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**PUBLIC MEETING OF THE
BOARD OF DIRECTORS
6:30 PM, Thursday, May 28, 2026
PHCD Classroom, 1819 Trousdale, Burlingame, 94010**

AGENDA

1. Call to Order and Roll Call

[Director Sanchez will be joining remotely from: Hampton By Hilton Poznan Old Town ul Swiety Marcin 6 Poznan, Greater Poland Voivodeship, 61-803]

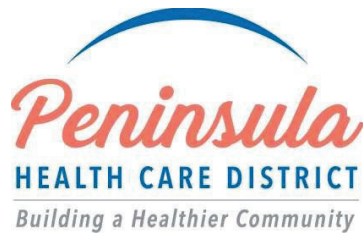
2. Public Comment on Non-Agenda Items

At this time, any person in the audience may speak on any items not on the agenda and any other matter within the jurisdiction of the District. Speakers are customarily limited to three minutes. If you cannot attend the meeting, but would like to offer comments, please email your comments to info@peninsulahealthcaredistrict.org or visit our website <https://www.peninsulahealthcaredistrict.org/public-comment-form>, and your comments will be read into the record. Public comments will be taken for each agenda item prior to the Board's consideration on that item.

3. Report Out from Closed Session: 5/28/2026: Chairman Cappel

4. Consent Calendar: ACTION

- | | |
|---|-----------|
| a. Board Meeting Minutes – April 23, 2026 | Pg. 1-3 |
| b. Strategic Direction Oversight Committee Meeting Minutes – February 4, 2026 | Pg. 4-8 |
| c. Finance Committee Meeting Minutes – February 10, 2026 | Pg. 9-13 |
| d. Checking Account Transactions – April 2026 | Pg. 14-17 |
| e. Treasurer's Report – April 2026 | Pg. 18 |
| f. Employee Handbook Amendments | Pg. 19-82 |
| g. Donation Policy | Pg. 83 |



5. Business:

- a. **PHCD Insurance Policies: Renewals, Coverages, and Costs for July 1, 2026 through June 30, 2027:** Tim Mooney, Senior Vice President, The Liberty Company Pg. 84-129
- b. **PVI Transportation Proposal:** Artemis Rong, Chief Operating Officer, Peninsula Volunteers Inc. Pg. 130-134
- c. **Trousdale Quarterly Report:** Phil Altman, Vice President of Operations and Strategy, Eskaton Pg. 135-136
- d. **FY 26-27 Drivers and Assumptions and Draft Budget:** Vickie Yee, Chief Financial Officer Pg. 137-147
- e. **Public Hearing on Staff Vacancies and Recruitment Efforts Per Government Code Section 3502.3:** Ana M. Pulido, Chief Executive Officer Pg. 148
- f. **Election Resolution:** Mark Hudak, Legal Counsel Pg. 149-151

6. Reports

- a. **Board Chair and Director Reports**

7. Adjourn

Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District office, 1819 Trousdale, Burlingame during normal business hours. Please call 650-697-6900 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Peninsula Health Care District at least 48-hrs in advance at 650-697-6900.



BOARD OF DIRECTORS MEETING MINUTES Thursday, April 23, 2026 1819 Trousdale Dr. Burlingame, CA 94010 (Classroom)		
<u>Directors Present</u> Chairman Cappel Vice Chairman Pagliaro Secretary Sanchez Director Zell Director Navarro	<u>Directors Absent</u>	<u>Also, Present</u> Members of the Public, PHCD legal

1. Call to Order: Chairman Cappel called the meeting to order at 6:46pm. Roll call attendance was taken. A quorum was present.

2. Public Comment on Non-Agenda Items: no public comments were offered.

3. Report Out from Closed Session: 4/23/26

Chairman Cappel reported on the previous Closed Session meeting held on April 23, 2026, which focused on the negotiations with the development partners regarding the Affordable Housing Project. The conversation will reconvene after the open session.

4. Consent Calendar:

- a. Board Meeting Minutes – March 26, 2026
- b. Checking Account Transactions – March 2026
- c. Treasurer’s Report – March 2026
- d. Q3 FY 2025 – 2026 Unaudited Financials
- e. Q3 FY 2025 – 2026 Investment Report

Motion to Approve Consent Calendar as Presented**Motion: By Director Sanchez; Vice Chair Pagliaro****Vote: Ayes - Cappel, Pagliaro, Sanchez, Zell, Navarro****5. Business:****a. SF Hep B Free Bay Area Contract Renewal:** Richard So, Executive Director SF Hep B Free

Richard So was unable to attend due to a scheduling conflict. This item will be tabled for a future board meeting.

b. Affordable Senior Housing Project Update: Lawrence W. Cappel, Board Chairman

Matthew Gray from Perkins Coie presented an update on the Affordable Senior Housing Project.

- In March 2026, the selected development partner, Novin, proposed removing the age restriction and increasing the income levels for below market rate units.
- Novin and the Affordable Ad Hoc Subcommittee met after this proposal to explore alternatives, leading Novin to refine its financing plan to balance funding and affordability while maintaining its original vision of a deed-restricted senior housing for residents 62 and over.
- The proposed revised program maintains the Project as a seniors-only project, constructing the Project in two phases, and setting affordability levels that maintain low-income housing tax credits.
- Key schedule of performance milestones to be included in the agreement consist of land-use approval, completion and submittal date of city applications, completion of due diligence, final concept design, financing plan, and development schedule.
- With recent meetings between Novin and PHCD, Novin is examining which sources of funding are required with an Option to Ground Lease. Both parties have exchanged drafts of an Exclusive Negotiating Agreement (ENA), which are under review by the District's consultants.
- Completion and execution of the ENA is anticipated to be within the next few weeks and/or completion of the Option to Ground Lease by Summer 2026.
- Documentation will include Outside Performance Dates for obtaining City entitlements, securing financing, and commencing construction of the Project.

6. Reports:

a. Board Chair and Director Reports

- **Vice Chair** Pagliaro shared discussions between CEO Pulido about the possibility of creating a program to obtain eyeglasses for children in their schools, churches, etc. They met with a progressive health care district that provided 300 glasses for children through its program. More updates to the Board will come by Summer 2026.
- **Director Sanchez** mentioned that the Finance Committee will be meeting on Tuesday, May 12th, and he will be presenting the budget report as CFO Yee will be out of office.

7. Adjourn: 6:54 PM



Strategic Direction Oversight Committee Meeting

February 4, 2026, Meeting Minutes

1. Call to Order: Chairman Cappel called the meeting to order at 5:02 p.m.

Roll Call: SDOC members present were: Cappel, Aubry, Bandrapalli, Johnson, McDevitt, Jurrow

Absent: Emmott, Quigg

Late: Pagliaro

2. Approval of Minutes: SDOC November 5, 2025

3. Via Heart Project Community AED Program Proposal: Cathy DeCock, Executive Director, Via Heart Project and Liz Thomas-Grainger, Chief Operating Officer, Via Heart Project

Presentation Highlights

Via Heart Project Overview

- Via Heart Project is a nonprofit organization who has been managing large-scale community AED programs through California since 2010
 - 3,100+ rescue ready, compliant AEDs
 - 24,000 individuals trained in CPR/AED
 - AEDs were used 230 times and 36 lives were saved
- Received Community Grands from Peninsula Health Care District since 2016
 - 135 AEDs funded
 - 47 certified trainings (677 people trained) and 22 hands only classes (465 people trained)
 - 640 young hearts screened at 6 San Mateo Union High School District sites

AED Program Proposal

Proposal Overview

- With continued partnership and sustained training, the barriers of cost and lack of knowledge required to properly maintain an AED can be effectively removed, ensuring broader access, readiness, and long-term community safety.
- Targeting locations that lack resources (low-income neighborhoods, small businesses, libraries, city, law and county enforcement agencies, schools, places of worship) can result in increased AED accessibility and increased confidence among the community to respond to a cardiac event.
- With program sponsorship, the enrolled agency sites will only have to pay for the supplies.
 - Enrollment fees are waived and they can stay in the program if they remain compliant with AED maintenance.

Program Goals

- Prevent death from sudden cardiac arrest by increasing access to early defibrillation with placement of AEDs in the community, ensuring AEDs are rescue ready and training bystanders to respond with CPR/AED use.
- Identify gaps in AED coverage in the community
 - Which locations need to have their first AED or need replacements of AEDs that have aged out
- Identify sites that have AEDs but not enrolled in maintenance program
 - Provide missing supplies and provide CPR/AED training
- Use of the information gathered above will dictate the placement of AEDs, where training is needed, and AED support/troubleshooting.

Program Implementation

- Implementation strategy begins with District-wide outreach, reviewing and assessing gaps in the community, allocating resources for AEDS, maintenance, and training, then finishing with the ongoing support for enrolled AEDs.

Program Funding

- Outreach and initial set-up cost: \$20,000
- Program sponsorship cost: \$10,000 for the first 50 AEDs enrolled (\$200/unit)
- New AEDs or replacement AEDs cost: \$20,000 - \$50,000
 - Most cost effective is the Phillips brand at \$1,650
 - Most expensive is the Lifepak CR2 brand at about \$3,000
- Cabinets and/or missing supplies: \$20,000
- Training: \$10,500
- Year 1 total: \$80,500 - \$110,500

Conclusion

- Continued partnership will build a decade of success to ensure AED access, readiness, and preparedness across the PHCD community.

- This program has the potential to impact and serve all residents in the PHCD community.

Q & A with Ms. DeCock and Ms. Thomas-Grainger

Dr. Aubry asked about the main reasons an AED might not be rescue ready.

Ms. DeCock answered that AEDs could have no batteries, the supplies are expired, lack of maintenance, or manufacturing recalls.

Mr. Jurrow asked if the 135 AEDs already placed within District bounds are PHCD funded and are rescue ready. He also wanted clarification if this proposal is for sites not included in the 135 count.

Ms. DeCock answered that the 135 AEDs are funded by PHCD and are rescue ready. This proposal is to target agencies under the District that aren't enrolled of the 135 distributed.

Mr. Johnson asked if the 135 AEDs are still being paid through the maintenance phase.

Ms. DeCock clarified most of the sites are paying for the maintenance fees themselves.

Dr. Aubrey asked if other organizations are doing similar work, such as the Red Cross or Sutter Health, and how Via Heart is different.

Ms DeCock said that other organizations focus on placement but Via Heart helps with training and maintenance of the AEDs. She said they also assess AED placement in schools, community centers, churches, and libraries.

Ms. McDevitt asked if there were other gaps within the District, for example, do all libraries in the county have an AED.

Ms. DeCock shared that this question will be explored as part of the assessment, and noted some organizations have an AED but lack the knowledge to manage it effectively, while others are unable to afford one. She also mentioned that agencies who receive a donated AED from their program are committed to managing it, doing proper checks, replacing supplies when needed, and reaching out to Via Heart support team for help or recalls through the online portal.

CEO Pulido mentioned a recreation center declined a donated AED due to the maintenance & cost associated. She also emphasized how maintenance is one of the key components being focused on.

Mr. Johnson asked what the maintenance fee the sites are responsible for individually

compared to the program Via Heart is proposing.

Ms. DeCock answered it's \$350/year. For the proposed program, the District covers the maintenance fee of \$200 and the sites only pay for the supplies when they expire in 2-4 years.

Chair Cappel asked the average lifespan of an AED.

Ms DeCock said the warranty is 8 years but they're in the process of replacing AEDs as old as 20 years. She said AEDs can last up to 10-15 years.

Chair Cappel shared that he went to a CPR/AED training at a nearby high school and mentioned how critical training and maintenance are. One of the problems with AEDs is they are placed in locations where no one knows where they are, they can't open the cabinet or know how to work it.

4. 2026 Strategic Direction Oversight Committee Charge: Ana M. Pulido, Chief Executive Officer

CEO Pulido asked committee members whose terms are ending if they plan to continue serving on the committee. She also mentioned they're looking to recruit 1-2 more members for the committee.

Discussion

All renewing members present confirmed they will continue serving on the committee for another term.

CEO Pulido asked the committee to help recruit 1-2 more members to join the Strategic Direction Oversight Committee.

Chair Cappel mentioned a colleague who's interested and will follow up with them.

Dr. Aubrey asked if there's a specific skillset CEO Pulido is looking for.

CEO Pulido responded that they are seeking representation from the various cities within the District. She also noted that having members with a medical background is beneficial for aligning with the District's initiatives, as is affiliation with community-based organizations (CBOs), as well as knowledge of the District's key geographic areas.

Motion to Approve Continuation of Existing Members to Serve Another Term

Motion: By Chair Cappel; Mr. Johnson

Vote: Ayes - Cappel, Pagliaro, Jurrow, Johnson, Aubrey, McDevitt

Absent: Bandrapalli, Emmott, Quigg

5. Blue Zones Update: Ana M. Pulido, Chief Executive Officer

CEO Pulido shared updates regarding the Blue Zones project.

- The Steering Committee met.
- Planning Committee is planning a series of events for April. A keynote event is scheduled for April 7 at the College of San Mateo. A CEO roundtable and value presentation will be held on April 8 at Mills-Peninsula Hospital. And a series of focus groups are happening the week of March 30th.
- To-date, Blue Zones Community-led presentations have been led with city leaders from San Mateo and Burlingame, as well as representatives from the Chambers of Commerce, and nonprofits organizations.
- They are still working to establish contact with city councils of Millbrae and San Bruno.

Discussion

CEO Pulido asked whether anyone has contacts in Millbrae or San Bruno who could help facilitate connections to support planning efforts.

Mr. Jurrow said he knows someone in San Bruno and will help making an introduction.

Vice Chair Pagliaro suggested reaching out to PHCD Board Secretary Sanchez to help with San Bruno and noted that Mr. Quigg may have connections in Millbrae.

6. Adjournment: 6:00 PM



FINANCE COMMITTEE MEETING

Minutes

February 10, 2026

1. **Call to Order:** The meeting was called to order by **Chair Sanchez** at 4:04 pm.
2. **Roll Call:** Present: Chair Sanchez, CEO Pulido [joining remotely from: Omni San Diego Hotel 675 L Street, San Diego, CA 92101], CFO Yee, Member Angelopoulos, Member Revelo. Absent: Vice-Chair Cappel, Member Martinez.
3. **Approval of Minutes** from November 18, 2025

It was moved by Member Angelopoulos and seconded by CEO Pulido to approve the Minutes from November 18, 2025. The motion passed 4/0/1/2. Ayes: Chair Sanchez, CEO Pulido, CFO Yee, Member Angelopoulos. Abstain: Member Revelo. Absent: Vice-Chair Cappel, Member Martinez.

4. **Committee Charge and Policy Annual Review** – CFO Yee
 - **Finance Committee Charge and Members**
No changes were made. Member Revelo agreed to a 3-year term extension to March 2029.

It was moved by Member Angelopoulos and seconded by CEO Pulido to reappoint Member Revelo to another 3-year term. The motion passed 4/0/1/2. Ayes: Chair Sanchez, CEO Pulido, CFO Yee, Member Angelopoulos. Abstain: Member Revelo. Absent: Vice-Chair Cappel, Member Martinez.

- **Statement of Investment Policy**
No changes were made.

Member Revelo referenced the District's investment guidelines (page 12), which limit asset-backed securities to a maximum of 20% of the portfolio and require an AA rating or better. He asked which rating agencies are relied upon and whether the District has a policy or process for evaluating the rating methodology/quality control behind those ratings, citing lessons learned from 2008.

Chair Sanchez noted the District's investment approach is conservative, highlighted additional guidelines (page 5 of 7), and stated the portfolio is diversified. He also noted that funds are invested through a county pool used by multiple agencies, adding an additional layer of oversight.

CFO Yee stated that the investment manager presents annually, and that meeting would be an appropriate time to raise questions about reliance on rating agencies and due diligence on underlying holdings.

Member Angelopoulos asked whether the investment manager has provided a scenario or shock analysis. **CFO Yee** indicated this has not been provided to date. **Chair Sanchez** supported exploring stress-testing concepts (e.g., market drawdowns or macroeconomic shocks) beyond the manager's usual explanation of performance changes.

CFO Yee will reach out to committee members prior to the next investment manager meeting (August) to collect questions and requested analyses in addition to the following request. (1) which rating agencies are used and how ratings are relied upon, (2) any due diligence/quality-control practices for underlying securities, and (3) scenario/shock (stress) analysis illustrating how the portfolio may perform under changing rates, unemployment, market drawdowns, and other macroeconomic conditions.

It was moved by Member Revelo and seconded by CEO Pulido to approve the Statement of Investment Policy as presented. The motion passed 5/0/0/2. Ayes: Chair Sanchez, CEO Pulido, CFO Yee, Member Revelo, Member Angelopoulos. Absent: Vice-Chair Cappel, Member Martinez.

- Internal Control Policy

CFO Yee presented both a redline and a clean version of the Internal Control Policy. Most edits were editorial/clarifying; no material changes were made to control procedures. Titles and personnel responsibilities were updated.

Member Angelopoulos asked about the dollar threshold for a second signature and whether it has changed due to increased banking fraud. **CFO Yee** stated the threshold has remained at \$25,000. She added that the District implemented an additional security layer for wires over \$1,000,000, requiring approval by the Board Chair.

CFO Yee reported that the District uses Positive Pay, sending the bank a weekly list of issued checks for matching prior to clearing. She noted this process helped identify a recent scam in which checks were stolen from a mailbox and altered. **CEO Pulido** added that invoices follow a multi-step approval process (manager approval, CEO approval, and a final CFO review prior to check issuance). **Chair Sanchez** noted that the Board receives a monthly list of checks issued for review.

Member Revelo asked whether the District uses OFAC screening (a government-issued list of individuals/organizations). He described it as a simple additional safeguard and offered to provide more information at a future meeting. **CFO Yee** stated she was not familiar with the tool and will explore its use.

Member Angelopoulos asked whether there has been an increase in phishing emails, phone calls, and similar scams. **CFO Yee** confirmed a noticeable rise in phishing attempts,

including a recent phone scam impersonating PG&E and demanding immediate payment to avoid service shutoff. Staff verify suspicious claims through official online accounts and do not pay based solely on unsolicited calls.

Member Angelopoulos asked if there is active cybersecurity training for personnel. **CEO Pulido** stated the organization shares best practices internally and is working with its IT firm to implement higher levels of security and provide more formal training/professional development. Staff generally feel confident in identifying phishing attempts, but scammers continually adapt, making it increasingly difficult to distinguish messages. **CEO Pulido** noted guidance has been provided by the IT consultant on warning signs and steps to take if someone accidentally opens a suspicious item.

Member Angelopoulos asked whether sensitive data is hosted locally (on a server) or in the cloud. **CFO Yee** indicated that key accounting information/software is in the cloud, while other materials are currently hosted on the server. **Member Angelopoulos** noted a general trend (in public and private firms) toward putting sensitive data in the cloud, citing that large cloud providers can invest continuously in cybersecurity; local hosting may be more exposed when security investment is limited. **CEO Pulido** thanked Member Angelopoulos for the input and noted that the IT consultant recommended installing a server and backing up data, but expressed openness to obtaining a second opinion if needed. **Member Angelopoulos** clarified that the comment was offered as a general observation and not as an IT expert, and acknowledged the organization's due diligence with consultants.

Chair Sanchez discussed that, depending on circumstances and organization size, it may be easier to rely on major providers for data storage. He also emphasized the importance of staff education and verification practices.

Member Revelo stated that cyberattacks have increased significantly over the past 15 months. He added that, in their environment, systems have moved more toward the cloud, and disaster recovery services/servers have been moved offsite to a safer location.

Chair Sanchez reiterated that the key practice is to stop when something appears abnormal, verify through trusted channels, and avoid acting under pressure.

It was moved by Member Revelo and seconded by Member Angelopoulos to approve the Internal Control Policy as presented. The motion passed 5/0/0/2. Ayes: Chair Sanchez, CEO Pulido, CFO Yee, Member Revelo, Member Angelopoulos. Absent: Vice-Chair Cappel, Member Martinez.

5. **FY 25-26 Qtr 2 Consolidated Financials** – CFO Yee

CFO Yee provided a brief overview of the FY26 quarter 2 performance.

- All programs performed better than the budget
- Tax Revenue on track at \$5,351,024
- Health & Fitness has 300 active members, 10 more than the budget
- The Trousdale is at 90% occupancy in December and currently at 96%, 119 units occupied out of 124 units.
- Sonrisas is down 468 in visits, but performed better in revenue, mainly due to an increase in HPSM insurance rates.
- The Trousdale received a \$1.8M legal settlement under other non-operating revenue.
- Total revenues are \$2.5M better than the budget
- There is a \$1M surplus in the community health investment budget. Most of the surplus is due to the timing of grant funding and lower costs from the Healthy Aging Pathways program.
- Personnel expenses have a \$479K surplus from vacancies.
- Professional fees exceed the budget by \$148K.
- General and administrative expenses are doing better than the budget by \$327K
- There was no Sonrisas funding from PHCD due to the contract rescission.
- Net Income to date is \$7.8M, \$4.5M better than the budget.
- Cash and investments balance is approximately \$55M.
- The Trousdale construction loan balance is \$38M at the end of December.

Chair Sanchez commented that membership at the fitness center has significantly increased. When he first joined the District, membership was approximately 180. He credited the growth to the leadership of Health and Fitness Director Richard Bergstrom, noting that the center was recognized as the number one gym last year.

