



HUMAN RESOURCES POLICIES & PROCEDURES

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SECTION: LEGAL
SUBJECT: BUSINESS ETHICS AND CONFLICT OF INTEREST

It is the policy of TAM to conduct business in accordance with the letter and the spirit of the law and in conformity with ethical standards.

Accordingly, employees will not take any action on behalf of TAM that violates any law or regulation. Employees must adhere to high moral and ethical standards in the conduct of business. Employees may not engage in activity that results in conflict of interest with TAM or that reflects unfavorably on its integrity. Employees violating these standards are subject to corrective action, up to and including termination of employment.

In situations and on issues involving ethical or moral judgments, employees may sometimes have difficulty in determining the correct course of action. In such situations, employees are urged to discuss the matter with the Executive Director.

GUIDELINES

The following are some guidelines for ethical conduct that TAM employees are expected to practice (this list is illustrative only and not all inclusive; other conduct that may threaten security, personal safety, employee welfare and TAM operations may also be prohibited):

1. TAM is considered itself the primary employer for all full-time employees. An employee may not engage in employment or outside business activity that may constitute a conflict of interest for the employee or TAM. Any employee desiring to engage in secondary employment or business activity must advise-request permission from the Executive Director/designee in writing before doing so.
2. TAM funds and property may not be used for any unlawful purpose. This prohibition includes but is not limited to: (i) unlawful political contributions, (ii) payments to governmental officials or employees, (iii) illegal rebates or refunds, (iv) payments for services or goods that have been procured without authorization and through an appropriate process, and (v) payments or commitments made with the understanding or under circumstances that would indicate that these payments are kickbacks, bribes or gifts to obtain influence.
3. No unrecorded fund shall be established or maintained for any purpose.
4. All financial transactions shall be promptly recorded on in TAM's system of record and in full accordance of applicable standards and regulations. No false or misleading entry shall be made for any reason.
5. No payments shall be made with the understanding that any part is to be used for any purpose other than that described by the records supporting the payment.



6. Gifts, favors and entertainment may be given to others at TAM's expense only if they are consistent with TAM's business practices and are of such limited value that they cannot be considered as a bribe or pay-off.
7. The highest standards of honorable and ethical conduct must be observed in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any other unfair actions, or participate in any activity intended to damage TAM, other agencies, or the public.
8. It is inappropriate for an employee to be asked by another employee, supervisor or manager to: (a) perform any act that appears improper, (b) make any improper entry on TAM's records or reports, (c) omit any entry that should be made, (d) suppress or hide any information that may result in detriment to TAM or be in violation of the law, or (e) disclose information of a confidential nature except when legitimately required. It is every employee's duty and responsibility to bring such a matter to the attention of the Executive Director, Authority Legal Counsel, or Chair of TAM Board. An employee will not be retaliated against for disclosing these activities to the appropriate parties.
9. TAM's letterhead/stationery and/or logo may be used only for TAM matters and not for personal or non-official correspondence.
10. Employees are expected to treat each other with courtesy, honesty, respect and understanding. Job-related problems should be discussed in a forthright manner and differences resolved fairly, professionally, and promptly. Confidential matters pertaining to employees will be respected.
11. Employees are expected to be polite, courteous, prompt and attentive to every person who calls or visits TAM office. When a situation arises where the employee does not feel comfortable or capable of handling an issue from the public, the employee's supervisor or if that individual is unavailable, another Director should be contacted immediately for assistance.
12. Employees are responsible for safeguarding confidential information obtained during employment. In the course of the work, employees may have access to confidential information regarding TAM, its elected officials, or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information unless it is necessary for the employee to do so in the performance of duties or required by law.
13. Employees may be approached for interviews or comments by the news media. Only contact people designated by TAM may comment to news reporters on policies or events that have an impact on TAM or are related to TAM operations. (See Policy #406 for detail)

It is important that employees rely on their own good judgment in the performance of their duties and responsibilities. When those situations occur where the proper course of action is unclear, employees are to request advice and counsel from their supervisor or the Executive Director. (See Policy Section 400: Rules and Regulations.)



SECTION: BENEFITS
SUBJECT: LEAVE OF ABSENCE

All regular full-time employees are entitled to the leave provisions outlined below, subject to the approval of the Executive Director/designee. Employees in other categories will be granted such leaves as are required by law. All leave time must be requested in writing and approved by the employee's supervisor prior to submitting to the Executive Director/designee for final approval.

