meets the eligibility requirements of either California Disability Leave (SDI) or California Paid Family Leave (PFL). Paid Family Leave provides for up to eight (8) weeks of leave via employee contributions through SDI. The Company may require employee to use accrued paid leave (such as vacation or sick leave) to cover some or all of the family and medical leave where allowed by applicable federal and state laws. The use of paid time off will not extend the length of a family and medical leave.

Employees who receive group health insurance benefits from the Company will continue to receive the normal contribution toward the health insurance premium for a maximum of twelve (12) weeks during any CFRA leave taken during any 12-month period. The employee is required to continue to make the employee's normal premium contribution during the entire leave of absence. Any insurance payment the employee is responsible for must be made to the Company by the first day of each month in which a premium is due. Failure to make any such payment will result in the cancellation of the benefit.

If the employee elects not to return to work after the expiration of the leave, the employee may be required to reimburse Ocean Discovery for all health insurance premiums paid by the Company during the leave.

Under most circumstances, upon return from family and medical leave, employee will be reinstated to their previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, employee has no greater right to reinstatement than if employee had been continuously employed rather than on leave. For example, if employee would have been laid off and had not gone on family and medical leave, or if employee's position has been eliminated during the leave, then you will not be entitled to reinstatement.

If employee is returning from family and medical leave taken for their own serious health condition but are unable to perform the essential functions of their job because of a physical or mental disability, the Company will attempt to accommodate employee. Use of family and medical leave will not result in the loss of any employment benefit that employee earned or was entitled to before using family and medical leave.

It is unlawful for the Company to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for the Company to refuse to hire or to discharge or discriminate against any individual for being involved in any proceedings related to family and medical leave.

## **PAID FAMILY LEAVE (PFL)**

The State of California may provide partial wage benefits to eligible employees for up to a maximum of eight (8) weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;
- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner

The Paid Family Leave Act provides benefits based on the past quarter earnings for up to eight (8) weeks in a 12-month period. To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse, or registered domestic partner with a serious health condition.

Employees are responsible for filing their claim for family leave insurance benefits and other forms promptly and accurately directly with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, internet, or in person. All eligibility and benefit determinations are made by the Employment Development Department.

Employees may not be eligible for PFL benefits from the State of California if they are receiving State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits. The PFL does not provide a right to leave, job protection, or return to work rights.

## **PAID TIME TO BOND WITH CHILD (PTBC)**

As an added benefit to full-time employees with 2+ years of service, Ocean Discovery Institute provides 120 hours paid time off to bond with a new child after birth or placement for adoption or foster care. This time may be taken consecutively or in increments of 1 hour and must be utilized within one year of the child's arrival in the home.

## **PREGNANCY DISABILITY LEAVE (PDL)**

Any employee who is disabled due to pregnancy, childbirth, or related medical conditions is entitled to an unpaid leave of absence for the period of disability, for up to a maximum of four months (17 and 1/3 weeks) for a full-time employee and pro-rated for a less than full time employee. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth, loss or end of pregnancy will all be counted against the pregnancy disability leave entitlement.

Any employee who plans to take a pregnancy disability leave must provide written notice of the date the leave is expected to commence and the estimated duration of such leave. Notice should be given at least 30 days in advance of the expected commencement date, if possible. The statement needs to include that due to the disability, the employee is unable to work at all or to perform any one of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to another person. The request for leave must be supported by a medical certification of disability. In addition, before the employee is reinstated, she will be required to provide a medical certification confirming she is able to resume the original job duties.

A written letter from the physician stating the estimated delivery date and any special accommodations necessary during the pregnancy should be submitted to our Office Manager.

Upon notification of pregnancy, Ocean Discovery Institute will assess the potential risks to the employee within the workplace, inform the pregnant employee of any identified risks, and discuss what protective measures will be put in

place to minimize or eliminate said risks. A pregnant employee seeking an accommodation due to the pregnancy should immediately contact our Office Manager.

An employee who returns to work immediately following the expiration of an approved pregnancy disability leave will be reemployed in her former position. As a general rule, employees will have no greater right to employment than they would have had if they had been continuously employed.

All pregnancy disability leaves are without pay by Ocean Discovery. Health benefits will continue to the same extent as they were prior to leave, for a maximum of four (4) months in a 12-month period. No additional benefits such as vacation, sick time, or holidays are earned during any unpaid portion of pregnancy disability leave. The employee may use any accrued vacation or sick time as part of the pregnancy disability leave before taking the remainder of the leave as an unpaid leave. The employee may also be eligible to receive state disability insurance for the unpaid portion of the leave (the employee is responsible for submitting the appropriate claim forms to the California Employment Development Department.) If the employee receives state disability insurance benefits, any vacation and/or sick time used will supplement the SDI payment so that the employee receives up to, but no more than, full compensation. Use of such paid leave benefits will not extend the period of approved leave.