CFO Yee explained that the organization has expanded its outreach by increasing its presence on various apps and platforms, making it easier for individuals to learn about the center and purchase passes. Additionally, trial and discounted passes have been introduced to encourage new users to experience the facility.

CEO Pulido highlighted the breadth of programming, noting that the center offers a wide range of classes and socialization opportunities. She described the program as comprehensive, designed to meet the needs of older adults in their health journeys. She added that word-of-mouth referrals and interest in tours have grown alongside targeted marketing strategies. As a result, membership has nearly reached 400 over the past two years, up from approximately 187 when she joined the District. She emphasized that increased participation reflects success in reaching and engaging the community.

Member Revelo inquired about the employment status of Richard Bergstrom, asking whether he is a contractor or a district employee.

CEO Pulido clarified that Richard Bergstrom is a full-time employee serving as the Health and Fitness Director. She noted that he was hired approximately two years ago and has since completed his second year in the role.

Member Revelo commented positively on the organization's staffing decisions, noting that strong leadership choices have contributed to the program's success and commending the team for their progress.

6. **Future Agenda Items**

- Draft Budget Review
- Quarterly Financial Review

Adjournment: Chair Sanchez adjourned the meeting at 4:51 pm.

Written by Vickie Yee, CFO

Approved by: The Finance Committee 5/12/2026

**Peninsula Health Care District
Checking Transactions
April-26**

Date	Description	Deposit	Withdraw
Admin			
4/1/2026	Heritage Bank Credit Card Payment		25.26
4/1/2026	FSA Payment		8.90
4/2/2026	Heritage Bank Credit Card Payment		1,277.60
4/2/2026	Heritage Bank Credit Card Payment		229.99
4/3/2026	The Hartford		454.69
4/3/2026	FSA Payment		5.00
4/6/2026	Catholic Charities		11,239.73
4/6/2026	Daily Journal		1,492.48
4/6/2026	Submittable		13,602.00
4/6/2026	San Mateo County Community College District		1,976.00
4/6/2026	Premysis Technologies		97.35
4/6/2026	Hanson Bridgett LLP		345.00
4/6/2026	Bay Alarm		323.34
4/6/2026	Amazon Capital Services, Inc.		11.94
4/6/2026	Stavroula Theodoropoulos		805.33
4/6/2026	San Mateo Area Chamber of Commerce		396.00
4/6/2026	First Citizens Bank & Trust Co		327.78
4/6/2026	Henry Sanchez		500.00
4/6/2026	Streamline		848.00
4/6/2026	Iron Mountain		1,460.09
4/8/2026	CalPERS Pension		603.60
4/8/2026	CalPERS Pension		634.32
4/9/2026	FSA Repayment	70.37	
4/9/2026	Armanino Solutions, LLC		30,974.00
4/9/2026	Ana Pulido		1,000.00
4/9/2026	Pacific Dining		2,180.52
4/9/2026	Bart A. Charlow		225.00
4/9/2026	Voler Strategic Advisors Inc.		8,000.00
4/9/2026	Precision Digital Networks		2,167.60
4/9/2026	PURCOR Pest Solutions		107.88
4/9/2026	KBA Document Solutions, LLC		231.43
4/10/2026	Paychex		235.24
4/10/2026	FSA Payment		20.00
4/10/2026	Paychex		85.00
4/13/2026	California Public Employees Retirement		16,144.86
4/13/2026	Payroll Taxes 4/15/26		18,098.02
4/13/2026	Paychex Payroll 4/15/26		31,376.44
4/14/2026	FSA Payment		5.00
4/15/2026	Workers Compensation Insurance Payroll		166.95
4/15/2026	EDD		4,464.73
4/16/2026	Peninsula Volunteers, Inc		12,200.00
4/16/2026	Recology		106.25
4/16/2026	Mark D. Hudak		4,950.00
4/16/2026	J & E Pro Cleaning and Handy Services		1,320.00

Date	Description	Deposit	Withdraw
4/16/2026	AT&T		600.05
4/16/2026	Burlingame Chamber of Commerce		175.00
4/16/2026	Comcast		522.58
4/16/2026	PG&E		478.45
4/16/2026	CalPERS Pension		7,262.04
4/16/2026	FSA Payment		25.15
4/16/2026	County of San Mateo	2,599,750.73	
4/20/2026	CalPERS Pension		611.28
4/20/2026	Paychex		126.00
4/20/2026	Paychex	472.41	
4/21/2026	FSA Payment		5.00
4/22/2026	Heritage Bank		52.18
4/22/2026	FSA Payment		512.00
4/23/2026	Lawrence Cappel		2,600.00
4/23/2026	U. S. Bank Equipment Finance		272.09
4/23/2026	Primo Brands		45.96
4/24/2026	BHRS - County of San Mateo	83,333.34	
4/28/2026	Payroll Taxes 4/30/26		16,708.73
4/28/2026	Paychex Payroll 4/30/26		29,098.63
4/30/2026	Fund TRF from Admin to CNB		3,000,000.00
4/30/2026	Interest	400.12	
4/30/2026	Amazon Capital Services, Inc.		273.58
4/30/2026	Oropeza's Landscaping & Maintenance		900.00
4/30/2026	First Citizens Bank & Trust Co:1833296		327.78
4/30/2026	Henry Sanchez		500.00
4/30/2026	County of San Mateo	989.86	
4/30/2026	Workers Compensation Insurance Payroll		145.78
		2,685,016.83	3,231,965.60

allcove

4/2/2026	SC Property Management		33,017.00
4/2/2026	Heritage Bank Credit Card Payment		3,461.91
4/3/2026	Health Plan of San Mateo Claim	1,736.15	
4/6/2026	Pro-Found Social Impact Group LLC		9,137.50
4/6/2026	Premysis Technologies		49.37
4/6/2026	Bay Alarm		1,255.56
4/6/2026	Parent Venture		2,500.00
4/6/2026	AT&T		228.30
4/6/2026	FlexTG		161.70
4/6/2026	First Citizens Bank & Trust Co		277.35
4/9/2026	Amazon Capital Services, Inc.		52.21
4/9/2026	One Life Counseling Center		23,446.00
4/9/2026	Precision Digital Networks		664.00
4/16/2026	U. S. Bank Equipment Finance		301.50
4/16/2026	Mark D. Hudak		900.00
4/16/2026	Bomic, Inc.		3,200.00
4/16/2026	Amazon Capital Services, Inc.		980.92
4/17/2026	Lucile Packard Children's Hospital - Lease	706.33	
4/17/2026	Lucile Packard Children's Hospital - Lease	1,950.00	
4/17/2026	Health Plan of San Mateo Claim	1,396.50	
4/23/2026	Amazon Capital Services, Inc.		29.58

Date	Description	Deposit	Withdraw
4/23/2026	FlexTG		135.35
4/23/2026	Jefferson Union High School District		6,635.09
4/23/2026	Primo Brands		244.92
4/27/2026	Athenahealth, Inc.		872.90
4/30/2026	Interest	48.90	
4/30/2026	Dana M Stein		700.00
4/30/2026	AT&T		228.30
4/30/2026	Amazon Capital Services, Inc.		233.01
4/30/2026	BeforeWeBegin, Inc.		78,850.00
		5,837.88	167,562.47

Health Fitness

4/2/2026	Heritage Bank Credit Card Payment		866.71
4/6/2026	Vestis		263.36
4/6/2026	Daily Journal		950.00
4/6/2026	Streamline		100.00
4/9/2026	Masami Yoshino Felipe		294.00
4/9/2026	Jacqueline Sanchez		110.00
4/9/2026	Tiffany Ngo Arroyave		470.00
4/9/2026	Aloha Nui Aquatics		448.00
4/9/2026	Vestis		263.36
4/9/2026	Bay Alarm		135.00
4/9/2026	Valentina Linsangan		80.00
4/9/2026	Precision Digital Networks		1,163.04
4/9/2026	KBA Document Solutions, LLC		15.00
4/9/2026	Amazon Capital Services, Inc.		898.30
4/16/2026	Carolyn Kelly		220.00
4/16/2026	U. S. Bank Equipment Finance		81.61
4/16/2026	Izabela Rapacz		996.70
4/16/2026	J & E Pro Cleaning and Handy Services		2,300.00
4/16/2026	Vestis		263.36
4/16/2026	Amazon Capital Services, Inc.		17.20
4/16/2026	AT&T		683.70
4/16/2026	PG&E		1,150.57
4/16/2026	Recology		114.65
4/16/2026	KBA Document Solutions, LLC		15.00
4/23/2026	Vestis		263.36
4/23/2026	Gym Doctors		360.00
4/23/2026	KBA Document Solutions, LLC		334.16
4/30/2026	Vestis		263.36
4/30/2026	Amazon Capital Services, Inc.		298.18
4/30/2026	Interest	34.51	
4/30/2026	Health and Fitness Member Payment	16,088.28	
		16,122.79	13,418.62

Leasing

4/6/2026	Bay Alarm		689.04
4/6/2026	Mc Mechanical		250.00
4/6/2026	Bay Pointe Landscape		3,000.00
4/6/2026	Ralph Barsi		2,400.00
4/9/2026	Degree HVAC		12,450.00

Date	Description	Deposit	Withdraw
4/9/2026	Bay Alarm		344.52
4/9/2026	Bleyle Elevator, Inc		2,408.00
4/9/2026	PURCOR Pest Solutions		572.29
4/16/2026	Recology		458.62
4/16/2026	PG&E		2,605.77
4/16/2026	J & E Pro Cleaning and Handy Services		3,837.06
4/16/2026	Recology		733.45
4/16/2026	EaseBrite General Maintenance, Inc.		500.00
4/17/2026	Eugene Kita, DDS	1,609.89	
4/17/2026	One Life Counseling Service	1,472.90	
4/17/2026	Sonrisas Dental Health, Inc.	500.00	
4/17/2026	Sonrisas Dental Health, Inc.	500.00	
4/17/2026	Carol Tanzi & Associates	500.00	
4/17/2026	Ross Williams, DDS	2,083.19	
4/17/2026	Burlingame Therapeutic Associates	2,896.15	
4/17/2026	Houn Young Kim, DDS	2,138.47	
4/17/2026	Patricia Dugoni, CPA	2,400.00	
4/17/2026	April Lee, DDS	2,870.73	
4/17/2026	Bay Area Foot Care	3,253.31	
4/20/2026	Ability Path	6,832.18	
4/20/2026	Ability Path	10,000.00	
4/30/2026	Interest	158.72	
4/30/2026	Mc Mechanical		16,300.00
4/30/2026	Shell Door Service, Inc.		2,735.00
4/30/2026	Ralph Barsi		2,400.00
4/30/2026	Oropeza's Landscaping & Maintenance		2,775.00
		37,215.54	54,458.75
PWC			
4/6/2026	Perkins Coie LLP		39,056.85
4/6/2026	Streamline		100.00
4/16/2026	Mark D. Hudak		2,565.00
4/30/2026	Interest	15.97	
		15.97	41,721.85
Trousdale			
4/1/2026	Trousdale Tenant Deposit	89,219.54	
4/9/2026	Eskaton Properties Inc		973,626.41
4/10/2026	Trousdale Tenant Deposit	142,707.14	
4/16/2026	Trousdale Tenant Deposit	267,358.01	
4/16/2026	Trousdale Tenant Deposit	10,000.00	
4/20/2026	Trousdale Tenant Deposit	805,818.28	
4/23/2026	Trousdale Tenant Deposit	73,645.81	
4/23/2026	Trousdale Tenant Deposit	20,000.00	
4/28/2026	Trousdale Tenant Chargeback		5,000.00
4/30/2026	Interest	459.30	
4/30/2026	Trousdale Tenant Deposit	13,295.45	
		1,422,503.53	978,626.41

Preliminary - subject to change

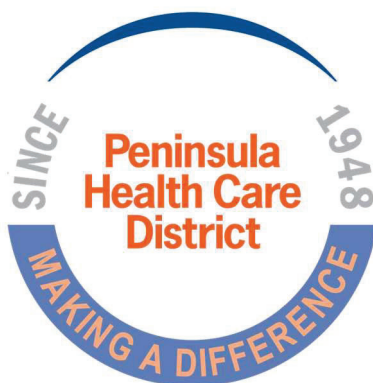
STATUS OF CURRENT YEAR TAX REVENUES

Total As Of <u>4/30/26</u>	Estimated FY 25-26 <u>Tax Revenue</u>
<u>\$ 9,505,169</u>	<u>\$ 9,300,000</u>

Board Designated Invested Funds

	<u>Rate Last QTR</u>	<u>Fees Paid Fiscal YTD</u>	<u>Cost Basis</u>		<u>Market Value</u>
			<u>3/31/26</u>	<u>4/30/26</u>	<u>4/30/26</u>
Bridge Bank - 6mos CD (mature 7/23/26)	3.480%		3,395,593	3,395,593	3,395,593
Fiduciary Trust	3.450% *	5,418	1,885,023	1,889,115	1,890,617
City National Bank	3.811% *	24,879	28,134,160	31,235,194	31,246,625
Local Agency Investment Fund	3.876%		6,558,959	6,623,234	6,623,234
San Mateo County Pool Investment	3.891%		3,971,872	3,971,872	3,971,872
			<u>43,945,607</u>	<u>47,115,008</u>	<u>47,127,941</u>

* Yield to maturity



Employee Handbook

October 2018

Reviewed-Updated ~~November 2019~~ November 2025

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**Required-
Policies Employment
Standards**

Introductory Statement

Welcome! As an employee of Peninsula Health Care District (the "District"), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive. •

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Districts.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time, exempt and non-exempt employees.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

All employees, applicants, and independent contractors (“workers”) working with the District are to be treated with respect and dignity. The District is committed to providing a work environment free of harassment and discrimination based on such factors as ,disrespectful or other unprofessional conduct. The District policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (including hair styles associated with race such as braids, locs, or twists), religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, or any other basis (or combination thereof) protected by federal, state or local law or ordinance or regulation. This policy also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any (or combination) of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Harassment and discrimination are unlawful and All such conduct violates District policy. The District strongly disapproves of and will not tolerate harassment or discrimination of workers by managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment or discrimination of its workers by others with whom the District has a business, service, or professional relationship, including The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors and managers, as well as vendors, patients, independent contractors and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Sexual harassment is a form of harassment. Sexual harassment includes the making of any unwelcome advances and/or visual, verbal, or physical conduct of a sexual nature, as well as offering employment benefits in exchange for sexual favors or threatening reprisals after a negative response to a sexual advance. The definition of sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by practice policy.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to the CEO and/or Human Resources as soon as possible after the incident. In the bring your complaint to the CFO as soon as possible. You can also contact your own supervisor or any other supervisor. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. The CEO (or the CEO's designee) will immediately undertake an effective, thorough and objective investigation of the allegations. In the CEO's absence, the CFO Human Resources will undertake the investigation and confer with the CEO. Confidentiality will be maintained to the extent possible.

If harassment or discrimination is not reported, it cannot be investigated. Every worker's cooperation is crucial. There will be no retaliation against the complaining party either by management or other workers for making, in good faith, a complaint or participating, in good faith, in the investigation of any complaint. Any complaints of

retaliation will be investigated pursuant to these same procedures.

If the District determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. The CEO **or Human Resources** will advise all parties concerned of the results of the investigation (which will be limited to whether the complaint was substantiated or not – no other details will be provided). The District will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The District encourages-requires all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California ~~Department of Fair Employment and Housing~~ Civil Rights Department investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or retaliated against for resisting or complaining, you may file a complaint with the District's Board of Directors for resolution; and, if not resolved, to the appropriate external agency. While the District provides training to its employees as required by applicable law, employees can also access training available from the California Civil Rights Department at <https://calcivilrights.ca.gov/shpt/>.

At-Will Employment Status

District personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the District. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the District has any authority to enter into an agreement for employment. Only the CEO has the authority to make any such agreement, which is binding only if it is in writing and signed by the CEO.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering regarding the terms and conditions of his or her employment.

Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

However, any such changes must be in writing and approved by the CEO of the District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Equal Employment Opportunity

The District is an equal opportunity employer and makes employment decisions based on merit. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on race (including hairstyles associated with race such as braids, locs, or twists), color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military or veteran status, or any other consideration (or combination thereof) made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

~~All such discrimination is unlawful.~~

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a ~~written~~ complaint to ~~your supervisor or the individual with day-to-day personnel responsibilities~~ the CEO and/or Human Resources. Your complaint will be handled in accordance with the provisions of the District's Anti-Harassment Policy. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the CEO or CEO Human Resources. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

~~To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.~~

~~Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the CEO and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations if any that will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the CEO and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.~~

Religious Accommodation

The District will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to the District.

The District has developed an accommodation process to assist employees and management. Through this process, the District establishes a system of open communication between employees and the District to discuss conflicts between religion and work and to act to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and ~~his or her~~the request for accommodation to the CEO or Human Resources to initiate the accommodation process. The District requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Disability Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of ~~his or her~~the employee's job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact ~~your supervisor~~the CEO and/or Human Resources to request such an accommodation. ~~Administration~~The District will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the District receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform ~~his or her~~essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The District will evaluate information obtained from the employee, and possibly ~~his or her~~the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). ~~If an identified accommodation is reasonable and will not impose an undue hardship on the District and/or a direct threat to the health and/or safety of the individual or others, the District will generally make the accommodation or it may propose another reasonable accommodation that may also be effective.~~ Employees are required to cooperate with this process by providing all necessary supporting documentation of supporting the need for accommodation, and being willing to consider alternative accommodations when applicable. The District will consider all suggestions identified by the employee and retains ultimate discretion as to what, if any, accommodation to provide.

The District will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation if supported by medical documentation and/or as required by applicable federal, state or local law.

~~Employees who wish to request unpaid time away from work because of a qualifying disability should speak to your supervisor regarding a proposed accommodation.~~The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Accommodation for Victims of ~~Domestic Violence, Sexual Assault or Stalking~~ Qualifying Acts of Violence

The District will make reasonable accommodations for any employee who reports that ~~he or she~~ the employee is the victim (or the relative of a victim) of ~~domestic violence, sexual assault or stalking~~ qualifying act of violence and requests that the District accommodate ~~his or her~~ the employee's safety while at work, unless providing the accommodation will impose an undue hardship on the District's business operations or violates the District's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs at the workplace; safety procedures; or any other adjustment to a job structure, workplace facility or work requirement in response to a domestic violence, sexual assault or stalking or referral to a victim assistance organization.

The District may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. The District may also require an employee to provide a certification, such as police report, court order or documentation from a medical professional, that the employee is the victim of domestic violence, sexual assault or stalking and may request recertification every six months.

Employees must notify the District if their needs change or if they no longer need an accommodation.

The District will keep all information submitted in connection with an employee's request for an accommodation confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests a reasonable accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the CEO and/or Human Resources.

Accommodation for Drug or Alcohol Treatment or Rehabilitation

The District will attempt to reasonably accommodate employees with chemical dependencies (drugs or alcohol), if they voluntarily wish to seek treatment and/or rehabilitation, unless the accommodation imposes an undue hardship on the District's business operations. The District's support for treatment and rehabilitation does not obligate the District to hire or employ any person who violates the District's drug and alcohol abuse policy or who, because of current use of drugs or alcohol, is unable to perform ~~his or her~~ the employee's duties or cannot perform the duties in a manner that would not endanger ~~his or her~~ the employee's health or safety or the health or safety of others.

The District will keep all information submitted in connection with an employee's enrollment in a drug or alcohol rehabilitation program confidential to the extent permissible by law. Time off for these purposes is unpaid. However, employees wishing to take such leave may utilize their accrued paid time off, if applicable.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact ~~your supervisor~~ the CEO and/or Human Resources.

Right to Revise

~~This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.~~

~~The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at will employment. However, any such changes must be in writing and must be signed by the CEO of the District.~~

~~Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.~~

~~This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.~~

Hiring

Job Duties

Upon being hired, the CEO and/or your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of the District. Your cooperation and assistance in performing such additional work is expected.

Consistent with the at-will policy, The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Employment - Classification

New Hires

During the first 90 days of continuous employment at the District, employees is considered an introductory period will complete a waiting period for certain District-provided benefits. Completion of the introductory period and becoming eligible for certain benefits does not change your at-will status or entitle you to remain employed by the District for any definite period. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the District.

~~The first 90 days of continuous employment at the District is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether you are satisfied with your job. The CEO will closely monitor your performance.~~

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Full-Time Employees

Full-time employees are those who are normally scheduled to work and who do work a schedule of forty (40) hours per week. Full-time employees are eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law.

Part-Time Employees

Part-time employees are those who are normally scheduled to work and who do work fewer than forty (40) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may be eligible for some, but not all employee benefits described in this Handbook. Eligibility for benefits is addressed by individual policies.

Temporary and On-Call Employees

The District may hire employees for specific periods of time (temporary). An employee hired under these conditions is normally considered a Temporary employee. The job assignment, work schedule and duration of the

position will be determined in the sole discretion of the District on a case-by-case basis. If you are designated as a Temporary employee, you are not eligible for benefits other than those required by state and federal laws.

Independent Contractors

An "independent contractor" is a company or individual retained by the District to provide services in a manner that falls outside the scope of an "employment relationship," as defined by the Internal Revenue Service.

Leaves of Absence

Leaves of Absence

The District may grant leaves of absence to employees in certain circumstances. Absence requests should be submitted in writing to the CEO **and/or Human Resources**. Request any leave as far in advance as possible, ~~keep in touch with the CEO during your leave~~, and give prompt notice of any change in your anticipated return date. ~~Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.~~ If your leave expires and you fail to return to work without contacting the CEO **and/or Human Resources**, the District will assume that you do not plan to return and that you have voluntarily terminated your employment. If you need leave for a reason that is not addressed in this handbook, see the CEO **and/or Human Resources**. The District provides employees with all leaves of absence required by applicable law.