GUIDELINES

1. General Provisions

- A. An employee may request an unpaid personal leave of absence, if needed for compelling reasons. The employee shall submit to TAM a Leave of Absence Request Form at least thirty (30) days before the desired leave date, stating the reason for the leave and the length of time being requested. The employee must use all available accrued paid time off as part of the total leave time requested. A leave requested by the Executive Director shall be submitted to TAM Board for consideration and approval. Regular employees who have completed their introductory period are entitled to return to their position if the leave does not exceed thirty (30) days. For leaves more than thirty (30) days, there is no guarantee of position upon return. If a suitable vacant position is not available within sixty (60) days of the end of the leave, the employee will be separated from TAM. Upon return to work from an approved personal leave of absence, TAM will make a reasonable effort to reinstate the employee in the same or a similar position.
- B. A leave of absence may include both paid and unpaid days. An employee will continue to receive health insurance benefits while the employee is on a paid status. An employee who is granted an unpaid leave of absence that exceeds thirty (30) days and who wishes to continue health insurance coverage may do so at his/her expense at TAM's group rates and shall follow the guidelines associated with the COBRA program.
- C. An authorized leave of absence does not represent a break in employment for a regular employee. The employee retains all accrued leave. Seniority, vacation, sick leave, and holiday benefits do not accrue during periods of unpaid leave of absence.
- D. The length of the leave of absence shall delay scheduled salary increases. The employee shall return to the same salary step or relative placement in the salary range upon return.
- E. If an employee's leave exceeds thirty (30) days, the performance evaluation and regular merit increase shall be delayed for the length of time for which the employee is on the leave of absence.



- F. An employee who is granted a leave of absence, which exceeds thirty (30) days, shall provide TAM with two (2) weeks' notice prior to his/her anticipated return to work date.
- G. An employee who requires an extension to a leave of absence shall request such extension at least two (2) weeks before the original leave expires.
- H. Depending on the type of leave, the employee shall complete the appropriate section of their time sheet and/or the appropriate Leave of Absence Request Form. TAM may also request additional documentation explaining the need for leave, prior to granting such leave.
- I. The introductory probationary period of a new employee granted a leave of absence will be extended for the period of the leave of absence.
- J. Failure to return to work on the next scheduled workday following the expiration of an approved leave of absence may result in termination.
- K. TAM will take steps to safeguard the confidentiality of medical information associated with a planned or unplanned leave and keep it separate from an employee's personnel file.

2. Bereavement Leave

In the event of a death in the "immediate family member" of an employee, the employee may request a paid leave of absence, up to ~~twenty-four (24) hours per incident for travel within California, and forty (40) hours per incident for travel outside of California.~~ If more time is needed, the employee may request additional days off, which may be charged to the employee's accrued vacation time or may be taken unpaid. .

For the purpose of the bereavement leave, immediate family members include father/mother, spouse, child, grandparent, father/mother-in-law, step-father/mother, brother/sister, step-brother/sister, brother/sister in-law, stepchild, ~~or member of the household,~~ registered domestic partner, ~~;~~ aunt, uncle, niece, nephew, first cousin (that is, a child of an aunt or uncle) or legal guardian.

Leave in the case of death of persons other than "immediate family member" may be granted upon approval of TAM. If granted, such leave shall be charged to the employee's accrued vacation leave or unpaid at the employee's option and with the approval of the Executive Director.

3. Military Leave

An employee who is a member of the uniformed services of the United States shall be allowed leave in accordance with the provisions of law governing such leaves. The provisions shown below describe some of the issues required by law. TAM shall follow all governing laws in effect at the time of an employee's request for Military Leave.



SECTION: BENEFITS
SUBJECT: PROFESSIONAL TRAINING AND DEVELOPMENT

It is the policy of TAM to encourage all employees to expand their knowledge and level of professionalism relevant to the operations of TAM's facilities. The purpose of this policy is to outline the standards and procedures under which TAM will provide financial support for activities that further the goals of preserving and improving TAM's capacity to operate efficiently and economically. It should be noted that approval of any education, professional training and development is subject to the budget limitations and of TAM and will be made and in accordance with Accounting Policies and Procedures – Travel Policy.

GUIDELINES

1. Mandatory Training per Law or Policy

There are specific training requirements for certain positions, classifications, and/or all staff identified in California law or TAM policy. This training will be paid for by TAM, with every effort made to provide the training directly rather than reimbursing staff. This training include:

- Anti-harassment and discrimination biannually- CA law (all staff)
- Ethics biannually- CA law (Directors and positions designated by the Board)
- Fiscal and Financial biannually- CA law (Directors and positions designated by the Board)
- Workplace Violence Prevention annually- CA law (all staff)
- Cybersecurity quarterly- TAM policy (all staff)

2. Licensure and Training required for position

Certain positions may require specific licenses and training courses or continuing professional development as part of their specifications. TAM will pay directly or reimburse for the annual or periodic registration of the required license and will pay for one registration each for the initial examination(s) to get the licensure. For those positions that require professional licensure which expect industry specific training courses to maintain their licenses, TAM will make reasonable effort to budget for the training. However, it is the employee's responsibility to maintain and document their compliance with the licensure requirements of their position.

