

POLICY TITLE: Remuneration, Reimbursement and Other Benefits
POLICY NUMBER: 404

- 404.1 Members of the Board of Trustees may receive a monthly "Trustee Fee," in the amount not to exceed one hundred dollars (\$100) for attending each meeting of the Board, not to exceed four (4) meetings per month.
- 404.2 Members of the Board of Trustees shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #408. Reimbursement for the cost of a Trustee's lodging, meals and vehicle use shall be the basis specified in the Internal Revenue Service Guidelines in effect at the time the expenses are incurred.
- 404.3 The Board of Trustees may provide for any programs for the benefit of its employees and members of the Board of Trustees pursuant to Chapter 2 (commencing with Section 5300 Part 1 Division 2 of Title 5 of the Government Code). However, if a member of the Board of Trustees chooses to participate in the employees' benefits approved for the Trustees, the member shall reimburse the District for the actual costs of the benefits.



MOBILE SERVICES INC.
— ESTABLISHED IN 1978 —

LIST OF SERVICES (Exhibit A) FOWLER CEMETERY DISTRICT

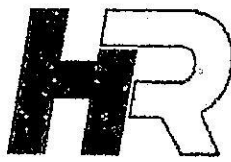
FULL-SERVICE PACKAGE

SAFETY & HEALTH SERVICES – 8523 S. Fowler Avenue, Fowler, CA 93625

- ✓ Provide OSHA Compliant Safety Training and Conduct Site Safety Inspections with abatement recommendations - **Quarterly Site Visit**
- ✓ Provide OSHA consultation and manage the OSHA process
- ✓ Provide and maintain state and federal safety postings - **Annually**
- ✓ Develop and maintain Injury Illness Prevention Program (IIPP)
- ✓ Provide Safety Data Sheet Binder
- ✓ Provide initial First Aid Kit

CLAIMS MANAGEMENT SERVICES

- ✓ Review Workers' Compensation claims history
- ✓ Manage new claims from day one until closed
- ✓ Manage clinic visits (by phone and email)
- ✓ Facilitate Return to Work/Interactive Process Support/Claims Reviews
- ✓ Maintain OSHA 300 logs (includes copy for posting) - **Annually**
- ✓ Manage communication of litigated cases



MOBILE SERVICES INC.

**LIST OF SERVICES (Exhibit A)
FOWLER CEMETERY
DISTRICT**

**FULL-SERVICE PACKAGE
(CONT.)**

HUMAN RESOURCE SERVICES

- ✓ Create and maintain Employee Orientation Packet (policies and handbook)
- ✓ Coordinate new hire onboarding - Assist employees in filling out Employee Orientation Packet
- ✓ Consultation regarding employee disciplinary actions
- ✓ Provide updates and guidance to legal changes that may impact your business
- ✓ Review wage compliance
- ✓ Review and address legal forms that arise within services
- ✓ Supply all required state and federal postings - **Annually**
- ✓ Toll-free employee hotline number will be available at 1-877-734-7677 24 hours a day.

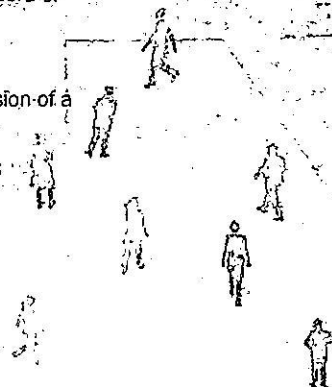


Civil Rights
Department
STATE OF CALIFORNIA

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS)
- GENETIC INFORMATION
- GENDER EXPRESSION
- GENDER IDENTITY
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants)
- RACE (includes hair texture and hairstyles)
- RELIGION (includes religious dress and grooming practices)
- REPRODUCTIVE HEALTH DECISIONMAKING
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK.

HARASSMENT

1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.
2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.
3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

DISCRIMINATION/REASONABLE ACCOMMODATIONS

1. California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.

ADDITIONAL PROTECTIONS

California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include:

1. Specific protections and hiring procedures for people with criminal histories who are looking for employment
2. Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace

3. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies
4. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law)
5. Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition
6. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)
7. Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD

REMEDIES/FILING A COMPLAINT

1. The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.
3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation?
CRD can assist you with your complaint.

The Fair Employment and Housing Act is codified at Government Code sections 12900-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1.

Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, an employee bulletin board, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.