Health Insurance Premium

- ~~• The District does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self pay the premiums under the provisions of COBRA of 1985. The CEO or CFO can give you additional information.~~

~~Bereavement Leave~~

~~The District grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother, father, sister, brother, son, or daughter in law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the District. The employee's supervisor may approve additional unpaid time off.~~

Pregnancy Disability Leave and Transfer Privileges

The District provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternate position.

An employee should make requests for pregnancy disability leave to the CEO **and/or Human Resources** at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for pregnancy disability leave and stating:

- The date on which the employee became disabled due to pregnancy, childbirth or related medical condition, or the date on which the need for a transfer became medically advisable;
- The probable duration of the period or periods of disability or the need for transfer; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

Re-certification may be required if the employee requests an extension beyond the original certification.

Any changes in this information contained in the health care provider's statement should be promptly reported to the CEO **and/or Human Resources**.

Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (or 17 1/3 weeks). Part-time employees are granted unpaid leave on a pro-rata basis.

Pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment of time that can be used for such leave is 0.25 of an hour. The District may transfer the employee to an alternate position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternate position.

Regarding compensation and benefits during leave:

- While Receiving Wage Replacement Benefits. While an employee receives SDI or other wage replacement benefits, she can choose whether to supplement those benefits with accrued PTO. The District integrates all available paid time off with SDI benefits (meaning that an employee can use a portion of available paid time off during any time the employee is receiving SDI benefits). This integration is intended to allow an employee to use available paid time off on a pro rata basis while receiving SDI in order to receive full compensation for a period of time. At no time while an employee is on pregnancy disability leave should an employee receive more than 100% of her normal compensation.
- While on Otherwise Unpaid Leave. During the otherwise unpaid portion of leave, an employee taking pregnancy leave has the choice as to whether to exhaust available PTO. Substituted paid leave time will be counted toward the 17 1/3 week entitlement. After using forms of paid leave (or, if the employee elects not to), the employee's leave will continue on an unpaid basis.
- No Continued Accruals. Employees on unpaid leave will not continue to accrue PTO, unless otherwise required by applicable law. For any time an employee is using a pro rata portion of accrued leave to integrate benefits with SDI, the employee will continue to accrue further paid leave benefits on a pro rata basis.

- Benefit Continuation. The District will allow the employee to continue participating, as required by law, in any group health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for up to a maximum of 17 1/3 work weeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of the pregnancy disability leave. Unless required by law or District policy, benefits will be continued at the conclusion of that period, and the employee will be offered the ability to obtain continuation coverage under COBRA.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave must provide the CEO and/or Human Resources with at least two weeks' advance notice of the date she intends to return to work.

When a pregnancy disability leave ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Pregnancy Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of pregnancy disability leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

An employee returning from pregnancy disability leave must submit a health care provider's verification of her fitness to return to work.

If an employee fails to report to work promptly at the end of the pregnancy disability leave and does not obtain approval for an extended leave, the District will consider whether the employee may be eligible for continued leave under other leave policies or as a possible disability-related accommodation. If an employee altogether fails to return to work and does not contact the District at the conclusion of leave, the District will treat the failure to return as a voluntary resignation.

~~Any female employee planning to take pregnancy disability leave should advise the CEO as early as possible. The individual should make an appointment with the CEO to discuss the following conditions:~~

- ~~• Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to six months. Part-time employees are entitled to leave on a pro rata basis. The six months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.~~
- ~~• The District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.~~
- ~~• Employees who need to take pregnancy disability must inform the District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the CEO regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider;~~
- ~~• If 30 days' advance notice is not possible, notice must be given as soon as practical;~~
- ~~• Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;~~
- ~~• Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:

 - ~~o A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.~~
 - ~~o The date on which the employee became disabled due to pregnancy;~~~~

- ~~o The probable duration of the period or periods of disability; and~~
 - ~~o If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.~~
 - ~~• Leave returns will be allowed only when the employee's physician sends a release;~~
 - ~~• An employee will be required to use accrued PTO if any (if otherwise eligible to take the time) during a pregnancy disability leave.~~
- ~~Leave does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of one day at a time.~~

~~If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.~~

~~Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.~~

~~Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of six months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.~~

~~PDL may impact other benefits or a seniority date. Please contact the CEO for more information.~~

Paid Time Off

Intro

The District believes an employee should have opportunities to enjoy time away from work. The District's paid time off (PTO) policy benefits eligible employees. Employees may use PTO for paid vacation leave, paid sick leave (including all reasons authorized by California's mandatory sick leave law), or any other type of paid time off. [The District recognizes nine-thirteen (139) paid holidays that are paid-out/provided separately from the PTO accruals.]

Eligibility

Paid Time Off benefits are provided to all employees (except for temporary employees) and accrual starts on Day 1 of employment. New employees will not be eligible to use PTO until their 91st day of employment.

Accrual of PTO

Eligible full-time employees accrue PTO based on years of service, per hour (exempt employees: per pay period) worked (excluding overtime hours) according to the following schedule, based on the anniversary year:

Full-Time Employees (40 Hours Per Week),

<u>Length</u> of Service	Accrual Rate	Annual PTO Accrual*	Accrual Cap
0 - 1 year's service	0.05000 per hour	13 days	<i>NIA</i>
1-3 years' service	0.07692 per hour	20 days	30 days
4-10 years' service	0.09615 per hour	25 days	37.5 days
10 years or more	0.11538 per hour	30 days	45 days

*Part-Time non-exempt employee accrual is based on hours worked.

Eligible full-time exempt employees accrue PTO based on 80 hours worked each pay period.

Separation from Employment

An employee whose employment terminates will be paid out for any accrued and unused PTO.

Requesting PTO and Documentation

Employees may request to take accrued PTO after 90 days of employment, as work schedules permit. PTO must be cleared with the CEO-employee's supervisor and should be requested at least 2 weeks in advance, if PTO is used for time off other than sick leave. The District schedule may determine permissible PTO periods, which employees may need to defer or otherwise adjust accordingly, based on operational needs.

All PTO requests must be documented and approved by CEO/the employee's supervisor. PTO can be used in two-hour increments.

Rate of Pay and Overtime

For nonexempt employees, PTO is paid based on the employee's straight time pay rate in effect at the time the PTO is taken. PTO is not considered time worked for the purpose of calculating overtime for the week in which the PTO was taken.

Reasons PTO May be Used

Employees may use PTO for paid vacation leave, paid sick leave, or any other type of paid time off. Leave under this policy may be used in connection with the diagnosis, care or treatment for an existing health condition or preventive care for the employee or the employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents, siblings, and "designated person." For purposes of this policy, "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Leave under this policy may also be used for employees who are the victims of a qualifying act of violence and who need to obtain medical care or certain types of assistance. Leave for these reasons can also be used when an employee's family member is a victim of a qualifying act of violence.

Required Use of PTO before Unpaid Leave

You are required to take accrued and unused Paid Time Off (PTO) before taking unpaid leave or having unpaid absences. Where allowed, Family and Medical Leave (under ~~both state and federal~~ applicable law) is included in this requirement, unless the absence is pregnancy-related. Employees who are absent because of their own



disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued PTO, PTO will be used for the first 7 days before SDI payments begin.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused PTO.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused PTO, up to a maximum of two weeks in a 12-month period.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused PTO.

PTO and Workers' Compensation Benefits

PTO is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused PTO, the additional absences from work will be paid with the use of PTO.

Jury Duty and Witness Leave

If you are called for jury duty, we wish to help you minimize financial losses because of such service. The District will continue to pay regular pay for a maximum of one week of which the calculation is based on the employee's regular schedule. For jury duty in excess of one week, you may request Paid Time Off or Unpaid Leave in accordance with applicable policies.

To be eligible for these Jury Duty Leave benefits you must notify the CEO and/or Human Resources as soon as possible after receiving the jury summons.

On any scheduled day during which you are not required to serve, you will be expected to return to work. In order to receive paid Jury Duty Leave, you must submit a statement of jury service to Human Resources. ~~the personnel administrator.~~

You may retain any mileage allowance or other fee paid by the court for jury services.

California Paid Sick Leave

Employees who are not eligible to earn PTO are eligible to earn California Paid Sick Leave in accordance with the California law. California Paid Sick Leave may be taken for below prescribed purposes:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a

grandparent, grandchild, sibling, or “designated person.” For purposes of this policy, “designated person” means a person identified by the employee at the time the employee requests paid sick leave. An employee can designate one person per 12 month period, measured from the time the employee first designates a person. Additionally, California Paid Sick Leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Accrual: Employees are provided with paid sick leave at the rate of five (5) days or forty (40) hours per year, whichever is greater. This amount is provided at the beginning of each calendar year. Unused sick leave does not roll over from year to year. Employees hired mid-year will be provided with a lump sum on their hire date (subject to use requirements) and provided with annual sick leave every January thereafter.

Eligibility: Employees are eligible to start earning sick leave upon hire. Employees can use sick leave after being employed by the District for ninety days. Employees can use up to 40 hours of sick leave each calendar year.

Separation of Employment: Upon separation of employment (voluntary termination, involuntary termination, etc.), employees are not entitled to be compensated for unused California Paid Sick Leave. However, previously unused paid sick days will be reinstated if an employee separates from employment and then is rehired by the District within one year.

To the extent possible, employees must provide reasonable advance notice of their need for sick leave under this policy. If the need is not foreseeable, the employee must provide notice as soon as practicable. Sick leave will not constitute a break in service for the purpose of District benefits or seniority.

Family Medical Leave

The District provides eligible employees with family medical leave (“Family and Medical Leave”) under the California Family Rights Act (“CFRA”).

Reasons for Leave.

Family and Medical Leave may be taken for the birth of the employee’s child, the placement of a child with the employee for adoption or foster care, to care for the employee’s spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job. Leave can also be taken for certain military-related reasons as further detailed below. For purposes of this policy, a “serious health condition” does not include pregnancy or any related medical condition. For purposes of this policy, “designated person” means any person related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify the designated person at the time the employee requests leave. The District limits an employee to one designated person per 12-month period for family care and medical leave.

Eligibility.

To be eligible for Family and Medical Leave, an employee must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin.

Duration.

Employees may take up to a maximum of twelve (12) workweeks of Family and Medical Leave within a 12-month period. The District uses a “rolling” 12-month period to determine an employee’s eligibility for leave. The 12-month period is measured backward from the date an employee uses any Family and Medical Leave.

Leave may be taken intermittently (in blocks of time or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee’s family member and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one-quarter of an hour (0.25).

Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. The minimum duration for leave taken in connection with the birth, adoption, or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

Procedures.

Please contact the CEO and/or Human Resources as soon as you become aware of the need for Family and Medical Leave. If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. For any planned medical treatment, employees must consult with their supervisor regarding the need for leave and must make a reasonable effort to schedule any treatment so as to minimize disruption of the District's operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:

- i. the date of commencement of the serious health condition;
- ii. the probable duration of the condition; and
- iii. that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

The District will require certification by the employee's health care provider that the employee is fit to return to his/her job.

If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:

- i. the date of commencement of the serious health condition;
- ii. the probable duration of the condition;
- iii. an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse; and
- iv. confirmation that the serious health condition warrants the participation of the employee.

Recertification may be required if the employee requests an extension beyond the original certification.

Compensation.

- (1) While receiving wage replacement benefits. For any period of time that an employee is eligible for and receiving any type of wage replacement benefits (i.e., disability benefits, SDI, PFL, and/or workers' compensation benefits), the employee is not required to use accrued sick leave or PTO in connection with the employee's Family and Medical Leave. The employee may, however, choose to supplement these forms of wage-replacement payments with accrued paid leave on a pro rata basis, so long as the employee's pay does not exceed their normal wage. Should an employee desire to supplement SDI benefits with accrued sick and/or PTO leave, the District will integrate benefits with paid leave.
- (2) While on otherwise unpaid leave. If an employee is on family and medical leave for the employee's own serious health condition and is not receiving any wage replacement benefits from another source, the employee must use any available sick leave and PTO during the leave. (See Pregnancy Disability Leave policy for rule applicable to employees disabled by pregnancy). If an employee is on Family and Medical Leave to care for a family member or bond with a new baby, the employee must use all available PTO during the leave and, at the employee's choice, may use available sick leave.

Once all sick leave and PTO is exhausted (or if the employee has the choice and elects not to use it), Family and Medical Leave will continue on an unpaid basis for the remainder (if any) of the available 12-weeks. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

During any period of unpaid leave, employees will not continue to accrue sick leave, PTO, or any other forms of paid time off and will not be paid for holidays that occur during the leave.

Benefits.

An employee taking Family and Medical Leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working, and the employee is expected to continue to pay the employee's share of the monthly premiums (either by way of payroll deduction during any period of paid leave or by way of separate payment to the District). The continued participation in health benefits begins on the date leave first begins.

Employees are eligible for a maximum of 12-weeks benefits continuation during any 12-month period, unless otherwise required by law. If leave lasts longer than 12 weeks and if the law does not otherwise require benefits to be continued, then the employee will be placed on COBRA and can opt for continued coverage at the employee's own expense. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

Qualified Exigency Leave.

Eligible employees with a spouse, domestic partner, child, or parent on active duty or called to active duty in the armed forces of the United States may take up to the normal 12 weeks of leave because of any "qualifying exigency." For purposes of this policy, "qualifying exigency" includes: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) finance and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities agreed to by the employer and the employee.

- (1) Amount of Leave. For a qualifying exigency, an employee is entitled to a maximum of 12 weeks leave (when combined with leave for any other qualifying reason) in accordance with the rolling 12-month period measured backward.
- (2) Procedures. Please contact the CEO and/or Human Resources as soon as you become aware of the need for any type of qualified exigency leave. Except in the case of exigency leave for short-notice deployment, the District requires certification of the need for leave.

Reinstatement.

Upon return from a Family and Medical Leave, an employee will be reinstated to his/her original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

As stated above, when an employee takes leave on account of the employee's own serious health condition, the District requires certification, prior to reinstatement, by the employee's health care provider that the employee is fit to return to his/her job.

If an employee fails to report to work promptly at the end of the Family and Medical Leave and fails to obtain approval for an additional personal leave of absence, the District will treat the failure to return as a voluntary resignation.

Extended Medical Leave.

If an employee is unable to return from approved leave within the time provided under applicable law and the Family and Medical Leave policy, the District will consider whether extended leave is available in accordance with the District's disability and reasonable accommodation policy.

Bereavement Leave

In the event of a death in the immediate family, an employee may be granted five (5) days of paid bereavement leave for

the first family death in a calendar year. Leave does not need to be taken all at once, but must be concluded within ninety (90) days of the death. If an employee experiences more than one family death in a calendar year, the employee is entitled to five days of bereavement leave for each subsequent death, but only the first three days will be paid. For the remaining two days of bereavement leave available, the employee can either use accrued PTO or sick leave or take unpaid leave. Certification of the death may be required by the CEO and/or Human Resources. For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee.

Reproductive Loss Leave

The District provides Reproductive Loss Leave to eligible employees.

Reproductive Loss Event

A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy
- Unsuccessful assisted reproduction

Eligibility

To be eligible for Reproductive Loss Leave, an employee must have worked for the District for at least 30 days prior to the start of the leave. An employee can take leave following their own reproductive loss event or that of another person – such as a spouse or domestic partner – if the employee would have been the parent of the child born or adopted. Employees are not required to submit documentation in support of their leave request.

Timing and duration of leave

An eligible employee may take up to five days' leave for each reproductive loss event. Reproductive Loss Leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. This means employees can choose to take all five days at once or break up the days over a longer period, as long as their leave is completed within three months.

Reproductive Loss Leave is separate from, and in addition to, other types of leave to which employees are entitled (such as leave under the California Family Rights Act (CFRA) or California's Pregnancy Disability Leave law (PDL)). If an eligible employee is taking leave under any other state or federal leave entitlement, prior to or immediately following the reproductive loss, then the employee shall complete their Reproductive Loss Leave within three months after the end of their other leave.

If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

Pay during Reproductive Loss Leave

Employees can use any available PTO time or sick leave to cover their Reproductive Loss Leave. Otherwise, reproductive loss leave is unpaid.

Confidentiality and No Retaliation

The District will maintain the confidentiality of any employee requesting Reproductive Loss Leave. The District will not retaliate against an individual for exercising any rights regarding Reproductive Loss Leave.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her the employee's supervisor at least two days' notice.

Domestic Violence, Sexual Assault or Stalking Victim Leave

The District will provide time off to any employee who is a victim of a qualifying act of violence, which includes domestic violence, sexual assault, or stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any act of violence resulting in injury. Employees who are victims or family members of victims may take leave to participate in safety planning or in any court proceedings related to the act of violence, provide care for a child or dependent adult following an act of violence, and assist a family member in obtaining certain types of care or assistance. so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety or welfare of the employee or the employee's child. "Relief" includes, but is not limited to, a temporary restraining order, restraining order or other injunctive relief. Employees should give the District reasonable notice of the need for time off, unless advance notice is not feasible. The District also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional.

Employees may use accrued paid time off, such as vacation-PTO or any available sick leave time, in order to receive compensation during the leave of absence.

Employees may also be entitled to a reasonable accommodation under the District's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy with the CEO and/or Human Resources for additional information.

The District will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave under this policy should contact the CEO and/or Human Resources.

School or Child Care Activities Leave

An employee who is a parent to one or more children who are of the age to attend a licensed child care provider, kindergarten or grades one to 12 may take up to 40 hours of leave per school year to participate in any of the following:

Finding, enrolling or reenrolling the child in a school or with a licensed child care provider;

Participating in school or childcare-related activities; or

Addressing a child care provider or school emergency.

"Parent" includes parent, guardian, stepparent, foster parent, grandparent and persons who stand in the place of a parent (in loco parentis) to a child.

- Time off for reasons other than a child care provider or school emergency is limited to eight hours per calendar month. Child care provider or school emergencies occur when the child cannot remain in

school or with a child care provider due to one of the following:

- The school or child care provider has requested that the child be picked up or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires that the child be picked up from school or child care;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider (excluding planned holidays); and
- A natural disaster (e.g., fire, earthquake, or flood).

Employees wishing to take time off for a planned absence (e.g., to participate in scheduled school or child care provider activities or enroll a child in school or with a child care provider), must provide reasonable advance notice to the CEO and/or Human Resources. Employees needing time off to address a child care provider or school emergency must provide notice to the CEO and/or Human Resources as soon as practicable.

The District may require employees to provide documentation from the school or child care provider verifying that the employee participated in the school or childcare activity, including the date and time of the activity.

Employees must substitute accrued paid time off (PTO) for any part of this leave. Employees who do not have PTO available will be allowed time off without pay.

Benefits

Benefit Eligibility

Full Time Employees (40 hours)

- Paid Time Off (accrual starts first day of employment; usage available; after completion of ~~thirty (90)~~ days of employment).
- Health Insurance (first of the month following 30 days of employment)
- Dental Insurance (first of the month following 30 days of employment)
- Vision Insurance (first of the month following 30 days of employment)
- Pension Plan (first day of employment)
- Short Term Disability Insurance (first day of employment – subject to waiting requirement)~~of the month following 30 days of employment~~)
- Life Insurance (first of the month following 30 days of employment)

Part Time Employees (20+ hours)

- Employees working 20 or more hours a week or more are eligible for pro-rated PTO (accrual starts first day of employment; usage available after completion of 90 days of employment)~~30 days~~.
- Employees working 20 or more hours are eligible for benefits; however, employer contribution will be pro-rated to the hours scheduled and the premium cost difference will be covered by employee.

Temporary Employees

- Temporary employees are not eligible for benefits.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employees. Attendance at such activities during working hours, whether required by the District or requested by individual employees, requires the written approval of the supervisor and the CEO. To obtain approval, any employee wishing to attend an activity during working hours or at the cost of the District must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For *mandatory events* or seminars required by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the CEO and/or Human Resources in advance. Employee attendance at required outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to *voluntary* events, where an employee's attendance is voluntary, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. As employees are expected to maintain their own professional licenses and certifications, continuing education units and courses are generally expected to be compensated by the employee.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Wage replacement benefits ~~Cash benefits, tax free, to replace lost wages~~; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers Compensation Benefits (DWC Form 1) and return it to the CEO and Human Resources; and
- Provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, ongoing treatment, and, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her the employee's same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had the employee he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her the employee's qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions

of ~~his or her~~ the employee's job

because of a physical or mental disability, the District will engage in an interactive process with the employee. The District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act and the California Fair Employment and Housing Act.

The law requires the District to notify the workers' compensation insurance practice of any concerns of false or fraudulent claims.

Holidays

The District observes the following paid holidays and closes the District office in observance.

- January 1 (New Year's Day)
- Martin Luther King, Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

At the start of each calendar year, a list of dates on which those holidays will be observed ~~those holidays fall on~~ will be distributed to all employees.

If the holiday falls on a Saturday, Friday will generally be observed. If the holiday falls on a Sunday, the Monday will generally be observed.