## **LEAVE OF ABSENCE (LOA)**

Employers with less than 50 employees are not subject to the Family and Medical Leave Act. However, under special circumstances, full-time exempt employees may be granted a leave of absence without pay after above noted leaves have been utilized as applicable. The granting of this type of leave is normally for compelling reasons and dependent upon the written approval of the Executive Director.

A leave of absence may not exceed 12 weeks and conditions, as below, apply:

### **Conditions of a Leave of Absence**

- Must be requested in writing at least one (1) month prior to the start of the leave.
- Will be unpaid and without benefits, or benefits accrual, unless otherwise specified by law. Health insurance benefits for full-time employees will continue through the month in which the employee worked before commencing his or her leave. Health insurance will be available through employee paid COBRA starting the next month.
- Benefits will be reinstated to the extent permitted by the terms of the applicable benefit plans.
- Ocean Discovery Institute makes no guarantees that the position the employee held before this leave of absence will remain open during the leave period. In other words, there is no guarantee of reinstatement. If a suitable position is not available, termination of employment may occur.

## **LEAVE INTERACTION**

When applicable CFRA will run concurrently with other applicable leaves for a maximum of 12 weeks of leave. This includes but may not be limited to leave for an employee's own illness or injury and to care for qualifying family members. For the purpose of calculating the twelve (12) week maximum, any other qualifying disability leave, occupational disability leave or family leave taken during the twelve (12) month period will be included. Prior pregnancy disability leave will not be included in computing the twelve (12) week maximum under CFRA. The "twelve (12) month period" will be tracked forward from the first day of a certified leave of absence.

## **SOCIAL SECURITY**

During employment, employee and Ocean Discovery Institute both contribute funds to the federal government to support the Social Security program. Employees are covered under the provisions of the Federal Insurance Contribution Act (FICA) which provides benefits to eligible employees upon retirement or disability. Information about available Social Security benefits may be obtained from the nearest Social Security office.

## **UNEMPLOYMENT COMPENSATION INSURANCE**

Ocean Discovery Institute participates in the state unemployment insurance fund in order to provide unemployment insurance for all its employees. This fund is designed to pay for unemployment benefits in cases where the employee is out of work through no fault of his/her own. Claims for unemployment compensation are handled through the offices of the State Employment Development Department, which make an initial assessment of the claim, and then can hold hearings if there is a question or dispute about whether the employee is eligible for benefits. Employees are responsible for filing a claim for benefits.

## **ACCIDENT REPORTING AND WORKER'S COMPENSATION INSURANCE**

Every employee of Ocean Discovery Institute is responsible for safety. To achieve this goal, each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees should feel free to report, without fear of retaliation, any condition that they believe poses a safety, health or security risk in the workplace. Ocean Discovery Institute will investigate such reports promptly and thoroughly, and take appropriate corrective action to support this policy.

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to employees. On-the-job injuries, no matter how slight, must be reported immediately to an immediate supervisor or the Office Manager. Upon receipt of a report, it will be filed with the insurer and Ocean Discovery Institute will help coordinate any follow up actions or treatments. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a claim.

## **MEDICAL & DENTAL INSURANCE**

To assist employees with the cost of insurance Ocean Discovery Institute covers the full monthly medical and dental premiums of a single policy (employee only) for full-time employees (30+ hours per week) who choose to enroll. Full-time employees become eligible for medical and dental insurance effective the first of the month following 60 days of full-time employment.

Part-time employees (15-29 hours per week) may also elect to enroll in Ocean Discovery Institute's medical or dental plan, but premiums are pay-on-own and must be paid through a payroll deduction.

Employees may enroll in a single, a single plus one dependent, or a family contract for medical and/or dental insurance with Ocean Discovery Institute. Legal spouses, domestic partners, children, grandchildren, adult disabled children, and legal wards may be eligible for coverage if they meet certain eligibility requirements as specified by the carriers. Documentation to verify eligibility (such as marriage certificates, birth certificates, adoption documents, tax records, etc.) may be requested. Employees who elect to add a dependent will cover premiums on their own through a payroll, for their dependents, or for the balance of a family contract.

All employees are oriented to benefits that apply and are provided with supplemental materials during recruitment and onboarding.

## **BASIC LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT, & LONG TERM DISABILITY**

Ocean Discovery Institute provides all full time employees with Basic Life Insurance, Accidental Death and Dismemberment (AD&D), and Long Term Disability benefits. Additional information is provided during recruitment and intake.

## **401(k) QUALIFIED RETIREMENT PLAN**

Ocean Discovery Institute offers a 401K Qualified Retirement Plan for employees. Eligibility is at 1 month of service and the company sets up auto enrollment at an elective deferral amount of 1% of compensation invested in a default fund. Ocean Discovery matches 50% of the elective deferral, up to a company stop total of 1% of compensation 60 days after enrollment. The plan also has auto-escalation each calendar year, increasing the elective deferral by 1% annually, up to a stop total of 10%. Employees may make 401K deferral changes by accessing the Paychex Online Retirement Services Web site at [www.paychexflex.com](http://www.paychexflex.com) or by calling Paychex Employee Services at 1-877-244-1771.