4.3. Professional Associations/ Technical Groups

The Executive Director may approve payment for membership in craft, trade or other professional organizations that further the goals described above. The employee shall provide evidence of their active participation in support of continued membership payment.

In addition, the employee may request reimbursement for attendance at professional association dinner meetings and workshops, including late afternoon workshops. With



prior approval, TAM will allow the employee to attend the workshop as work hours.

2.4. Seminars/Workshops

TAM may elect to send employees to approved training programs, seminars, and/or conferences from time to time. While these programs are normally scheduled during regular working hours, there may be evening or weekend classes or activities.

Employees who desire to attend a seminar must submit a written request, including estimated expenses, to the Executive Director for approval. No advances for reimbursable expenses shall be made for one-day seminars or workshops. Reimbursements shall be processed in accordance with TAM's Expense Reimbursement Policy.



POLICY# 311

SECTION: BENEFITS
SUBJECT: TRANSIT REIMBURSEMENT AND BICYCLE/WALK/COMMUTE STIPEND

It is a goal of TAM to reduce greenhouse gas emissions by encouraging carpooling, use of transit, and bicycling/walking. These modes are encouraged for daily commute and for travel to and from meetings. ~~The Internal Revenue Service (IRS) code allows for employers to provide limited benefits to help offset employees' cost of using mass transit without tax implications.~~ Employees have the option to submit for a Transit Reimbursement or a Bicycle/Walk/Carpool Stipend.

GUIDELINES - TRANSIT REIMBURSEMENT

- 1) TAM will reimburse an employee up to \$75 per month for evidenced expenses to take mass transit to or from work in lieu of commuting in a motor vehicle.
- 2) Evidenced expenses include purchase of Clipper Cards or other media for use on local area transportation modes such as ferry, bus, or train. Receipts must be presented for reimbursement and no later than 120 days after the date of purchase. A receipt can only be used for a single month's reimbursement.
- 3) Reimbursements will be made through ~~the regular Accounts Payable payroll processing procedures and timelines.~~
- 4) The Internal Revenue Service (IRS) code allows for employers to provide limited benefits to help offset employees' cost of using mass transit without tax implications. TAM reserves the right to adjust, amend, or terminate the transit benefit due to financial constraints and/or compliance with IRS regulations.

GUIDELINES - BICYCLE/WALK/CARPOOL STIPEND

- 1) TAM may pay an employee \$40 per month for bicycling, carpooling, or walking to or from work in lieu of commuting in a single occupancy motor vehicle at least six (6) times per month. The payment cycle may be expanded by the Executive Director in timeline from monthly to quarterly or semi-annually with the equivalent costs and participation as needed for efficient administration.
- 2) Employees may request the stipend each period by submitting the request form identifying the dates they used an alternative commute method to and from the office.
- 3) The Bicycle/Walk/Carpool Stipend is taxable income and paid through payroll. TAM reserves the right to adjust, amend, or terminate the transit benefit due to financial constraints and/or compliance with IRS regulations.



POLICY# 401

SECTION: RULES AND REGULATIONS
SUBJECT: GRATUITIES, GIFTS, AND HONORARIUMS

An employee's obligation under this policy is in addition to and does not in any way change his/her obligation under TAM's Conflict of Interest Code.

Employees are discouraged from accepting gifts or favorable treatment which could reasonably be perceived as potentially influencing any decision or action of the employee in the employee's official capacity, or any decision or action of TAM, from any outside vendor, citizen, or organization except for gifts of food that are shared among other employees and that retail for less than \$~~75~~50. Employees shall adhere to the Fair Political Practices Commission (FPPC) rules for accepting and reporting gifts.

~~A gratuity~~ Gratuity is defined as a gift or service rendered to an individual. Gifts shall include, but are not limited to money, candy, alcoholic beverages, and tickets to events, trips, or the use of equipment or property. Trivial items such as notepads, calendars, pens and pencils, etc., are excluded from the intent of this policy.

If an expression of appreciation is accepted, the employee shall be encouraged to present and share it with the entire staff.

Honorariums are not permitted to be accepted by TAM employees as part of or in relationship to their employment with TAM. An honorarium is a payment received for making a speech, publishing an article or attending any public or private conference, convention, meeting, social event, meal or similar gathering. Waiver of registration fees or acknowledgements of nominal value are acceptable.