~~The District office will also be closed on :~~

- ~~• The Friday after Thanksgiving~~
- ~~• December 24th~~
- ~~• December 31st~~

~~On these days, employees can use their PTO or take unpaid leave. The District reserves the right to close the office on other days. The District will provide advance notice to employees and allow the use of PTO. request a day of LOA for any regular work days, Monday through Friday, the District deems it necessary to close the office.~~

Bereavement Leave

The District grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother, father, sister, brother, son, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the District. The employee's supervisor may

approve additional unpaid time off.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Lactation Policy

The District accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of the business, break time may be denied to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to the employee's work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. The District will also provide access to a nearby sink with running water and a refrigerator (or other cooling device) suitable for storing milk near your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space.

Employees who desire lactation accommodations should contact the CEO and/or Human Resources to request accommodations.

Discrimination based on sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Insurance Benefits

Health, Dental and Vision Insurance

If you are a designated regular employee working 20 or more hours per week, you will receive all the benefits described in this Handbook, including comprehensive medical insurance (health, dental, and vision), as soon as you meet the eligibility requirements of each plan.

Exempt eligible employee pays 5% of cost each for self, spouse and dependents.

Non-Exempt eligible employee pays 5% of cost for self (under a designated plan) and pays the cost for covers the difference for spouse and dependents or for alternative plans.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication.

Life Insurance:

The District will provide a policy for the employee at no cost to the employee.

Disability Insurance

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not

caused by employment ~~at the District. An additional tax funds the state's Paid Family Leave program, and provides~~



~~partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the CEO or CFO.~~

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or to bond with a newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

You are protected by the District's workers' compensation insurance policy while employed by the District, at no cost to you. The policy covers you in case of occupational injury or illness.

Retirement Plan

The District provides participation in the California Public Employees' Retirement System (CalPERS) Pension program in which employees and employer each contribute a set percentage of base salary as prescribed by CalPERS. All eligible participants will receive a summary plan description.

Management

Employee Property

An employee's personal property, including but not limited to packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of the District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Names and Addresses

The District is required by law to keep current all employees' names and [personal mailing](#) addresses. Employees are responsible for notifying the District in the event of a name or address change.

Open-Door

Suggestions for improving the District are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the District. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor [and/or Human Resources](#), who will then [conduct an appropriate inquiry](#) ~~investigate~~ and provide a solution or explanation.
- If the problem persists, you may describe it in writing and present it to [Human Resources and/or the](#) CEO, who will [conduct an appropriate inquiry](#) ~~investigate~~ and provide a solution or explanation. ~~If you need assistance with your complaint, or you prefer to make a complaint in person, contact the CEO.~~ We encourage you to bring the matter to the CEO [and/or Human Resources](#) as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- ~~If the problem is not resolved, you may present the problem in writing to the Board Chair, who will attempt to reach a final resolution. If you need assistance with the written complaint, contact the CEO.~~ This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, the District values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by ~~his or her~~ [the employee's](#) supervisor. Your first performance evaluation will take place after completion of your introductory period. Subsequent performance evaluations will be conducted on or about the anniversary date of your employment with the District. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the District maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the CEO and/or Human Resources.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If there is a change in any of the following items, please be sure to notify your supervisor as soon as possible.

1. Legal Name
2. ~~Home-Mailing~~ Address
3. Home Telephone number
4. Person to call in case of an emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any company vehicles
9. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in our personnel files is incorrect.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the District receives your written request to inspect or copy your personnel records (unless you/your representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 0.50 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the District will cooperate with request ~~form-from~~ authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy

Employees may not use any audio or video recording devices in work areas or in the course of conducting business ~~unless approved by the CEO~~.

District Property

Electronic and Social Media

This policy is intended to protect the District's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and mobile phones), computer software/hardware and servers, and other District-owned items.

The District also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, mobile phones and other handheld devices (such as cell phones, smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through the District equipment is the property owned by the District for the purpose of conducting District business. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any District property may be removed from the premises.
- All electronic communications also remain the sole property of the District and are to be used for District business. For example, email messages are considered District records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the District and remains the property of the District.
- Information stored in the District computers and file servers, including without limitation District-owned information such as resident, grant recipient, and vendor lists may not be distributed outside the District in any form whatsoever without the written permission of the CEO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject the District employees to disciplinary action, up to and including termination.

Monitoring of District Property

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The District computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of District policy or any law occurs. E-mail may be monitored by the District and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the District's ownership of the electronic information or ability to monitor the information. The District may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the District management.

In addition to all restrictions noted above, the following rules are applicable to the usage of company-provided computer systems:

1. Passwords are not to be shared for any computers or systems, unless approved by the District's IT service.
2. Employees are prohibited from accessing pornographic or offensive internet sites, and from printing or displaying any pornographic or offensive materials.
3. Downloading or installation of software from the Internet or any other source is strictly prohibited, except as authorized by the CEO. Such software may contain embedded viruses, may be untested and/or may interfere with the functioning of standard company software.
4. Copying of materials from the Internet (or any other source) in violation of copyright laws is not permitted. Employees are permitted to print out Web pages and download material from the Internet for informational purposes only so long as the purpose for such copying falls into the category of "fair use" as defined by copyright law and otherwise complies with this policy. Employees having any questions regarding copyright law or "fair use" should contact human resources.
5. Employees are prohibited from sending or receiving, by any means, inappropriate jokes or images, copyrighted materials, confidential or proprietary information or other such information without prior authorization.
6. The District has the right to block any websites deemed inappropriate or unnecessary in the workplace, including, but not limited to, social media sites.

Prohibited Use

All existing District policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of District assets or resources. It is a violation of the District policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against the District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any District computer is a violation of the District's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of the District to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

The District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these District resources and property should be used only for business-related purposes; however, there are a few exceptions:

- Use of District phones in emergency situations
- To access the internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours provided that employees adhere to all other usage policies.

Any personal usage of District property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or

other shared resources, or violate any District policy, including policies against harassment, discrimination and disclosure of confidential ~~or trade secret~~ information. All policies relating to monitoring usage of District property apply. The District reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Social Media

The District uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the District deems to be social media, consult with the CEO **and/or Human Resources**. Use of Internet based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of District goals. However, only authorized individuals can speak/write in the name of the District using the social media tools of the District such as the District Facebook page. The CEO **and/or Human Resources** will authorize you in writing if you can use these District social media tools to perform your job duties. Authorized individuals using the District social media tools shall identify themselves honestly, accurately and completely and comply with all District policies in using this media.

Your authorization is limited to business purposes and personal use of these District social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of District property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other District policies against inappropriate usage, including the District's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential ~~and trade secret~~ information apply.

Nothing in the District social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Personal Electronic Devices

Although the District permits employees to bring personal electronic devices, including cellular phones, smartphones and personal digital assistants, into the workplace, employees are expected to remember that working time is for work. Therefore, employees should only engage in personal phone calls and other use of personal electronic devices during nonworking time, including meal and rest breaks. Outside of this time, personal phone calls and communications should be kept to a minimum and for emergencies only.

Employer Property

Furniture, desks, computers, cell phones, data processing equipment/software, and other District-owned items are the District's property and must be maintained according to District requirements and standards. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

District voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, and e-mail messages, and texts

to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, cell phones, pagers, mobile email, etc. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave the District, unless other arrangements have been made. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination or otherwise arranged.

Copyrighted Material

The District does not condone the illegal duplication of copyrighted materials, including software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 U.S.C. §106 states in part "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the users' right to make a backup copy of software for archival purposes. Penalties for violation of this federal law include fines of up to \$100,000 and jail terms of up to five years.

Driving for Company Business

Due to the nature of our business, your position may require driving for company business. The District does not maintain a fleet of vehicles and your own personal car may be required for business purposes..

If you are driving your personal vehicle for approved company business (excluding commute time), you must record and will be reimbursed mileage at the IRS prevailing mileage rate. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. If you are involved in an accident in your personal vehicle while on District business, the District will reimburse you up to \$100 of your deductible to help defray costs incurred. California strictly bans the use of mobile phones while driving, except in the case of emergency calls to law enforcement, the fire department, or other emergency services. The District has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, text, receive or converse on the mobile phone in any way. As a courtesy to other employees riding in a car with you for company business, we ask that you limit personal calls to emergencies only.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Nondisclosure or Use of ~~Trade Secrets~~ Confidential Information

During the term of employment with the District, employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is not generally known to ~~competitors or~~ the public and which is, or may be, either applicable or related to the present or future business of the District, its research and development. For example, trade secret information includes, but is not limited to, devices, inventions, processes and compilations of information, records, specifications, and information concerning real estate negotiations or vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except for the benefit of the District and as required in the course of employment with the District. Employee agrees that ~~he or she~~ the employee will not remove or otherwise transmit confidential, proprietary or secret information without express prior written consent of an authorized District representative. The above agreement should not be construed as constituting a promise of continued employment for at-will employment purposes.

Smoking and Vaping

Smoking and vaping are not allowed in any enclosed area of the facility and must be away from any entrances or exits from the building. Smoking should be kept away from public view.

Expense Reimbursement

You must have your manager's authorization before you incur an expense on behalf of the District. To be reimbursed for authorized expenses, including reimbursement for using a personal vehicle, you will need to submit an expense report. IRS regulations require documentation of miles traveled for mileage reimbursement, and for out-of-pocket expenses, a credit card charge slip, fully itemized bill or cash register receipt showing the name of the firm that provided goods or services. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. Please submit your approved expense report to the CEO no later than the 10th of the next month. If you have questions about expense reporting, please contact the CFO.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any vendor, supplier, or other person doing business with the District. Please discuss expenses paid by such persons for business meals or trips with the CEO in advance.

Conducting Personal Business

Employees are to conduct only the District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours except in emergencies.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding the District, its Directors or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the CEO. Any breach of this policy will not be tolerated and legal action may be taken.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. The District desires to avoid misunderstandings, complaints of favoritism, or lack of objectivity, claims of sexual harassment, and the morale and dissension problems that potentially results from romantic or other non-work-related relationships between employees. Personal or romantic involvement with a competitor, supplier, or subordinate employee which impairs an employee's ability to exercise good judgment creates an actual or potential conflict of interest. Employees are required to immediately notify the CEO and/or Human Resources of any relationship that potentially falls under this policy. If, in the District's opinion, any of the potential problems noted above cannot be avoided in a reasonable manner, the District may take any action that the Company deems appropriate to address the situation. This includes transferring an employee to another position or terminating employment.

Personal Communications

Please keep personal communications to a minimum, so as not to interfere with your work. You are permitted to make personal cell phone calls, limited local area calls on company telephones, text, or use other "smart phone" functions during lunch or "break" periods only. Emergency calls may be made or taken at any time, but efforts should be made to take those communications privately. At no time is it acceptable to be on a personal mobile phone or similar device while in the presence of visitors, residents, vendors within business areas, unless there is a legitimate business reason to do so. Mobile phone ringtones should be turned down or off so as not disturb others around you. We understand that there are legitimate business reasons for needing to use cellular phones or similar devices in the workplace, and this policy is not meant to impede those necessary business communications. Do not use the District as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter, unless your office is set up to take payments for postage. Although the amount may seem small, it is still considered theft.

Dress Code and Other Personal Standards

Since each employee is a representative of the District in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. All employees are prohibited from chewing gum during business hours of operation. Employees' hair must be clean and neat in appearance. Employees must not smell of smoke during working hours. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

If a specific dress code is not provided to you, use "business casual" as your standard. Acceptable business casual clothing includes suits, sport coats, or dress shirts and slacks with ties, blouses and sweaters with skirts or dress slacks or dresses. T-shirts, tank or halter tops, low cut blouses or shirts, flip flops, tennis shoes, casual pants (yoga, sweatpants, cargo), and shorts, are not permitted for any employees. All clothing should be clean and without rips or holes.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a District representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the CEO [and/or Human Resources](#) of such use immediately before starting or resuming work.

The District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but

fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Off-Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Off-duty conduct by an employee that directly conflicts with the District's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by the District on a full-time basis, employees are expected to devote their energies to their jobs with the District.

Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest or that impairs the employee's ability to fulfill employment obligations to the District, must submit a written request to the CEO and/or Human Resources explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District's objectives.

The following conduct is prohibited and will not be tolerated. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or tenant;

- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- ~~Engaging in criminal conduct~~ Being convicted of a crime that impairs or impacts ~~whether or not related to~~ job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on District premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of two consecutive scheduled workdays.
- Leaving work without obtaining ~~Failing to obtain~~ permission ~~to leave work~~ for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business.

If you are unable to report for work on any day, you must communicate with ~~the CEO~~ your supervisor before scheduled to work for that day. Excessive absenteeism or tardiness will not be tolerated. The District defines excessive absenteeism as more than three (3) days' absence in a three (3) month period. Absences covered under California's Paid Sick Leave, ~~or~~ absences accompanied by a doctor's note, and absences considered protected leave under applicable state or federal law will not be included when assessing excessive absenteeism. Two (2) unapproved tardy days or leaving before the end of a scheduled shift within a 3- month period (not for the reasons mentioned above), will count towards 1 unexcused absence.

If you fail to report for work without any notification to ~~the CEO~~ your supervisor and your absence continues for a period of three (3) consecutively scheduled workdays without notice, the District will consider that you have voluntarily abandoned or quit your employment.

Absences protected by state and federal law do not count as a violation of this policy.

Wages

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by [your supervisor or the CEO](#). The District provides compensation for all overtime hours worked by non-exempt employees in accordance with [state and federal applicable](#) law as follows:

- All hours worked in excess of ~~8 hours in one workday or~~ 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, ~~or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek,~~ shall be paid at a rate one and one-half times the employee's regular rate of pay; and
- ~~Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and~~
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

The District will pay non-exempt employees at an amount equal to their hourly wage for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by ~~his or her~~ [the employee's](#) supervisor;
- Any hours in excess of ~~eight in a day or~~ 40 in ~~one work~~-week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

On occasion, we may request that you attend a mandatory company-sponsored meeting. We do our best to schedule mandatory meetings at times when most employees are scheduled to work. However, there may be cases where they are not during hours you are normally scheduled to work. If a mandatory company-sponsored meeting is held during your non-working hours, and you are a non-exempt employee, you will be eligible for payment based on the actual meeting time attended. Exempt employees will not receive any additional salary ~~consideration~~ [compensation at the appropriate rate of pay](#).

Payment of Wages

Paychecks are normally available by 5:00 p.m. on the 15th and last day of each month at the District office.

Workweek

[The District's workweek starts at 12:01am on Sunday and concludes on Saturday at 12:00 midnight.](#)

Twice-Monthly Payments

All employees are paid twice a month on the 15th and last day of the month.

Deductions (Mandatory)

The District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes and your contribution to Social Security. These deductions will be

itemized on your paycheck stub. The amount of the deductions from your paycheck may depend on your earnings and on the information you furnish on your W-4 form regarding the number of withholding allowances you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to human resources immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered levies or garnishments, will be explained to you whenever the District is ordered to make such deductions.

Deductions (Optional)

If you elect to participate in the health, dental, and/or vision insurance plan(s), or the flexible savings plan appropriate deductions will be made from your paycheck.

Automatic Deposit

The District, through its payroll service, offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the CFO) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the CFO and return it to the CFO at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Timekeeping Requirements

Time Recording for Exempt Employees

State and federal laws require employers to pay overtime pay to some classes of employees, but other classes of employees, including most managers, administrative employees and professionals, are "exempt" from coverage under these laws provided they are paid on a salary basis. An employer must treat an exempt employee in very specific ways, or the employee may lose the exempt status. For example, an employer can only reduce the salary of an exempt employee under certain circumstances, as reflected in this policy.

If an exempt employee takes time off due to sickness or personal reasons, each full day of absence will result in a salary reduction of one day's pay, except to the extent the absence is covered by Paid Time Off benefits, and no reduction in salary will be made for an absence of less than one day. If the exempt employee has no available Paid Time Off, their salary will not be reduced in increments ~~of less~~ of less than one day. Regardless of whether an absence would result in a salary reduction under this policy, a PTO request or timesheet adjustment is required whenever an exempt employee misses one scheduled work day.

If an exempt employee takes time off due to jury duty, military service or appearance in court as a witness, each full week of absence will result in a salary reduction of one week's pay, except to the extent the absence is covered by Paid Time Off or Jury Duty benefits, and no reduction in salary will be made for an absence of less than one week. Exempt employees are required to use any available Paid Time Off benefits to cover any time off from regularly scheduled work. In the sole discretion of your manager, you may make up missed time instead of using paid leave benefits, whether or not the "make up" time is within the same workweek. In that event, no PTO request or timecard adjustment is required. When recording time off as an exempt employee, whether paid or unpaid, you must document request in writing to the CEO and Human Resources. ~~Reductions~~ Reductions in salary will only be made in accordance with this policy.

Time Recording for Non-Exempt Employees

Employees who are not paid a salary and employees who do not perform work that is managerial, professional or administrative are classified as "non-exempt" from state and federal overtime laws. Non-exempt employees must be paid overtime for all time worked in excess of ~~8 hours per day and~~ 40 hours per week. By law, we are obligated to keep accurate records of the time worked by non-exempt employees. As a non-exempt employee, you are responsible for recording your starting and stopping times on your timecard.

All nonexempt employees are required to submit a timecard to record time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees will be required to certify that their time record is accurate.

Non-exempt employees are not permitted to "make up" hours not worked in one workweek by working extra hours in another workweek, if this would result in more than ~~8 hours of work in any day or~~ 40 hours of work in any workweek. This is because the law does not allow employees to waive their statutory right to overtime pay. Any make up time within the same workweek requires express written approval from management.

Work Schedules

The District's regular-core business hours are 8am - 6 pm. Certain District programs have adjusted hours on weekdays and also observe some weekend hours. Board and Board Committee meetings are typically scheduled weekdays between 5 pm - 9 pm and occasionally on weekends. The non-exempt staffs' scheduled shifts on those occasions will be adjusted. Whenever possible, t—The District will notify the non-exempt employee of any schedule change at least 5 business days prior to schedule change. Employee shifts will be assigned by the District and will be based on operational needs of the department/program involved. In certain situations, the District will approve alternative work schedules that meet District needs and that do not result in overtime.

Meal and Rest Periods

Rest Breaks

All non-exempt employees are entitled to rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break period. You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) 15-minute net rest break for every four (4) hours you work. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid ~~15~~10-minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

There may be practical considerations that make this general timing infeasible and that require the District to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. If you work more than ten (10) hours in a workday, you are entitled to a second meal period of at least 30 minutes. During your meal period, you are relieved of all work and you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Similarly, if your total work period for the day is more than ten hours but less than 12, you may waive the meal period as long as you do not work more than 12 hours in the workday and as long as you have taken your first meal period. This waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Recording Meal Periods

You must record any meal period on your timecard.

All work time must be accurately reported on your timecard.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the CEO and/or Human Resources.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to CEO and/or Human Resources.

Safety and Health

Ergonomics

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the CEO [and/or Human Resources](#).

Fragrance Policy

We strive to maintain a fragrance-free workplace. Employees may not wear any of the following in the workplace or when on the job, regardless of location, if they may come in contact with visitors, tenants or coworkers: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, fragranced deodorants and/or similar products.

Security

The District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify [your supervisor and the CEO](#) when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The District has a security alarm system that every employee will be informed how to set and release. [The employee is expected to maintain confidentiality to secure safety.](#) —It is the responsibility of the employee last to leave to set the alarm and the first employee in to disarm it to prevent a "false response" fee from the Burlingame Police Department.

Workplace Violence

The District has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on premises and at District-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to the CEO, your supervisor, and/or Human Resources.

A threat includes, but is not limited to, any indication of intent to harm a person or damage District property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety-conscious. Report all work-related injuries or illnesses immediately to the CEO and/or Human Resources. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the copier area of the office.

Termination

Employee References

All requests for references must be directed to the CEO **and/or Human Resources**. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage you last earned.

Exit Interviewing

The District strives to maintain a positive working environment through several processes. The CEO **and/or Human Resources** obtains feedback from departing employees through an exit interview process. By participating in the exit interview process, an invaluable source of information is gathered.

The CEO **and/or Human Resources** will attempt to conduct an in-person exit interview with each employee that voluntarily resigns.

The interview consists of standard questions relating to the employee's work environment. The District is committed to confidentiality. All information collected during the exit interview is confidential to the extent possible.

The information received from departing employees will be used by senior leadership to analyze positive and negative work factors that may impact employee retention.

Rehire

If an employee is rehired within 2 years of their original term date, they are eligible to receive an "adjusted service date" which is used for the calculation of seniority and PTO accrual. If an employee is rehired and more than 2 years have passed since their original term date, no credit will be given for prior service.

Seniority

Seniority is determined by hire date. If an employee is rehired within two years of original termination, prior service will be taken into consideration. An Adjusted Service date will be calculated and used for purposes of PTO accrual.

Involuntary Termination ~~and Progressive Discipline~~

Violation of the District policies and rules may warrant disciplinary action. The District may provide employee with has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The District also has the discretion to determine that termination is appropriate, even without any prior history of discipline. This discipline policy The District's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits ~~his or her~~ employment at the District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, ~~his or her~~the employee's supervisor.

If possible, nNon-exempt employees are requested to voluntarily provide a minimum of two (2) weeks written notice of their intent to resign. If possible, eExempt employees are requested to voluntarily provide a minimum of four (4) weeks written notice. ~~The company may require more than four (4) weeks written notice in certain circumstances, such as in the case of a key employee, from whom we request an eight (8) week notice.~~ Your written notice of resignation should be submitted to the CEO. ~~An exit interview may be requested.~~ The District uses notification periods to cover the work that needs to be done, while allowing search time for a replacement. Therefore, time off requests made during a notification period generally will not be approved.