Enrollment in the 401(k) plan is encouraged and the investment is recommended by financial professionals to build long-term retirement savings. Employees obtain a 401K educational pamphlet and a copy of the Summary Plan Description which contains the details of the plan, including eligibility and match benefit provisions, at time of hire and upon request.

## **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their beneficiaries the opportunity to continue health insurance coverage under Ocean Discovery Institute's health plan when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; an employee becomes entitled to Medicare; or a dependent child no longer meets eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Ocean Discovery Institute's group rate. Ocean Discovery Institute will notify the CalCOBRA Unit when an employee becomes eligible for coverage under its health insurance plan. Ocean Discovery Institute's benefit providers will send information on the plan directly to the employee.

## **PUBLIC SERVICE LOAN FORGIVENESS**

As Ocean Discovery Institute is a 501(c)3 non-profit educational organization, employees may be eligible for a federal direct loan forgiveness program. The Public Service Loan Forgiveness (PSLF) program was established to encourage individuals to enter and remain in public service jobs. The program allows eligible borrowers to cancel the remaining balance of their Direct Loans after servicing full-time at public service organizations for at least 10 years while making 120 qualifying monthly payments. Employees looking to take advantage of this benefit should do so early on to ensure they are taking the appropriate steps to do so. Information is available at [MyFedLoan.org](http://MyFedLoan.org), website link here:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

## **POLICY AGREEMENT FORM**

Members of the staff are hired to serve Ocean Discovery Institute and its students. Those who accept this position are expected to carry out their duties in a manner that inspires and assures confidence in Ocean Discovery Institute.

### **CONFIDENTIALITY**

It is understood and agreed between the employee and Ocean Discovery Institute that confidential information during employment and upon separation is not to be disclosed to other people outside of Ocean Discovery Institute or to other employees of Ocean Discovery Institute who do not have a legitimate need to know. Confidential information includes, but is not limited to Ocean Discovery Institute's policies, employee records, member records, donor information, and non-public foundation information and data.

### **INTELLECTUAL PROPERTY**

All work completed during employment by Ocean Discovery Institute regardless of employee category or status is considered the intellectual property of Ocean Discovery Institute.

### **CONFLICT OF INTEREST**

Employees have a responsibility to Ocean Discovery Institute. They may not engage in activities that might interfere with the discharge of this responsibility or in transactions that reasonably might affect the judgment they exercise on behalf of Ocean Discovery Institute. No Ocean Discovery Institute employee will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. Each employee has an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

I, the undersigned, have read, fully comprehend, and agree to the terms set forth in the above policies.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## PERSONNEL HANDBOOK ACKNOWLEDGEMENT FORM

This handbook contains general information and the policies and procedures that pertain to all employees at Ocean Discovery Institute. It does not, however, constitute a contract of employment. It is intended to provide personnel with a general understanding of Ocean Discovery Institute’s policies and should not be read as including the fine details of each policy, or as forming an express or implied contract or a promise that the items contained within will be applied in all cases.

Ocean Discovery Institute may add to the items listed in the handbook or revoke them from time to time. Ocean Discovery Institute reserves the right to alter organizational policies and practices at any time, without prior notice. Ocean Discovery Institute will try to keep the handbook current, but there may be times when an item will change before this material can be revised.

By my signature, I acknowledge that I have received a copy of Ocean Discovery Institute’s “Personnel Handbook” on the date indicated below. I also acknowledge that I have read and understand the contents of the handbook. Further, I agree to comply with the contents of the handbook (including any amendments) during my involvement with Ocean Discovery Institute. I acknowledge that this handbook replaces any similar document that may have previously been distributed by Ocean Discovery Institute.

I also acknowledge that this handbook is a general description of many important policies of **Ocean Discovery Institute** that may affect my employment, and that it is not intended to be an exhaustive listing of all such policies or procedures. **Employment with Ocean Discovery Institute is “at-will”** in compliance with California Labor Code Section 2922. This at-will employment means the employment relationship is for no definite period and may be terminated by Ocean Discovery Institute or the employee at any time, with or without cause or reason, and with or without notice. This at-will employment status may not be modified or changed in any way, including by any statement or conduct of any Ocean Discovery Institute official or employee. In connection with this policy, Ocean Discovery Institute may modify or alter an employee’s position in sole discretion, with or without cause or notice, through actions other than termination. As such, **employment may be terminated at any time for any or no reason** by the organization with or without notice and there are no guarantees of employment for any term expressed or implied. I understand that I am requested to give 30 days’ notice of resignation. Nothing in this Handbook is intended, nor should it be construed, nor is any employee or supervisor authorized, to alter or amend the fundamental nature of this employment relationship.

I understand that the Handbook, other than the at-will provision, is not a binding contract, but provides guidelines for employees concerning some of Ocean Discovery Institute’s policies. I understand that Ocean Discovery Institute reserves the right to make changes to the policies, procedures and practices described in the Handbook at any time with or without notice.

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**Employee Name**

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**Signature**

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**Date**

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**Ocean Discovery Institute’s Representative Name**

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**Representative Signature**