Return of Company Property

Any District property issued to you, such as this handbook, keys, tools or uniforms, must be returned to your supervisor at the time of your dismissal or resignation, whether voluntary or involuntary, or whenever it is requested by the District.

Confirmation of Receipt

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the District is employment at-will; employment may be terminated at the will of either the District or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the District.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO.

Employee's Signature _____

Employee's Printed Name _____

Date



DONATION POLICY

1. The District may accept donations of money, equipment, supplies, or other materials to support District programs.
2. Donations shall be for the general benefit of the District's residents and recipients of services from District programs. Donations may not be designated to benefit a particular person or persons receiving services, independent contractors/service providers, or a particular employee.
3. All donations shall be acknowledged in writing for tax purposes when requested.
4. In order to ensure compliance with this policy and to acknowledge significant donors, all donations in excess of \$10,000 will be formally accepted by the District's Board of Directors at a public meeting.
5. This policy shall not apply to grants received from governmental agencies, foundations, or nonprofit agencies.



DATE: May 28, 2026

TO: PHCD Board of Directors

FROM: Vickie Yee, CFO

SUBJECT: Insurance Policy Renewals, Coverages, and Costs (July 1, 2026 – June 30, 2027)

The attached proposal, prepared by Tim Mooney of The Liberty Company Insurance Brokers, outlines PHCD's insurance coverage and associated costs for the upcoming policy term. The program includes Directors & Officers, General Liability, Property, Employment Practices, Sexual Misconduct, and Cyber Liability coverage.

The total renewal premium for FY2027 is \$460,444, representing an increase of less than 1% compared to the prior year. All policies will renew for a one-year term from July 1, 2026, through June 30, 2027.

Key Changes and Highlights

- Cooperative Homes Property: Addition of 381 Huntington Avenue (San Bruno), increasing premium by approximately \$5,000.
- Property Insurance: Decrease of \$7,500, marking the first reduction in three years.
- Trousdale Coverage: General/Professional and Employment Liability premiums decreased by \$7,800.
- Sexual Misconduct Coverage: Premium increased by 16%, reflecting continued high-risk exposure in this area.

All carriers and core coverage structures will remain unchanged from the prior year.

ACTION REQUESTED:

Management recommends that the Board approve the insurance program renewal as presented in the proposal from The Liberty Company Insurance Brokers.



INSURANCE PROPOSAL

Prepared For:

Peninsula Health Care District

2026-2027 Insurance by Business Sections

Presented by:
Tim Mooney
Senior Vice President

The Liberty Company Insurance Brokers, Inc.
5000 Hopyard Road, Suite 325
Pleasanton, CA 94588

Phone: (925) 566-3292
E-mail: tmooney@libertycompany.com
License #0D79653

May 21, 2026

Disclaimer – The synopsis of coverage used in this proposal is not intended to express any legal opinion as to the nature of coverage. The proposal does not change, alter, or extend any of the policy terms and conditions. Please refer to your policy for specific details of your coverage.

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Service Team

Your service unit is key to the success of the overall risk management program. It is the unit that is your voice in the marketplace; it is the unit that represents you in claim disputes; it is the unit that works with you to protect your assets, people, and property.

Therefore, we believe that the service unit stands alone among all broker services. Your Liberty Company service unit is responsible for recognizing the need for these supportive and supplemental services and coordinating their activities on your behalf.

Your service unit is composed of the following:

Senior Vice President

Tim Mooney	O: (925) 566-3292
tmooney@libertycompany.com	C: (415) 342-6458

Senior Account Executive

Brent Nishikawa	O: (925) 566-3298
bnishikawa@libertycompany.com	

Claims Advocate

Paula McCabe	O: (949) 247-2994
pmccabe@libertycompany.com	

Director of Risk Management

Joe Fisco	O: (562) 277-0044
Joe.fisco@libertycompany.com	

Our philosophy is to operate as an extension of your company's staff. As part of your team, we take an aggressive consulting stance in accommodating your insurance needs and add a specialized level of expertise to your own resources.

Our Principles

We provide our clients, regardless of size, professional counsel, and service beyond their expectations. We encourage and promote the members of our team to seek the highest level of insurance knowledge, so they may advise our most valuable asset, our clients, in the most professional manner. We pursue growth by providing opportunities for our team to expand their technical, product, and client industry knowledge, which benefits you, our client. We appreciate not only your business, but the trust you have placed with our organization to help you succeed, and we welcome your suggestions to strengthen our partnership.

Disclaimer – The synopsis of coverage used in this proposal is not intended to express any legal opinion as to the nature of coverage. The proposal does not change, alter, or extend any of the policy terms and conditions. Please refer to your policy for specific details of your coverage.

Named Insured

Who you include as a Named Insured on your policies is extremely important. If a name is left off, there could be very serious consequences. If unnecessary names are added, you may find yourself paying for coverage that you neither want nor need. The Named Insured for Property policies is not always the same as it would be for Workers' Compensation or Liability policies. If there are any company names or individual names you think should be covered, **please be sure to tell us.**

The **First Named Insured** is the company who will be billed for premiums, who will be responsible for submitting claims, and who will be receiving notice of cancellation, if sent.

Named Insured Listed on the Policy

Peninsula Health Care District

Schedule of Locations

See Location Schedule

Peninsula Health Care District 89

2026 Location Schedule

Locations

430 N. El Camino Real, San Mateo, CA 94401

1720 Marco Polo Way, Burlingame, CA 94010

1740 Marco Polo Way, Burlingame, CA 94010

1819 Trousdale Drive, Burlingame, CA 94010

1764 Marco Polo Way, Burlingame, CA 94010

111 16th Avenue, San Mateo, CA 94402

113 16th Avenue, San Mateo, CA 94402

1730 Marco Polo Way, Burlingame, CA 94010

2600 El Camino Real, 3rd FL, San Mateo, CA 94403

1875 Trousdale Burlingame, CA 94010

381 Huntington Ave., San Bruno, CA 94066

Peninsula Health Care District

2026 Statement of Values

Loc #	Address	City	Zip	State	Building	Business Personal Property	Business Income / Extra Expense
1	430 N El Camino Real	San Mateo	94401	CA	\$ 1,852,655		\$ -
2	1720 Marco Polo Way	Burlingame	94010	CA	\$ 2,255,476		\$ 81,818
3	1740 Marco Polo Way	Burlingame	94010	CA	\$ 4,890,000		\$ 108,127
4	1764 Marco Polo Way	Burlingame	94010	CA	\$ 5,179,173		\$ 84,000
5	1819 Trousdale Drive	Burlingame	94010	CA	\$ 1,758,868		\$ 1,000,000
1 (CL)	111 16th Avenue	San Mateo	94402	CA	\$ 624,000	\$ 30,000	\$ -
2 (CL)	113 16th Avenue	San Mateo	94402	CA	\$ 624,000	\$ 30,000	\$ -
3 (CL)	381 Huntington Avenue	San Bruno	94066	CA	\$ 795,000	\$ 30,000	
					\$ 17,979,172	\$ 90,000	\$ 1,273,945

Loc #	Location Description
1	Leased to Sonrisas. Approx 43 employees, provides dental care
2	Leased to various tenants
3	Leased to various tenants
4	Leased to AbilityPath, provides lifetime support to individuals with developmental disabilities
5	PHCD Admin Office - 5.5 FTE

TIV: \$ 19,343,117

Notes:

(CL): Cooperative Living

Statement of Values for Allcove & Fitness Center are located on the respective proposal pages

General Liability (Corporate)

Carrier: Scottsdale Insurance Company / A, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Package (General Liability)
 Total Premium: \$4,431.41 (Incl. Taxes & Fees)

Coverage	Limits
Each Occurrence	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate	Included in the General Aggregate
Personal and Advertising Injury	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Expense Limit	\$5,000
Hired Auto Occurrence Limit	\$1,000,000
Hired Auto Aggregate Limit	\$2,000,000
Non-Owned Auto Occurrence Limit	\$1,000,000
Non-Owned Auto Aggregate Limit	\$2,000,000
Deductible	\$0

Notes:

Defense is in addition to policy limits
 General Liability coverage for both Corporate and Coop Living Homes

Locations:

430 N. El Camino Real, San Mateo, CA 94401
 1720 Marco Polo Way, Burlingame, CA 94010
 1740 Marco Polo Way, Burlingame, CA 94010
 1819 Trousdale Drive, Burlingame, CA 94010
 1764 Marco Polo Way, Burlingame, CA 94010
 111 16th Avenue, San Mateo, CA 94402
 113 16th Avenue, San Mateo, CA 94402
 381 Huntington Ave., San Bruno, CA 94066

General Liability (Corporate)

Carrier: Scottsdale Insurance Company / A, XV

Policy Term: 06/30/2026 - 06/30/2027

Coverage: General Liability

Policy Forms:

Form #	Description
CLS-SD-1L 08-01	COMMERCIAL GENERAL LIABILITY COVERAGE PART SUPPLEMENTAL DECLARATIONS
CLS-SP-1L 10-93	COMMERCIAL GENERAL LIABILITY COVERAGE PART EXTENSION OF SUPPLEMENTAL DECLARATIONS
CG 00 01 04-13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG 21 39 10-93	CONTRACTUAL LIABILITY LIMITATION
CG 21 44 04-17	LIMITATION OF COVERAGE TO DESIGNATED PREMISES, PROJECT OR OPERATION
CG 24 53 12-19	WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)
CG 40 12 12-19	EXCLUSION - ALL HAZARDS IN CONNECTION WITH AN ELECTRONIC SMOKING DEVICE, ITS VAPOR, COMPONENT PARTS, EQUIPMENT AND ACCESSORIES
CG 40 15 12-20	CANNABIS EXCLUSION WITH HEMP EXCEPTION
GLS-106s 12-13	TOTAL LIQUOR LIABILITY EXCLUSION
GLS-152s 08-16	AMENDMENT TO OTHER INSURANCE CONDITION
GLS-278s 01-06	INJURY TO WORKER EXCLUSION
GLS-287s 11-19	HABITABILITY EXCLUSION
GLS-750 08-24	PROGRESSIVE OR CONTINUOUS DAMAGE OR INJURY EXCLUSION
GLS-91s 03-21	HIRED AUTO AND NONOWNED AUTO LIABILITY
GLS-94s 06-15	BODILY INJURY, PROPERTY DAMAGE, PERSONAL AND ADVERTISING INJURY LIABILITY DEDUCTIBLE ENDORSEMENT (PER CLAIMANT)
UTS-365s 02-09	AMENDMENT OF NONPAYMENT CANCELLATION CONDITION
UTS-428g 11-12	PREMIUM AUDIT
UTS-429g 07-13	EXCLUSION-VERMIN
UTS-611 07-22	EXCLUSION-BIOMETRIC INFORMATION
UTS-632 03-23	EXCLUSION-DESIGNATED CHEMICALS, COMPOUNDS, ENERGY, MATERIAL OR SUBSTANCES
UTS-672 11-24	LESSOR'S RISK ONLY-TENANT WARRANTY ENDORSEMENT
UTS-676 11-24	EXCLUSION-ANIMAL
UTS-74g 08-95	PUNITIVE OR EXEMPLARY DAMAGE EXCLUSION

See policy for complete list of forms.

Excess (Corporate)

Carrier: Evanston Insurance Company / A, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Excess Liability
 Total Premium: \$2,363.60 (Incl. Taxes & Fees)

Coverage	Limits
Each Occurrence	\$4,000,000
General Aggregate Limit	\$4,000,000

Schedule of Underlying Coverage

Carrier: Scottsdale Insurance Company
 Policy Term: 06/30/2026 - 06/30/2027

Coverage	Limits
Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Ops Aggregate	Included in General Aggregate
Personal and Advertising Injury	\$1,000,000

Notes:

Excess Liability coverage for both Corporate and Coop Living Homes

Subjectivities:

Signed and Dated Acord Application
 Signed Terrorism (TRIA) and Surplus Lines Forms (SL2 & D1)

Excess (Corporate)

Carrier: Evanston Insurance Company / A, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Excess Liability

Policy Forms:

Description	Form #
Commercial Excess Liability Policy Declarations	MADUB 1000 04 17
Schedule Of Underlying Insurance	MADUB 1003 04 17
Commercial Excess Liability Policy	MAUB 0001 01 15
Changes - Single Aggregate Limit	MAUB 1215 01 15
Water Hazards Limitation	MAUB 1233 01 15
Unimpaired Aggregate Limit	MAUB 1243 04 17
Non-Drop Down Provision	MAUB 1255 01 15
25% Minimum Earned Premium (Excess)	MAUB 1264 04 17
Exclusion - Breach Of Contract	MAUB 1308 01 15
Exclusion - Communicable Disease	MAUB 1309 03 20
Exclusion - Prior Incidents And Prior Construction Defects	MAUB 1310 04 17
Exclusion - Aircraft Products and Grounding	MAUB 1338 01 15
Exclusion - Employment-Related Practices	MAUB 1384 01 15
Exclusion - ERISA	MAUB 1386 01 15
Exclusion - Assault Or Battery	MAUB 1390 01 15
Exclusion - Computer Related And	MAUB 1391 01 15
Exclusion - Asbestos	MAUB 1813 01 15
Exclusion - Firearms	MAUB 1830 04 17
Exclusion - Cross Suits	MAUB 1843 04 17
Exclusion - Computer Related And Other Electronic Problems	MAUB 1391 01 15
Intellectual Property Rights Following Form	MAUB 1506 01 15
Personal And Advertising Injury Aggregate Limit Of Insurance	MAUB 1543 04 17
Exclusion - Cyber Incident, Data Compromise, And Violation Of Statutes	MAUB 1600 10 20
Exclusion - Damage To Property	MAUB 1615 01 15
Exclusion - Sub limited Underlying Coverage	MAUB 1618 04 17
Exclusion - Recording And Distribution Of Material	MAUB 1621 01 15

Please see policy for complete list of forms.

Property (Corporate)

Carrier: Hadron Specialty Insurance / A-, VIII
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Corporate Property
 Total Premium: \$47,704.85 (Incl. Taxes & Fees)

Loc. #	Address	Building Limit	Business Income
1	430 N El Camino Real San Mateo, CA 94401	\$1,852,655	\$0
2	1720 Marco Polo Way Burlingame, CA 94010	\$2,255,476	\$85,770
3	1740 Marco Polo Way Burlingame, CA 94010	\$4,890,000	\$113,946
4	1764 Marco Polo Way Burlingame, CA 94010	\$5,179,173	\$576,148
5	1819 Trousdale Drive Burlingame, CA 94010	\$1,758,868	\$1,000,000
		\$15,936,172	\$1,775,864

Deductibles:

\$10,000 All Other Perils
 \$25,000 Water Damage/Sprinkler Leakage

Sublimits:

Ordinance or Law: Coverage A Included; Coverage B&C (combined): 10% of building, up to \$517,917
 Sewer Backup (not flood related): \$25,000
 Equipment Breakdown is included

Notes:

25% Minimum Earned Premium
 Policy Limit: \$17,712,036 (Total Insured Value)
 Buildings: Co-insurance = 0% - Valuation: Replacement Cost
 Business Income: Co-insurance = 100% - Valuation: Actual Loss Sustained

Warranties:

Active and functioning sprinkler system with 100% sprinkler coverage per NFPA 13 at location #1 and #4.
 Active and functioning Central Station Fire Alarm in place at location #4.
 Prohibit aluminum wiring, knob & tube wiring, Federal Pacific, Stab-Lok, fuses, or Zinsco Panels present in any of the buildings.
 Currently tagged fire extinguishers per NFPA 10 on site.
 Prohibit the use of smoking within the buildings.
 Buildings remain locked and secured during non-business hours to prevent unauthorized entry.
 Warrant heat is maintained to at least 55 degrees throughout the year.

Property (Corporate)

Carrier: Hadron Specialty Insurance / A-, VIII

Policy Term: 06/30/2026 - 06/30/2027

Coverage: Corporate Property

Policy Forms:

Description	Form #
BUILDING AND PERSONAL PROPERTY COVERAGE FORM	CP 00 10 10 12
BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM	CP 00 30 10 12
COMMERCIAL PROPERTY CONDITIONS	CP 00 90 07 88
EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA	CP 01 40 07 06
CANCELLATION CHANGES	CP 02 99 06 07
ORDINANCE OR LAW COVERAGE	CP 04 05 09 17
CAUSES OF LOSS – SPECIAL FORM	CP 10 30 09 17
LIMITATIONS ON COVERAGE FOR ROOF SURFACING	CP 10 36 10 12
DISCHARGE FROM SEWER, DRAIN OR SUMP (NOT FLOOD-RELATED)	CP 10 38 10 12
CYBER INCIDENT EXCLUSION	CP 10 75 12 20
LOSS PAYABLE PROVISIONS	CP 12 18 10 12
JOINT OR DISPUTED LOSS AGREEMENT	CP 12 70 09 96
EXCLUSION OF CERTAIN COMPUTER-RELATED LOSSES	IL 09 35 07 02
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	IL 09 52 01 15
EXCLUSION OF CERTIFIED ACTS OF TERRORISM	IL 09 53 01 15
SERVICE OF SUIT	HSIC SOS CW 11 23
ASBESTOS EXCLUSION	MS PR 54001 06 22
EXCLUSION OF CHEMICAL AND BIOLOGICAL LOSS OR DAMAGE	MS PR 54002 06 22
MINIMUM RETAINED PREMIUM ENDORSEMENT	MS PR 54003 06 22
MOLD OR OTHER FUNGI, WET OR DRY ROT, AND BACTERIA EXCL	MS PR 54004 06 22
ALUMINUM WIRING EXCLUSION	MS PR 54005 06 22
EXISTING DAMAGE EXCLUSION	MS PR 54006 06 22
OCCURRENCE LIMIT OF LIABILITY ENDORSEMENT	MS PR 54007 06 22
PROTECTIVE SAFEGUARDS	MS PR 54008 06 22
MULTIPLE DEDUCTIBLE FORM	MS PR 54014 10 22
EQUIPMENT BREAKDOWN COVERAGE FORM	MS EBC 54001 03 21

Please see policy for complete list of forms.

Mgmt. Liability (Corporate)

Carrier: Palomar Excess and Surplus Co / A, X
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Management Liability
 Annual Premium: \$61,918.06 (Incl. Taxes & Fees)

Coverages	Limits/Sublimits
Directors and Officers:	
Max Aggregate Limit of Liability	\$5,000,000
Securityholder Derivative Demand Investigation Costs	\$1,000,000
Supplemental Soley For Executives	\$1,000,000
Retention	\$50,000
Pending and Prior Proceeding Date	04/10/98
Employment Practices Liability:	
Max Aggregate Limit of Liability	\$5,000,000
Employment Practices Liability Coverage	\$5,000,000
Third Party Liability Coverage	\$5,000,000
FLSA/Wage & Hour Defense (Sublimit)	\$100,000
IRCA/Immigration (Sublimit)	\$100,000
Retention	\$100,000
Pending and Prior Proceeding Date	04/10/98
Fiduciary Liability:	
Max Aggregate Limit of Liability	\$1,000,000
Voluntary Compliance Program (Sublimit)	\$250,000
502(C) Penalties (Sublimit)	\$250,000
HIPAA Liability (Sublimit)	\$250,000
Retention	\$0
Pending and Prior Proceeding Date	04/14/98

Notes:

Maximum Aggregate Liability for all Coverage Section: \$6,000,000
 D&O and EPL are Shared Limits
 Fiduciary Liability is a Separate Limit

Extended Reporting Period:

12 months for 100% of Full Annual Premium "Full Annual Premium" means the annualized premium level in effect for the Policy or applicable Coverage Section immediately prior to the end of the Policy Term.

Mgmt. Liability (Corporate)

Carrier: Palomar Excess and Surplus Co / A, X

Policy Term: 06/30/2026 - 06/30/2027

Coverage: Management Liability

Policy Forms:

Description	Form #
Employed Lawyers Coverage: \$1M Sublimit with \$50K SIR	NFP 101
Immigration Practices Coverage: \$100K Sublimit with \$50K SIR	NFP 102
Regulatory Claim Coverage w/ Separate Retention and Coinsurance	NFP 126
Anti-trust Carve back with Sublimit, Separate Retention, Coinsurance	NFP 143
Absolute Bodily Injury Exclusion Inclusive of Emotional Distress	NFP 502
Sexual Misconduct Exclusion - Absolute Endorsement	NFP 540
Professional Services Exclusion	NFP 570
Biometrics Exclusion	NFP 576
Cyber Liability Exclusion	NFP 579
General Change Endorsement - Shared D&O and EPL Limits	NFP 999
Provider Selection Coverage Extension	NFP 999
EMTALA Coverage Sublimit - \$2.5M Sublimit with \$100K SIR	NFP 999
Sexual & Physical Abuse Exclusion	NFP 999

Please see policy for complete list of forms.

Excess D&O (Corporate)

Carrier: Landmark American Insurance Co / A++, XIV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Excess Directors and Officers
 Annual Premium: \$16,965.16

Coverage	Limit
Per Claim Limit	\$2,000,000
Aggregate Limit	\$2,000,000
Retention	\$0
Underlying Policy	
Directors & Officers (Mgmt. Liability)	
Max Aggregate Limit of Liability	\$5,000,000

Notes:

Limit is \$2,000,000 in excess of \$5,000,000 (primary)

Policy Forms:

Description	Form #
Advisory Notice Regarding Trade or Economic Sanctions	RSG 209011 0123
California Surplus Lines Disclosure Notice	RSG 99019 0923
California - Service of Suit	RSG 202199 0322
Cap on Losses From Certified Acts of Terrorism	RSG 204081 0118
Disclosure Pursuant to Terrorism Risk Insurance Act	RSG 204123 0121
Exclusion - Prior and/or Pending Litigation Backdated - 06/30/2020	RSG 236008 0204
Exclusion - Biometric Privacy Claims	RSG 236025 0120
Exclusion - Telecommunications Claims	RSG 206097 0118
Non-Follow Form - Recognize Dilution - EPL; Regulatory Liability Clause; Fiduciary	RSG 234014 0807

Please see policy for complete list of forms.

Sexual Misconduct & Molestation (Allcove & Fitness Center)

Carrier: Underwriters at Lloyds, London / A, XV

Policy Term: 07/01/2026 – 07/01/2027

Coverage: Sexual Misconduct and Molestation

Total Premium: \$36,474.13 (Incl Taxes & Fees)

Coverage	Limits
Each Claim Limit	\$2,000,000
Aggregate Limit	\$2,000,000
Retention (Each Claim)	\$75,000

Notes:

Retroactive Date: 09/01/2025

Pending or Prior Litigation Date: 09/01/2025

Service of Suit: Lloyd's America, Inc

Governing Law: New York

Optional Extension Period:

12 Months

Additional Premium of 100% of Annual Premium plus applicable taxes

Policy Forms:

Description	Form #
Nuclear Incident Exclusion Clause-Liability-Direct	NMA 1256
Radioactive Contamination Exclusion Clause-Liability	NMA 1477
War and Terrorism Exclusion	NMA 2918
US Terrorism Risk Insurance Act of 2002 as amended New & Renewal Business Endorsement	LMA5389
Several Liability Notice	LMA5096
Sanctions Limits Clause	LMA3100A

See policy for complete list of forms

Cyber Liability (Corporate)

Carrier: CFC Insurance Solutions
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Cyber Liability
 Annual Premium: \$15,553.66 (Incl. Taxes & Fees)
 Deductible: \$2,500
 Policy Aggregate: \$1,000,000

Insuring Clause 1: Cyber Incident Response	Limit/Sublimit
Incident Response Costs	\$3,000,000
legal and Regulatory Costs	\$3,000,000
Security and Forensic Costs	\$3,000,000
Crisis Communication Costs	\$3,000,000
Privacy Breach Management Costs	\$3,000,000
Third Party Privacy Breach Management Costs	\$3,000,000
Post Breach Remediation Costs	\$3,000,000
Insuring Clause 2: Cyber Crime	Limit/Sublimit
Funds Transfer Fraud	\$250,000
Invoice Manipulation	\$250,000
New Vendor Fraud	\$250,000
Physical Goods Fraud	\$250,000
Theft of Personal Funds	\$250,000
Corporate Identity Theft	\$250,000
Theft of Funds Held in Escrow	\$250,000
Theft of Client Funds	\$50,000
Customer Payment Fraud	\$50,000
Telephone Hacking	\$250,000
Unauthorized Use of Computer Resources	\$250,000
Insuring Clause 3: Cyber Extortion	Limit/Sublimit
Cyber Extortion	\$3,000,000

Cyber Liability (Corporate) cont.

Carrier: CFC Insurance Solutions
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Cyber Liability
 Deductible: \$2,500
 Policy Aggregate: \$1,000,000

Insuring Clause 4: System Damage and Business Interruption	Limit/Sublimit
System Damage and Rectification Costs	\$3,000,000
Hardware Replacement Costs	\$3,000,000
Income Loss and Extra Expense	\$3,000,000
Emergency and Additional Operational Continuity Costs	\$100,000
Voluntary and Regulatory Shutdown	\$3,000,000
Dependent Business Interruption	\$3,000,000
Consequential Reputational Harm	\$3,000,000
Lost or Missed Bids	\$3,000,000
Claim Preparation Costs	\$25,000
Insuring Clause 5: Network Security & Privacy Liability	Limit/Sublimit
Network Security Liability	\$3,000,000
Privacy Liability	\$3,000,000
Management Liability	\$3,000,000
Regulatory Fines, Penalties and Investigation Costs	\$3,000,000
PCI Fines, Penalties and Assessments	\$3,000,000
Contingent Bodily Injury	\$250,000
Insuring Clause 6: Criminal Reward Cover	Limit/Sublimit
Criminal Reward	\$100,000
Insuring Clause 7: Media Liability	Limit/Sublimit
Defamation	\$3,000,000
Intellectual Property Rights Infringement	\$3,000,000
Insuring Clause 8: Technology Errors and Omissions	Limit/Sublimit
N/A	N/A
Insuring Clause 9: Court Attendance Costs	Limit/Sublimit
Aggregate Limit of Liability	\$100,000

Note: Revenue has increased from \$15M (expiring) to \$16.8M (renewal).

General/Professional Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++, XV

Policy Term: 06/30/2026 - 06/30/2027

Policy Form: Claims-Made and Reported

Total Premium: \$113,748.00 (Incl. Surplus Lines Taxes)

Coverage Parts	Limits
Professional Liability	
Per Claim Limit	\$1,000,000
Aggregate Limit	\$3,000,000
Disciplinary, Licensing and Credentialing Actions Sublimit	\$25,000 per Insured; \$100,000 Aggregate
Claims Expenses	Defense Outside Limit
Retroactive Date	08/15/18
General Liability	
Per Event Limit	\$1,000,000
General Aggregate Limit	\$3,000,000
Products Completed Operations Hazard Agg Limit	\$3,000,000
Personal and Advertising Injury Limit	\$1,000,000 Each Person
Damage to Premises Rented to Insured	\$200,000 Any One Premises
Medical Expense Limit	\$5,000 Each Person
Patient's Property Per Person Per Event Limit	\$5,000 Subject
Crisis Response Costs Aggregate Limit	\$25,000
Disease Contamination Clean-Up Expense Aggregate	\$25,000
Emergency Evacuation Expense Aggregate Limit	\$50,000
Media Expense Aggregate Limit	\$50,000
Claims Expenses	Defense Outside Limit
Retroactive Date	08/15/18
Policy Aggregate Limit	\$3,000,000
Employee Benefits Liability	
Employee Benefits Liability Per Event Limit	\$1,000,000
Employee Benefits Liability Aggregate Limit	\$3,000,000
Claims Expenses	Defense Outside Limit
Retroactive Date	08/15/18
Retentions:	
Professional Liability	\$50,000 Per Event / Nil Aggregate Deductible - Loss and Claims Expense
General Liability	\$50,000 Per Event / Nil Aggregate Deductible - Loss and Claims Expense
Employee Benefits Liability	\$1,000 Per Event / Nil Aggregate Deductible - Loss Only

Subjectivities:

Signed TRIA Rejection/Acceptance Form

Signed Surplus Lines D-1 Form

Copy of Updated License

General/Professional Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Policy Form: Claims-Made and Reported
 General/Professional Liability Policy Forms

Form Name	Form Number
Senior Care Liability Policy - Declarations	0001-PXS-00-0121
Schedule of Forms and Endorsements	0002-PXX-00-1215
Schedule of Named Insureds – Senior Care	0004-PXS-00-0720
Schedule of Locations - Professional Liability	0006-PPS-00-0121
Schedule of Locations - General Liability	0007-PGS-00-0121
Schedule of Trade, Fictitious and/or Business Names	0009-PXS-00-0121
Senior Care Liability Policy Common Policy Provisions and Conditions	0010-PXS-00-1021
Senior Care Liability Policy Professional Liability Coverage Part	0011-PPS-00-0121
Senior Care Liability Policy General Liability Coverage Part	0012-PGS-00-0121
Schedule of Additional Insureds – Management Company Endorsement	1124-PXX-00-0222
COVID-19 and Pandemic Disease Exclusion Endorsement	1166-PXS-00-0121
Disciplinary, Licensing Credentialing Actions Endorsement	1303-PPX-00-0121
PL Blanket Restricted Practice - Excluded Practice Endorsement	1339-PPX-00-0121
Employee Benefits Liability Endorsement (General Liability) (Claims-Made and Reported Coverage)	1504-PGX-00-0121
Blanket Additional Insured – Mortgagees, Premises Lessors and Equipment Lessors Endorsement (General Liability)	1508-PGX-00-0121
Patient's Personal Property Endorsement (General Liability)	1518-PGX-00-1215
Exclusion of Certified Acts of Terrorism Endorsement (General Liability)	1537-PGX-00-0520
GL Blanket Restricted Practice - Excluded Practice Endorsement	1542-PGX-00-0121
Evacuation Disinfection, Public Relations and Crisis Response Expenses Endorsement (General Liability)	1564-PGS-00-0121
Sexual Misconduct with Sublimits for Innocent Insureds Endorsement (General Liability)	1565-PGX-00-0121

Excess Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++, XV

Policy Term: 06/30/2026 - 06/30/2027

Policy Form: Claims-Made and Reported

Total Premium: \$49,776.40 (Incl. Surplus Lines Taxes)

Coverage Parts	Limits
Excess Liability	
Per Claim	\$3,000,000
Aggregate Limit	\$3,000,000

Subjectivities:

Signed TRIA Acceptance/Rejection Form

Signed Surplus Lines D-1 Form

Excess Liability Policy Forms

Form Name	Form Number
Senior Care Liability Policy - Declarations	3001-TXS-00-0121
Schedule of Forms and Endorsements	3002-TXX-00-1215
Schedule of Underlying Coverage	3003-TXX-00-1215
Schedule of Named Insureds	3004-TXX-00-1215
Schedule of Locations	3005-TXS-00-0121
Schedule of Trade, Fictitious and/or Business Names	3009-TXS-00-0121
Senior Care Liability Policy Common Policy Provisions And Conditions	3010-TXS-00-1021
Senior Care Liability Policy Professional Liability Coverage Part	3011-TPS-00-0121
Senior Care Liability Policy General Liability Coverage Part	3012-TGS-00-0121
Excess Senior Care Liability Policy Follow Form Coverage Part	3014-TFS-00-0121
Schedule of Additional Insureds – Management Company Endorsement	3129-TXX-00-0222
COVID-19 and Pandemic Disease Exclusion Endorsement	3166-TXS-00-0121
PL Blanket Restricted Practice - Excluded Practice Endorsement	3339-TPX-00-0121
Blanket Additional Insured – Mortgagees, Premises Lessors and Equipment Lessors Endorsement (General Liability)	3508-TGX-00-0121
Exclusion of Certified Acts of Terrorism Endorsement	3537-TGX-00-0520
GL Blanket Restricted Practice - Excluded Practice Endorsement	3542-TGX-00-0121
Sexual Misconduct with Sublimit for Innocent Insureds Endorsement (General Liability)	3565-TGX-00-0121

Employment Practices (Trousdale)

Carrier: Scottsdale Insurance Company / AM Best: A+, XV

Policy Term: 06/30/2026 - 06/30/2027

Total Premium: \$38,984.80 (Includes Taxes & Fees)

Limits	
Policy Aggregate	\$1,000,000
Additional EPL Cost, Charges, and Expenses	\$1,000,000
Wage and Hour Defense	\$100,000 Sub-Limit
Third Party	Included
Immigration Reform Control Act (IRCA)	\$100,000 Sub-Limit
Continuity Date	8/15/2018
Retention	
EPL	\$75,000
EPL Third Party	\$75,000
EPL Wage and Hour	\$75,000
Terms	
Additional Parent Company	California Healthcare Consultants The Trousdale Wellness Center Peninsula Health Care District dba The Trousdale
Duty to Defend / Reimbursement	Duty to Defend
Defense Expense	Defense Within Limit
Consent to Settle	No Hammer Clause

Subjectivities:

California D-1 Surplus Lines Acknowledgement

Signed TRIA Acceptance/Rejection Form

Discovery Period:

365 days (1 year) at 100% Additional Premium

730 days (2 years) at 125% Additional Premium

1,095 days (3 years) at 150% Additional Premium

Run Off Options:

1 Year at 110% additional premium.

2 Years at 112% additional premium.

3 Years at 115% additional premium.

4 Years at 120% additional premium.

5 Years at 122% additional premium.

6 Years at 125% additional premium.

Employment Practices (Trousdale)

Carrier: Scottsdale Insurance Company / AM Best: A+, XV
 Policy Term: 06/30/2026 - 06/30/2027

Form Name	Form Number
Declarations	EKS-D-1 (11/16)
General Terms and Conditions	EKS-1 (04/08)
Additional Parent Company - Specified Coverage Section(s)	EKS-822 (01/13)
Amend Discovery Elections - 90 Days	EKS-787 (01/09)
Amend Notice of Circumstances	EKS-7 (04/08)
Amend Notice Provision 60 Days	EKS-832 (05/09)
Amend Other Insurance	EKS-810 (7-20)
Amend Subrogation Provision - Final Judgement	EKS-784 (01/09)
Amend Third Party	EKS-15 (04/08)
Amend Warranty Provision Non-Rescindable Coverage	EKS-16 (04/09)
Employee Privacy Coverage with Sub-Limit	EKS-929 (02/11)
Immigration Claim Endorsement - \$100,000 Sub-Limit	EKS-785 (01/09)
Removal of Alternative Dispute Resolution Provision	EKS-37 (04/08)
Wage and Hour Claim Costs, Charges and Expenses Only	EKS-1144 (12/12)
Workplace Violence Endorsement	EKS-2282 (2-23)
Service of Suit Clause	UTS-9g (6-22)
WARN Act Violation Claim Costs, Charges & Expenses	EKS-2376 (01-25)
Amend Retention - Settlement Within 90 Days	EKS-2347 (08-24)
Delete Pollution Exclusion	EKS-2349 (08-24)
Prior Civil Proceeding Employment Practice Claim	EKS-2345 (08-24)
Amend Definition of Employment Practices Claim	EKS-2344 (08-24)
Amend Definition of Loss	EKS-2351 (08-24)

See policy for complete list of policy forms.

General Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2026 - 06/30/2027

Coverage: General Liability

Total Premium: \$2,786.00

Coverage	Limits
Each Occurrence	\$1,000,000
General Aggregate Limit	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,000,000
Damage to Premises Rented to You	\$500,000
Medical Expense Limit	\$2,500

Location:

1875 Trousdale Dr., Burlingame, CA 94010

General Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: General Liability

Policy Forms:

Description	Form #
Commercial General Liability Coverage Form	CG 00 01 04 13
Additional Insured - Designated Person or Organization	CG 20 26 04 13
Fungi or Bacteria Exclusion	CG 21 67 12 04
Cap On Losses from Certified Acts of Terrorism	CG 21 70 01 15
California Changes	CG 32 34 01 05
Common Policy Conditions	IL 00 17 11 98
California Changes - Cancellation and Nonrenewal	IL 02 70 09 12
California Premium Refund Disclosure Notice	IL N 177 09 12
ABSOLUTE CYBER LIABILITY AND ELECTRONIC EXCLUSION	PI-ACL-001 01 20
Damage to Premises Rented to You Exclusion	PI-APG-007 01/07
Bell Endorsement	PI-BELL-1 11-09
Crisis Management Enhancement Endorsement	PI-CME-1 10-09
Coverage C - Athletic Activities Exclusion Deletion	PI-FW-001 (01/07)
Fitness and Wellness Liability Insurance Exclusions	PI-FW-002 04 16
Fitness and Wellness Liability Insurance Extension	PI-FW-003 (01/07)
Independent Contractors Providing Professional Training Services	PI-FW-004 04 16
Punitive Damages Exclusion	PI-FW-005 (01/07)
Specific Claimant Exclusion	PI-FW-007 (01/07)
Violation of Communication or Information Law Exclusion	PI-FW-008 (01/07)
Blanket Additional Insured	PI-FW-009 (06/11)
Exclusion - Lead Liability	PI-GL-001 09 17

Please see policy for complete list of forms.

Excess Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2026 - 06/30/2027

Coverage: Umbrella

Total Premium: \$1,260.00 (Incl. Taxes & Fees)

Coverage	Limit
Each Occurrence	\$3,000,000
Aggregate	\$3,000,000
Deductible	\$10,000

Schedule of Underlying Policy

Carrier: Philadelphia Indemnity Insurance Co

Coverage: General Liability

Coverage	Limit
Each Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury	\$1,000,000

Excess Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Umbrella

Policy Forms:

Description	Form #
Commercial Umbrella Liability Ins Policy Declarations	PI-CXL-002 519
Commercial Umbrella Liability Insurance Policy	PI-CXL-001 314
Directors And Officers Liability Exclusion	PI-CXL-004 119
Employers Liability (Stop Gap) Exclusion	PI-CXL-006 912
Abuse Or Molestation Exclusion	PI-CXL-007 519
Automobile Coverage Exclusion	PI-CXL-008 616
Subsidence Exclusion	PI-CXL-014 912
Fungi Or Bacteria Exclusion	PI-CXL-032 912
Cap On Losses From Certified Acts Of Terrorism	PI-CXL-039 115
General Liability Follow Form Endorsement	PI-CXL-041 516
Employee Benefits Liability Exclusion	PI-CXL-068 912
Lead Liability Exclusion	PI-CXL-075 314
Access Or Disclosure Of Confidential Info W/Exception	PI-CXL-088 314
Recording And Distribution Of Material Or Information	PI-CXL-099 116
Absolute Cyber Liability And Electronic Exclusion	PI-CXL-100 119
Limit Of Ins Excl Clause Minimum Limit Requirement	PI-CXL-111 719
Per Location / Per Project Agg Limit Of Ins Exclusion	PI-CXL-113 118
Silica Or Silica-Related Dust Exclusion	PI-CXL-117 119
Absolute Communicable Disease Exclusion	PI-CXL-132 620
Total Exclusion - PFC/PFAS	PI-CXL-137 422
California Changes - Cancellation And Nonrenewal	PI-CXL-CA 1 912
California Changes	PI-CXL-CA 2 912
Disclosure Notice Of Terrorism Ins Cov Rejection Option	PI-UMTER-DN 1220

Please see policy for complete list of forms.

Property (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2026 - 06/30/2027

Coverage: Property

Total Premium: \$6,592.00 (Incl. Taxes & Fees)

Deductible: \$5,000 / 72 Hr. Wait Period

Address	Building Limit	Business Personal Property	Business Income
1875 Trousdale Dr., Burlingame, CA 94010	*\$1,952,026	\$168,290	\$156,000

***Carrier has increased limit based off their building valuation reports. Expiring limit was \$1,895,171**

Additional Coverage and Limits

Coverage	Limit
Business Travel Accident Benefit	\$50,000
Conference Cancellation	\$25,000
Donation Assurance	\$50,000
Emergency Real Estate Consulting Fee	\$50,000
Fundraising Event Blackout	\$25,000
Identity Theft Expense	\$50,000
Image Restoration and Counseling	\$50,000
Key Individual Replacement Expenses	\$50,000
Kidnap Expense	\$50,000
Political Unrest - \$25,000 Policy Limit	\$5,000
Temporary Meeting Space Reimbursement	\$25,000
Terrorism Travel Reimbursement	\$50,000
Travel Delay Reimbursement	\$1,500
Workplace Violence Counseling	\$50,000

Property (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: Property

Policy Forms:

Description	Form #
Excl Of Loss Due To Virus or Bacteria Advisory Notice	CP P 004 0706
Advisory Notice to Policyholders - Increased Limit	PI-CP NOTICE 1 0314
Commercial Property Coverage Part Declarations	PI-CP-DS 00 0921
Commercial Property Coverage Part Supplemental Sched	PI-CP-SUPP-SCH 1 0921
Commercial Property Conditions	CP0090 0788
Exclusion Of Loss Due To Virus or Bacteria	CP0140 0706
California Changes - Replacement Cost	CP0449 1205
Limitations On Coverage for Roof Surfacing	CP1036 1012
Mold Exclusion	PI-CP-001 1001
Changes - Electronic Data	PI-CP-002 0204
Addl Property Not Covered - Inflatable Structures	PI-CP-114 0717

Please see policy for complete list of forms.

Property (Co-op Living Homes)

Carrier: Scottsdale Insurance Company / A, XV
 Policy Term: 06/30/2026 - 06/30/2027
 Coverage: (Package) Property
 Total Premium: \$13,845.56 (Incl. Taxes & Fees)
 Deductible: \$1,000

Loc. #	Address	Construction	*Protection Class	Building Limit	Business Personal Property
1	111 16th Avenue, San Mateo, CA 94402	Frame	2	\$624,000	\$30,000
2	113 16th Avenue, San Mateo, CA 94402	Frame	2	\$624,000	\$30,000
3	381 Huntington Ave, San Bruno, CA 94066	Frame	2	\$795,000	\$30,000

*Material's resistance to fire spreads and is commonly used for materials like wood.

Note:

Coverage is subject to satisfactory inspection

Subjectivity:

Inspection Contact Name and Phone Number

Property (Co-op Living Homes)

Carrier: Scottsdale Insurance Company / A, XV

Policy Term: 06/30/2026 - 06/30/2027

Coverage: Package (Property)

Policy Forms:

Form #	Description
UTS-490 11-18	TOTAL OR CONSTRUCTIVE TOTAL LOSS PROVISION
CPS-SD-1-0219 01-21	COMMERCIAL PROPERTY COVERAGE PART SUPPLEMENTAL DECLARATIONS
CPS-SD-2 01-21	COMMERCIAL PROPERTY COVERAGE PART EXTENSION OF SUPPLEMENTAL DECLARATIONS
CP 00 10 10-12	BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CP 00 90 07-88	COMMERCIAL PROPERTY CONDITIONS
CP 01 40 07-06	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
CP 02 99 06-07	CANCELLATION CHANGES
CP 04 49 02-20	CALIFORNIA CHANGES-REPLACEMENT COST
CP 10 30 09-17	CAUSES OF LOSS-SPECIAL FORM
CP 10 33 10-12	THEFT EXCLUSION
CP 10 75 12-20	CYBER INCIDENT EXCLUSION

General/Professional Liability (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A++, XV

Coverage: Commercial Package - General/Professional Liability incl.

Hired Non-Owned Auto

Policy Term: 06/30/2026 – 06/30/2027

Total Premium: \$15,709.00 (Inc. Taxes & Fees)

Coverage	Limit
General Liability	
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate (Other Than Products - Completed operations) Limit	\$3,000,000
Products/Completed Operations Aggregate Limit	\$3,000,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expense Limit (Any One Person)	\$5,000
Professional Liability	
Each Professional Incident Limit	\$1,000,000
Aggregate Limit	\$3,000,000
Hired & Non-Owned Auto Liability	
Hired Car Liability Limit	\$1,000,000
Non-Owned Liability Limit	\$1,000,000

General/Professional Liability (Allcove)

General Liability - Supplemental Coverages

Coverage	Limits
Extended Property Damage	Included
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit
Non-Owned Watercraft	Less than 58 feet
Damage to Property You Own, Rent, or Occupy	\$30,000 limit
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$20,000
Medical Payments – Extended Reporting Period	3 years
Athletic Activities	Amended
Supplementary Payments – Bail Bonds	\$5,000
Supplementary Payment – Loss of Earnings	\$1,000 per day
Employee Indemnification Defense Coverage	\$25,000
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit
Additional Insured – Newly Acquired Time Period	Amended
Additional Insured – Medical Directors and Administrators	Included
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included
Additional Insured – Broadened Named Insured	Included
Additional Insured – Funding Source	Included
Additional Insured – Home Care Providers	Included
Additional Insured – Managers, Landlords, or Lessors of Premises	Included
Additional Insured – Lessor of Leased Equipment	Included
Additional Insured – Grantor of Permits	Included
Additional Insured – Vendor	Included
Additional Insured – Franchisor	Included
Additional Insured – When Required by Contract	Included
Additional Insured – Owners, Lessees, or Contractors	Included
Additional Insured – State or Political Subdivisions	Included
Duties in the Event of Occurrence, Claim or Suit	Included
Unintentional Failure to Disclose Hazards	Included
Liberalization	Included
Bodily Injury – includes Mental Anguish	Included
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included

Property (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A++, XV

Coverage: Commercial Package (Property)

Policy Term: 06/30/2026 – 06/30/2027

Premium: Included with GL Premium

Coverage	Limit
Business Personal Property	\$1,344,532

Business Personal Property includes Tenant Improvements and Electrical/Internet Wiring

Additional Coverages	Limits
Foundations	Included
Business Personal Property	Within 1600 feet
Fire Department Service Charge	\$50,000
Pollutant Clean Up and Removal	\$50,000
Emergency Vacating Expense	\$25,000
Automated External Defibrillators (AEDs)	\$5,000
Lease Cancellation Moving Expenses	\$5,000
Joint or Disputed Loss Agreement	Included
Green Consultant Expense Coverage	\$5,000
Newly Acquired or Constructed Property	180 Days
Personal Effects	\$50,000
Property of Others	Various
Valuable Papers and Records	\$100,000
Property Off-Premises, Including Stock	\$500,000
Property at Conventions, Fairs, Exhibitions or Special Events	\$100,000
Outdoor Property	\$50,000
Garages/Storage Sheds	\$5,000
Retaining Walls	\$10,000
Accounts Receivable	\$100,000
Business Income and Extra Expense	\$300,000
Residential Room Reserve	\$100,000
Fire Extinguisher Recharge	\$25,000
Lock Replacement	\$10,000
Reward Reimbursement	\$50,000
Inventory and Appraisals of Loss	\$50,000
Ordinance or Law-Undamaged Portion of the Building Ordinance or Law-Demolition Cost	Building Limit \$500,000
Ordinance or Law-Increased Cost of Construction	\$500,000

Property (Allcove)

Additional Coverages	Limits
Spoilage	1600 feet, \$50,000
Pair, Sets or Parts	Amended
Fine Arts	\$50,000
EDP Equipment and Media	\$10,000
Damage to Property of Home Care Provider	\$50,000
Mobile Medical Equipment	\$15,000
Vacancy Clause Modification	90 Days
Earthquake Sprinkler Leakage	\$30,000
Dampness/Extremes of Temperature	Exclusion removed
Furs	\$10,000
Precious Metals	\$25,000
Water Coverage	\$30,000
Property in Transit (Includes Common Carrier)	\$100,000 (\$10,000)
Off Premises Power Failure	\$50,000
Extended Business Income	180 Days
Utility Services (Business Income (and extra expense) Coverage)	Included

Commercial Package (GL/PL & Prop) Policy Forms (Allcove)

Policy Forms:

Form#	Edition	Description
BJP-190-1	1298	Commercial Lines Policy Jacket
IL N 177	912	California Premium Refund Disclosure Notice
PI-FEES-NOTICE 1	1119	Notice Late/Non-Sufficient Funds/Reinstatement Fee
PP2020	220	Privacy Notice For Commercial Lines
CPD-PIIC-CW	221	Common Policy Declarations
PI-LOC-SCH	820	Location Schedule
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
IL0017	1198	Common Policy Conditions
IL0021	908	Nuclear Energy Liability Exclusion Endorsement
IL0102	505	California Changes - Actual Cash Value
IL0104	907	California Changes
IL0270	912	California Changes - Cancellation And Nonrenewal
IL0952	115	Cap On Losses From Certified Acts Of Terrorism
PI-ACL-001	1218	Absolute Cyber Liability And Electronic Exclusion
PI-HS-029	220	Exclusion - Adoption and Foster Care Operations
PI-SAM-018	519	Absolute Abuse or Molestation Exclusion
PI-TER-DN1	121	Disclosure Notice Of Terrorism Ins Coverage Rejection
IL N 119	1015	California Auto Body Repair Consumer Bill Of Rights
CADS03	310	Business Auto Declarations
Hired Or Borrowed Auto	706	Schedule Of Hired Or Borrowed Covered Auto
CA0001	310	Business Auto Coverage Form
CA0143	507	California Changes
PI-AUT-001	116	Cap On Losses From Certified Acts Of Terrorism
Gen Liab Dec	1004	Commercial General Liability Coverage Part Declaration
Gen Liab Schedule	100	General Liability Schedule
CG0001	413	Commercial General Liability Coverage Form
CG2132	509	Communicable Disease Exclusion
CG2144	798	Limitation of Cov to Designated Premises or Project
CG2147	1207	Employment-Related Practices Exclusion
CG2149	999	Total Pollution Exclusion Endorsement

Commercial Package (GL/PL & Prop) Policy Forms (Allcove)

Policy Forms (cont.):

Form#	Edition	Description
CG2167	1204	Fungi or Bacteria Exclusion
CG2170	115	Cap On Losses From Certified Acts Of Terrorism
CG2402	1204	Binding Arbitration
CG3234	105	California Changes
PI-GL-001	917	Exclusion - Lead Liability
PI-GL-002 CA	208	Exclusion - Asbestos Liability
PI-GL-042	422	Total Exclusion - PFC/PFAS
PI-GLD-HS	1011	General Liability Deluxe Endorsement: Human Services
PI-HS-005	704	Exclusion - Professional Liability Coverage
PI-SAM-006	117	Abuse Or Molestation Exclusion
PI-SE-001	720	Special Events Endorsement
PI-HS-003D	704	Human Services Org Professional Liability Cov Part Dec
PI-ARB-1	403	Binding Arbitration
PI-HS-003	704	Human Services Organization Professional Liability Cov
PI-HS-019	315	Exclusion - Athletic Or Sports Participants
PI-HS-024	418	Amendment Of Excl - Prescription/Nonprescription Drugs
CP P 004	706	Excl Of Loss Due To Virus Or Bacteria Advisory Notice
PI-CP-DS 00	921	Commercial Property Coverage Part Declarations
PI-CP-SUPP-SCH 1	921	Commercial Property Coverage Part Supplemental Sched
CP0010	1012	Building And Personal Property Coverage Form
CP0030	1012	Business Income (And Extra Expense) Coverage Form
CP0090	788	Commercial Property Conditions
CP0140	706	Exclusion Of Loss Due To Virus Or Bacteria
CP0449	1205	California Changes - Replacement Cost
CP1030	1012	Causes Of Loss - Special Form
PI-BM-001	313	Equipment Breakdown Protection Endorsement
PI-CP-001	1001	Mold Exclusion
PI-CP-002	204	Changes - Electronic Data
PI-EPE-HS	609	Elite Property Enhancement: Human Services
PI-NP-007	401	Loss of Income Due to Workplace Violence
PI-SAM-008D	117	Abusive Conduct Liability Coverage Policy Dec
PI-ARB-1	403	Binding Arbitration
PI-SAM-008	519	Abusive Conduct Liability Coverage Form

Please refer to the policy for a complete description of the policy forms.

Umbrella (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A++, XV

Coverage: Umbrella

Policy Term: 06/30/2026 – 06/30/2027

Premium: \$5,155.00 (Includes Taxes & Fees)

Coverage	Limit
Each Occurrence Limit	\$5,000,000
Personal & Advertising Injury Limit	\$5,000,000
Products Completed Operations Aggregate Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Policy Retention	\$10,000

Underlying Insurance	Underlying Limits
General Liability	
Each Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Auto Liability (Hired-Non-owned Auto)	
Each Accident	\$1,000,000
Professional Liability	
Each Professional Incident	\$1,000,000
Aggregate	\$3,000,000

Umbrella (Allcove)

Umbrella Policy Forms:

Form#	Edition	Description
BJP-190-1	1298	Commercial Lines Policy Jacket
IL N 177	912	California Premium Refund Disclosure Notice
PI-FEES-NOTICE 1	1119	Notice Late/Non-Sufficient Funds/Reinstatement Fee
PI-CANC-CA 1	1013	California Cancellation Amendment
PI-HS-029	220	Exclusion - Adoption and Foster Care Operations
PI-CXL-002	519	Commercial Umbrella Liability Ins Policy Declarations
PI-CXL-001	314	Commercial Umbrella Liability Insurance Policy
PI-CXL-004	119	Directors And Officers Liability Exclusion
PI-CXL-006	912	Employers Liability (Stop Gap) Exclusion
PI-CXL-007	519	Abuse Or Molestation Exclusion
PI-CXL-014	912	Subsidence Exclusion
PI-CXL-025	912	Absolute Liquor Liability Exclusion
PI-CXL-032	912	Fungi Or Bacteria Exclusion
PI-CXL-039	115	Cap On Losses From Certified Acts Of Terrorism
PI-CXL-041	516	General Liability Follow Form Endorsement
PI-CXL-047	1014	Medical Professional Liability Exclusion
PI-CXL-068	912	Employee Benefits Liability Exclusion
PI-CXL-075	314	Lead Liability Exclusion
PI-CXL-085	121	Professional Liability Coverage Sub-Limit Aggregate Limit: \$5,000,000 Each Professional Incident Limit: \$5,000,000
PI-CXL-088	314	Access Or Disclosure Of Confidential Info W/Exception
PI-CXL-092	119	Automobile Liability (Sublimit) [Each Occurrence Limit: 5,000,000]
PI-CXL-099	116	Recording And Distribution Of Material Or Information
PI-CXL-100	119	Absolute Cyber Liability And Electronic Exclusion
PI-CXL-111	719	Limit Of Ins Excl Clause Minimum Limit Requirement
PI-CXL-113	118	Per Location / Per Project Agg Limit Of Ins Exclusion
PI-CXL-117	119	Silica Or Silica-Related Dust Exclusion
PI-CXL-137	422	Total Exclusion - PFC/PFAS
PI-CXL-CA 1	912	California Changes - Cancellation And Nonrenewal
PI-CXL-CA 2	912	California Changes
PI-UMTER-DN	1220	Disclosure Notice Of Terrorism Ins Cov Rejection Opt

\$4M Excess Liability (Allcove)**Carrier:** Lexington Insurance Company (AIG) / AM Best: A, XV**Coverage:** \$4M Excess Liability (Excess of Lead \$5M Umbrella)**Policy Term:** 06/30/2026 - 06/30/2027**Premium:** \$27,176.80 (Incl. Taxes & Fees)

Coverage	Limit
Each Occurrence/Claims Made(PL) Limit	\$4,000,000
General Aggregate Limit	\$4,000,000

Underlying Insurance	Underlying Limits
General Liability	
Each Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Professional Liability	
Each Professional Incident	\$1,000,000
Aggregate	\$3,000,000
Hired Non-Owned Auto	
Each Accident	\$1,000,000
Philadelphia Lead Excess	
Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

NOTE:

Minimum Earned Premium is 25%

Defense costs are within the limits

Physicians Professional Liability is excluded

Subjectivities:

Signed Terrorism (TRIA) Form Electing/Rejecting Coverage

Signed Surplus Lines D1 Form

\$4M Excess Liab. (Allcove)

Carrier: Lexington Insurance Company (AIG) / AM Best: A, XV

Coverage: \$4M Excess Liability (Excess of Lead \$5M Umbrella)

Policy Term: 06/30/2026 - 06/30/2027

\$4M Excess Policy Forms:

Form#	Edition	Description
143497	02/22	Declarations for Healthcare Professional Liability (HPL)
143501	02/22	Umbrella Coverage Part
143502	02/22	Excess HPL Coverage Part
143498	02/22	General Provisions and Conditions
113792	03/13	Terrorism Premium Endorsement
115718	07/13	Economic Sanctions Endorsement
117398	02/14	Conditional Total Terrorism Exclusion
13578	01/20	HC Excess LMA Access or Disclosure or Confidential
144563	03/22	Policy Aggregate Limit Endorsement
80783	08/02	California Limitation Endorsement
144565	03/22	Schedule of Excluded Services Endorsement
144571	03/22	Volunteer Workers Endorsement

Please see policy for complete list of forms.

Premium Summary

Premium Summary

DATE: May 21, 2026

Named Insured: Peninsula Health Care District

Coverage	2025-2026 Expiring Premiums	2026-2027 Renewal Premiums
Corporate:		
General Liability	\$5,196.53	\$4,431.41
Excess Liability	\$2,905.30	\$2,363.60
Property	\$55,221.51	\$47,704.85
Management Liability	\$61,197.87	\$61,918.06
Excess D&O	\$16,715.16	\$16,965.16
*Sexual Misconduct	\$31,390.13	\$36,474.13
Cyber Liability	\$14,346.46	\$15,553.66
Trousdale:		
General/Professional Liability	\$118,545.57	\$113,748.00
Excess Liability	\$51,020.45	\$49,776.40
Employment Practices Liability	\$40,773.64	\$38,984.80
Fitness Center:		
General Liability	\$2,786.00	\$2,786.00
\$3M Excess Liability	\$1,260.00	\$1,260.00
Property	\$6,043.00	\$6,592.00

Premium Summary

Premium Summary (cont.)

DATE: May 21, 2026

Named Insured: Peninsula Health Care District

Coverage	2025-2026 Expiring Premiums	2026-2027 Renewal Premiums
Cooperative Homes:		
General Liability	Incl w/ Corporate	Incl w/ Corporate
Excess Liability	Incl w/ Corporate	Incl w/ Corporate
Property	\$7,769.84	\$13,845.56
Allcove:		
**General/Professional Liability & Property	\$14,091.52	\$15,709.00
**Umbrella	\$5,434.09	\$5,155.00
\$4M Excess of \$5M Umbrella	\$24,332.21	\$27,176.80
Grand Total:	\$459,029.28	\$460,444.43

*Expiring policy written with a policy term – 09/01/2025 – 07/01/2026

*Expiring policy annualized for comparison purposes

**Expiring policies annualized for comparison purposes

**Expiring policies were written with a policy term -11/27/2024 – 06/30/2026

Insured Name: Peninsula Health Care District

- Please bind coverage as outlined in this proposal.
 Please bind coverage as outlined above with the following changes:

Signature of Executive Officer

Date

Name & Title of Signing Officer

General Statement

COVERAGE AND LIMITS

This exhibit describes coverage, amounts, limits, etc., but it does not take the place of the actual insurance policies. While we have made every effort to remove inaccuracies from this report, some may exist. For definitive coverage provisions and exclusions, refer to the policies, endorsements, and amendments.

For property quotes, we have used values that you provided. Please carefully examine these values and/or secure an outside appraisal to ensure their accuracy and adequacy.

This proposal is based upon exposures to loss that currently exist and were made known to the agency. All changes and new exposures need to be reported by you, so that proper coverage may be offered.

Higher limits of liability may be available for additional premium.

INSURER SOLVENCY

We are not technically qualified to comment on the solvency or claims-paying ability of any insurer. In an effort to help you analyze the quality of the carrier(s), we have provided rating information from the A.M. Best rating organization. The A.M. Best office website may be found at: www.ambest.com.

We caution you that catastrophic occurrences or other business matters can quickly have a negative impact on any insurer's financial condition. State "guarantee" funds created for the protection of policyholders may limit or preclude access to reimbursement for certain types of claims and/or to companies with significant net worth.

NON-ADMITTED INSURER

If a non-admitted insurer is providing coverage, there is no protection by the state guaranty fund in the event of the insurer's insolvency.

PREMIUM PAYMENT

Regardless of the payment method you choose, it is important to note that carriers are not obligated to reinstate cancelled policies.

Agency Bill Items: If your premium is billed by us, payment is due on the effective date of the coverage or installment. Endorsement and audit premium adjustments are due on the date billed. Failure to promptly remit may result in cancellation of your coverage.

Company Bill Items: If your policy is a "company bill" contract, you must remit your payment directly to the insurance company on a timely basis. Unfortunately, insurers do not always notify us about the status of a "company bill" payment, so you can't rely on us to remind you about overdue premiums or policy cancellations. If you encounter any billing problem or have a billing concern, please call us immediately, so that we can investigate for you.

Premium Financing: You may ask us to "finance" your premium through an independent finance company. This is an unforgiving payment system. Please carefully review the finance agreement for full details on the late payment and finance charges that apply. Your insurance policy is collateral for the loan. If you miss a payment, coverage will be cancelled. Because we may not always receive late notices, The Liberty Company Insurance Brokers cannot accept responsibility for following up on late payments or threatened "non-payment" cancellations. Please do not count on us to remind you to make the payment.

THIS PROPOSAL CONTAINS ONLY A SUMMARY OF YOUR INSURANCE COVERAGE AND POLICY. IT IS YOUR RESPONSIBILITY TO REVIEW THE ENTIRE POLICY CAREFULLY AND COMPLETELY FOR ITS ACTUAL TERMS, LIMITS AND CONDITIONS. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE TERMS OF THE POLICY AND THE PROVISIONS OF THIS PROPOSAL, THE TERMS OF THE POLICY WILL GOVERN AND CONTROL.

Carrier Rating

A.M. BEST FINANCIAL STRENGTH RATING

Best's Rating consists of Rating Classification and Financial Size Category. The Rating Classification assesses the Company's overall performance and ability to meet its respective policyholder and other contractual obligations. The Rating Classifications are shown below:

Rating Classification	Ability	"Not Assigned" Classification	Explanations
A++, A+	Superior	NA – 1	Special Data Filing
A, A-	Excellent	NA – 2	Less than Minimum Size
B++, B+	Very Good	NA – 3	Insufficient Operating Experience
B, B-	Adequate	NA – 4	Rating Procedure Inapplicable
C++, C+	Fair	NA – 5	Significant Change
C, C-	Marginal	NA – 6	Reinsurance by Unrated Reinsurer
D	Very Vulnerable	NA – 8	Incomplete Financial Information
E	State Supervision	NA – 9	Company Request
F	In Liquidation	NA - 11	Rating Suspended

The Financial Size Category of Best's Rating examines the Company's financial strength. The financial Size Category accounts for the Company's equity, or Policyholder Surplus available to meet policy holder obligations. The categories are as follows:

Class	Range in 000's	Class	Range in 000'S
I	Up to 1,000	IX	250,000 to 500,000
II	1,000 to 2,000	X	500,000 to 750,000
III	2,000 to 5,000	XI	750,000 to 1,000,000
IV	5,000 to 10,000	XII	1,000,000 to 1,250,000
V	10,000 to 25,000	XIII	1,250,000 to 1,500,000
VI	25,000 to 50,000	XIV	1,500,000 to 2,000,000
VII	50,000 to 100,000	XV	2,000,000+
VIII	100,000 to 250,000		



DATE: May 28, 2026

TO: PHCD Board of Directors

FROM: Ana M. Pulido, Chief Executive Officer

SUBJECT: **Funding Recommendation – Peninsula Volunteers Inc. (PVI) Senior Transportation Program**

BACKGROUND

Transportation barriers significantly impact seniors' ability to access healthcare services, obtain groceries and medications, and participate in community and social activities. These barriers can contribute to increased social isolation, poorer physical and mental health outcomes, and reduced independence among older adults seeking to safely age in place.

Peninsula Volunteers Inc. (PVI) operates RIDE PVI, a senior transportation program designed to provide older adults with reliable, affordable, and accessible transportation throughout San Mateo County. The program was developed in response to longstanding transportation barriers identified through PVI's community needs assessment, including the inability of many seniors to drive, limited access to public transit, financial barriers associated with taxis and private transportation, and challenges using smartphone-based rideshare applications.

Since launching in 2016, RIDE PVI has utilized a concierge-style transportation model that allows seniors to schedule rides through a dedicated hotline staffed by trained ride coordinators. The service eliminates the need for smartphones or advance technical knowledge and provides individualized support to ensure rides are safe, reliable, and responsive to seniors' mobility and accessibility needs.

The proposed program aligns with the District's priorities related to healthy aging, access to care, and addressing social determinants of health within the community.

PROPOSAL

Under the proposed funding agreement, PVI would provide transportation services to adults age 65 and older residing within the Peninsula Health Care District service area, including Foster City, Burlingame, Millbrae, San Bruno, and San Mateo.

Program services would include:

- Coordination and monitoring of rides through a dedicated senior support hotline



- Transportation within San Mateo County to eligible destinations, including:
 - Medical and dental appointments
 - Grocery stores and pharmacies
 - Senior and community centers
 - Fitness facilities
 - Places of worship
- Accommodation of mobility and accessibility needs
- Language translation services to support diverse populations
- Real-time ride oversight and customer assistance provided by trained coordinators

Clients would pay a flat fee of \$8 per ride and would be eligible for up to 12 rides per month. PVI estimates the program would subsidize approximately 2,500 rides annually and serve a minimum of 150 unduplicated seniors within the District service area.

BUDGET

PVI is requesting a total allocation of \$60,000 for one year of program operations, allocated as follows:

- \$40,000 for ride subsidies and administrative support associated with approximately 2,500 rides
- \$20,000 for staffing support, including ride coordinators, billing administration, and program management

RECOMMENDATION

Transportation remains a critical factor affecting seniors' access to healthcare, nutrition, social engagement, and overall well-being. RIDE PVI addresses these needs through an established, community-based program that reduces barriers to care and supports older adults in remaining healthy and independent in their homes and communities.

Given the demonstrated community need, alignment with District priorities, and measurable program impact, the Strategic Direction Committee recommends approval of the \$60,000 funding request to Peninsula Volunteers Inc. for one year of support for the RIDE PVI senior transportation program.



4/3/26

Peninsula Healthcare District

Proposal from Peninsula Volunteers Inc (PVI) to fund Senior Transportation Program

The Peninsula Volunteers, Inc. (PVI) transportation program, RIDE PVI, provides older adults with reliable, on-demand, low-cost concierge rides to essential destinations. The program is designed to remove common barriers to transportation faced by seniors, including lack of smartphone access, difficulty navigating rideshare apps, limited mobility, and insufficient public transit options.

Through a simple phone call to the RIDE PVI hotline, seniors are connected with trained ride coordinators who arrange and monitor rides in real time. This high-touch, human-centered approach ensures safety, reliability, and ease of use, eliminating the need for smartphones or advance scheduling.

By restoring access to transportation, RIDE PVI enables seniors to attend medical appointments, obtain groceries and medications, and participate in social and community activities. The program directly supports improved health outcomes, reduced isolation, and increased independence, allowing older adults to remain active and safely age in place with dignity and peace of mind.

Funding Request

PVI respectfully requests \$60,000 to support one year of RIDE PVI operations. This funding will subsidize transportation costs, ensuring that low- and fixed-income seniors can access essential services without financial hardship.

Background and Need

In a 2016 community needs assessment conducted by PVI, transportation emerged as one of the most significant challenges facing older adults. Many respondents reported that they could no longer drive due to vision or physical limitations. Public transportation was often inaccessible or inefficient, and private transportation options such as taxis were cost prohibitive. Additionally, many seniors lacked access to or familiarity with smartphone-based rideshare platforms.

As a result, many older adults became increasingly homebound, missing critical medical appointments, delaying errands such as grocery shopping and pharmacy visits, and withdrawing from social engagement. This “invisible” barrier led to declining physical and mental health outcomes.

Research from the National Institute on Aging highlights that social isolation and loneliness significantly increase the risk of conditions such as heart disease, depression, cognitive decline, and premature mortality. Conversely, maintaining regular social interaction and access to essential services is associated with improved well-being, longevity, and cognitive health.

RIDE PVI was developed in response to these urgent needs, creating an accessible, affordable, and human-centered transportation solution for seniors.



Program Description

Since its launch in 2016, RIDE PVI has leveraged rideshare technology through a concierge model that removes technological barriers for older adults. Seniors request rides via a dedicated hotline, where experienced coordinators schedule and oversee each trip from start to finish.

Ride coordinators provide personalized support tailored to the needs of older adults, including:

- Ensuring accurate pickup and destination details
- Communicating special assistance needs (e.g., walkers, extra time) to drivers
- Monitoring rides in real time for safety and reliability
- Offering friendly, consistent human interaction that fosters trust and connection

This personalized approach not only ensures safe transportation but also creates meaningful social interaction, which is critical for combating isolation.

To increase accessibility, RIDE PVI incorporates language translation services, ensuring seniors of all backgrounds can utilize the program. Volunteers further support operations, helping to reduce administrative costs and expand program capacity.

Impact

RIDE PVI delivers measurable outcomes that improve quality of life for older adults:

- Increased access to healthcare, resulting in better health management and fewer missed appointments and allowing trips to the pharmacy
- Improved food security through reliable access to grocery stores
- Reduced social isolation and loneliness through increased participation in community activities
- Enhanced independence and confidence among seniors aging in place

By addressing transportation as a key social determinant of health, RIDE PVI strengthens both individual well-being and overall community health.

PVI is seeking a total of \$60,000 in funding for one year, allocated as follows:

- **\$40,000** to subsidize approximately 2500 rides (plus 10% administrative support), serving a minimum of 150 unduplicated seniors
- **\$20,000** to support essential program staffing, including ride coordinators, a billing specialist, and program management



Program Parameters

The proposed program will serve adults age 65 and older residing within the Peninsula Healthcare District service area, including the following zip codes:

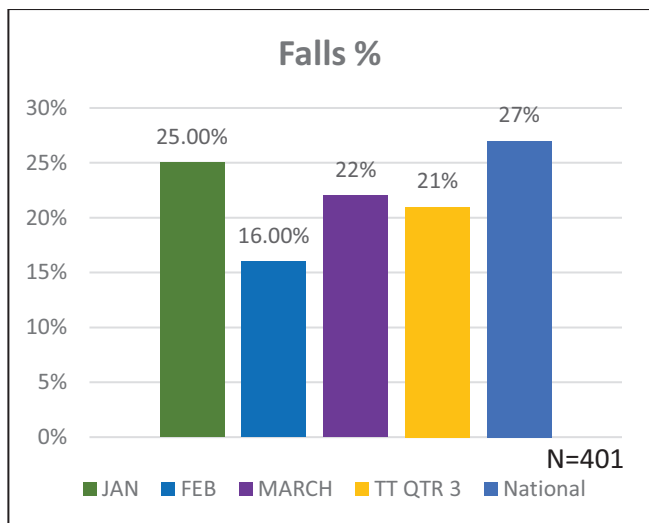
94404 (Foster City), 94010 (Burlingame), 94030 (Millbrae), 94066 (San Bruno), 94401, 94402, 94403, and 94404 (San Mateo)

- **Service Area:** Travel within San Mateo County
- **Cost to Clients:** \$8 flat fee per ride
- **Ride Limit:** Up to 12 rides per client per month
- **Eligible Destinations:** Medical and dental appointments, grocery stores, pharmacies, senior and community centers, fitness facilities, and places of worship



The Trousdale Quality Assurance Dashboard

Quarter3, Jan 1, 2026-March 31, 2026



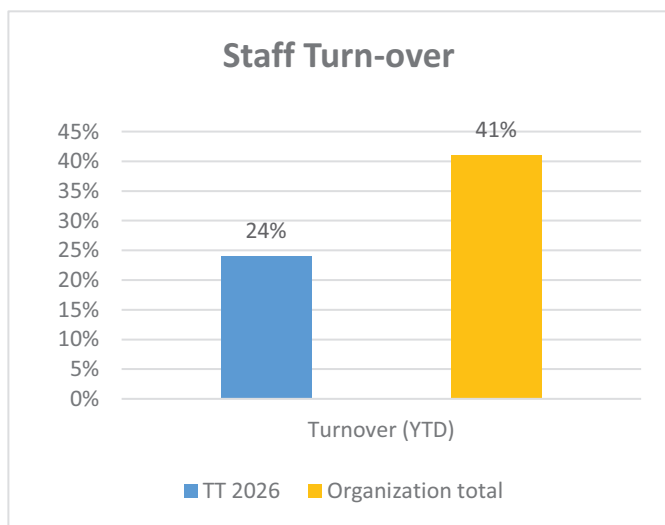
The Trousdale Community reviews falls and calculates a fall percentage based on the number of falls divided by the number of residents.

N = Number of in-house residents 3rd quarter

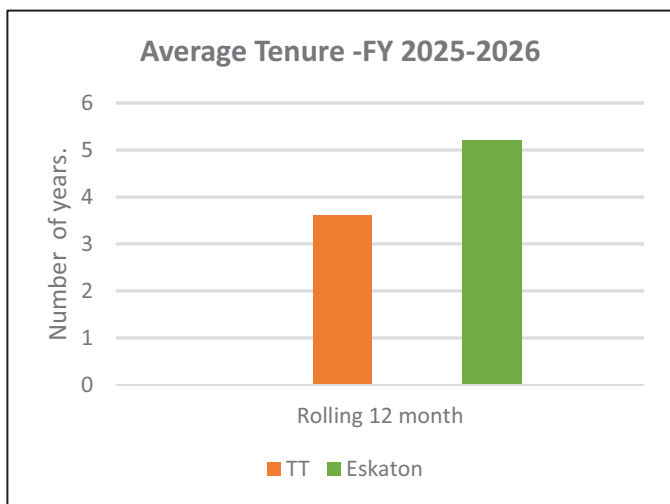
- **JAN:** Total falls =34 / Total residents = 134
- **FEB:** Total falls = 22 / Total residents = 134
- **MARCH:** Total falls = 29 / Total residents = 133

During this quarter, Trousdale Community had 2 fractures from falls and 3 residents admitted to the hospital after a fall. Fall prevention strategies include Home Health PT/OT, medication review, exercise programs and Safely You technology.

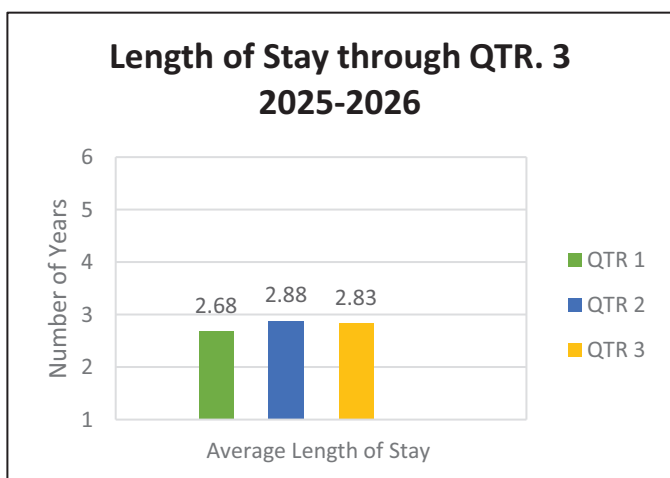
*Based on CDC / National Center for Health Statistics



Workforce development remains a top focus area for Eskaton and other senior care organizations. Eskaton has set a target goal of less than 20%. Currently, turnover across all Eskaton-owned and managed residential communities and services is at 41% for the rolling 12-month period and Trousdale Community is at 24%. Turnover is monitored based on the number of employees vacating a position, whether voluntarily or involuntarily.



The average tenure for Trousdale employees, from the time of hiring the first employee through Q3 is 3.4 years. In comparison, the average tenure at Eskaton properties is 5.2 years. Tenure is influenced by several factors, including post-pandemic work patterns, the length of time The Trousdale has been open, and the transient nature of the workforce.



Data reflects Length of Stay quarters 1, 2 &3. Several factors influence the length of stay (LOS) in Residential Care Facilities for the Elderly (RCFE). Factors affecting LOS for Q3 include: 13 residents passed away under hospice or comfort care services. Two residents moved back home. Other factors affecting LOS include the need for a higher level of care, relocating to be closer to family, and cost considerations.



Eskaton has set a target goal of achieving a satisfaction rate greater than 90%.

N = Number of Trousdale employees, residents, and families surveyed.

Fifteen percent of employees, residents, and families are surveyed each month.

- N (Employee) = 37
- N (Resident) = 24
- N (Family) = 16



Peninsula Health Care District FY 2026–27 Consolidated Budget

Executive Summary

The Peninsula Health Care District's (PHCD) Fiscal Year (FY) 2026–27 Consolidated Budget presents a balanced and forward-looking financial plan that advances the District's mission to improve the health and well-being of the communities it serves. The budget reflects a stable revenue base, prudent financial stewardship, and continued investment in high-impact, mission-driven programs.

The consolidated plan encompasses PHCD General Operations and Leasing, Community Health Investment (CHI), The Trousdale Assisted Living and Memory Care Community, the Health & Fitness Center, allcove™ San Mateo, and Sonrisas Dental Health.

For FY 2026–27, PHCD projects net income of \$2,756,765, a \$249,389 contribution to reserves, and \$54,434,886 in cash and cash equivalents, positioning the District to meet long-term obligations while investing in community health priorities

PHCD General Operations and Leasing

General Operations and Leasing provide the District's primary financial foundation. Property tax revenue is budgeted at \$9.75 million, reflecting steady growth in assessed valuations. Lease revenue remains stable based on existing agreements and expected occupancy, while investment income assumptions remain conservative in anticipation of declining interest rates.

Expenses reflect investments in staffing, professional services, technology, and a scheduled Board election. The District has also included \$2.0 million in capital funding for the purchase of a fourth co-op home to support adults with developmental challenges.

Overall, General Operations and Leasing continue to generate strong net income, supporting District programs and strengthening financial reserves.

Community Health Investment (CHI)

The FY 2026–27 budget allocates \$6.2 million to Community Health Investment, an increase of approximately \$1.0 million over the prior year. This growth is driven primarily by a \$1.0 million allocation for Blue Zones, along with continued support for grants, prevention programs, outreach, and strategic initiatives.

Community grants remain funded at \$3.0 million, while special funding initiatives continue to support key programs such as Healthy Aging Pathways, Peninsula Volunteers, Care Solace, and other

targeted efforts. The Peninsula LiveWell Project for affordable senior housing increases to \$600,000 in anticipation of expanded development activity.

These investments align with PHCD's strategic priorities, with an emphasis on preventive care, mental health, dental access, and integrated community-based solutions.

The Trousdale Assisted Living and Memory Care Community

The Trousdale is projected to generate \$16.35 million in operating revenue, representing a 7% increase over the prior year. This growth is driven by a 5% rate increase and stable occupancy of approximately 93% across both Assisted Living and Memory Care.

Operating expenses are budgeted at approximately \$12 million, with staffing representing the largest cost component. Investments include a \$1.50/hour wage adjustment for care staff and 4% performance-based increases to support recruitment, retention, and reduced reliance on overtime. Operational efficiencies have significantly lowered registry staffing costs, with further reductions and improved overtime performance expected in FY27.

The Trousdale is projected to achieve \$422,000 in net income and \$811,000 in positive cash flow, even after \$471,000 in capital improvements as the facility enters its ninth year of operations. This marks the first year the community is expected to generate both positive net income and positive cash flow, reflecting operational stabilization.

Health & Fitness Center

The Health & Fitness Center is budgeted for a net loss of \$306,065, consistent with its role as a mission-driven community wellness resource. However, the Center continues to demonstrate strong growth and expanded community impact.

Membership is projected to increase to 486 total members, including 393 active members, with insurance-based memberships accounting for approximately 50% of total participation. Current partnerships include OPTUM and ASH, with the addition of SilverSneakers in FY27 to further expand access.

To support growth, the Center will expand offerings from 23 to 28 classes per week, including a wide range of fitness programs such as Pilates, Yoga, Zumba, Tai Chi, strength training, and more. Expanding health education and social programs—such as fall prevention, CPR/AED training, and wellness workshops—will further enhance community engagement.

The Center continues to serve as a valuable community asset by promoting preventive health and health education, and will begin exploring certification as a Medical Fitness Facility.

allcove™ San Mateo Youth Drop-In Center

allcove San Mateo is budgeted for an operating loss of approximately \$2.0 million, largely due to the expiration of prior state and county funding. Despite this, utilization continues to grow significantly.

The Center projects 4,450 visits in FY27, up from 3,511 in the current year, serving approximately 370–550 unique youth, with each youth averaging 8–12 visits annually. allcove continues to provide a comprehensive range of services, including mental health care, medical services, supported education and employment, peer support, and substance use services.

Insurance billing is expanding to include Blue Shield and Kaiser, supplementing current billing through HPSM and Aetna. While most grant funding has expired, previously secured funds have been rolled forward, and additional funding opportunities are being pursued, including anticipated renewal of county support.

Staffing remains the primary cost driver, accounting for approximately 67% of expenses, including PHCD staff and clinical partners. allcove remains a critical access point for youth mental health and wellness services in the District.

Sonrisas Dental Health

Sonrisas is projected to deliver 19,365 patient visits in FY27, a 22% increase over the prior year, driven by expanded capacity and the launch of a mobile clinic program. Approximately 77% of patients served are low-income or covered by public insurance.

Patient revenue is expected to reach \$4.2 million, with a fundraising goal of \$2.7 million. Investments in staffing include key clinical and operational roles to support increased capacity and long-term sustainability.

Despite this growth, Sonrisas is budgeted for a net loss of \$910,336 and a negative cash flow of approximately \$690,000. PHCD funding is not included in the FY27 budget.

Sonrisas remains a vital community asset, improving access to dental services for underserved populations while building toward long-term financial stability.

Conclusion

The FY 2026–27 Consolidated Budget demonstrates PHCD's ability to balance strong financial performance with meaningful, mission-driven investment. With projected net income of \$2,756,765 and a contribution of \$249,389 to reserves, the District continues to exceed its Strategic Financial Policy ratio targets.

PHCD is well-positioned to meet its financial commitments while advancing innovative, high-impact programs that improve community health outcomes across the District.



Peninsula Health Care District

General Operations /Leasing

PROPOSED BUDGET FY 2027

DRIVERS AND ASSUMPTIONS

- **DRIVERS**

- PHCD vision, mission, strategic objectives
- Community Health Investment
- The Trousdale Assisted Living/Memory Care Facility operating budget
- The Health & Fitness Center operating budget
- allcove operating budget

- **ASSUMPTIONS**

- Income:
 - a) Tax revenues budgeted \$9.75M, a little higher than FY 25-26 projections of \$9.6M.
 - b) Lease income is based on Sutter Health's lease agreement and current and projected occupancy at the Marco Polo properties (100% @ 1764, 90% @ 1740, and 83% @ 1720), which includes free and discounted rents for three non-profits. There is no lease income from 430 El Camino (Sonrisas), 1875 Trousdale (The Health & Fitness Center), 111-113 16th St. (San Mateo Homes), and 381 Huntington Ave. (San Bruno Home).
 - c) Investment income is based on the March balance and a 3% return. The current return is close to 3.7%. Federal Reserve interest rates are expected to decline, reducing fixed-income investment returns.
 - d) Interest Income includes Leasing GASB87 of \$1,500,067 – Non-cash, Book entry to record interest portion based on the present value calculation of the Sutter Land Lease according to accounting standards.
- Expenses:
 - a) Lease Expenses: Based on actuals, an average 8.8% increase across the properties over FY26. A larger budget is allocated to 1740 MPW due to the building's age and ongoing issues. New budget of \$31,800 for 381 Huntington Ave., San Bruno, which was purchased in Oct 2025.
 - b) Administrative & Overhead budget is \$2.7M (increase of 506K from prior year's budget)
 - 1. Staff Salaries & Benefits \$1.2M (increase of \$50K)—Includes salary, retirement 8.13%, health benefits 10% inc, life insurance, and tax liability. Assuming all positions are filled, it includes a 3-5% anniversary/performance increase.
 - 2. Professional Fees/Consultant Expenses \$276K, an increase of \$121K, of which \$117K is added for an HR consultant. Fees also include policy/procedure review, Communications, Leadership coaching, and Audit.
 - 3. Software Expense \$59K – (increase of \$6K) Expected CHI Software upgrade in FY27.
 - 4. IT Service Consultant \$34K – (increase of \$5K) Server maintenance added in FY26.
 - 5. Insurance \$90K – (no increase from last year's budget)
 - 6. Board Election \$300K – Election year. Added to the budget.
 - 7. Legal expense 360K (no change)

8. Travel & Meetings \$45.8K—(no change) Board members and staff attendance/travel. 3-6 people to attend the ACHD annual meeting and program site visits. Plus, Board stipend and mileage reimbursement.
9. All other expenses – avg. 4% inflation

PHCD PROGRAMS

COMMUNITY HEALTH INVESTMENT

PROPOSED BUDGET FY 2027
DRIVERS AND ASSUMPTIONS

- **Community Health Investment (CHI)** budget is \$6.2M (increase of \$967K from prior year's budget)
 - Community grants, Impact partnership grants, small grants, sponsorships - \$3M.
 - Other Contributions - \$25K for CEO's discretionary fund
 - Targeted Prevention Program \$200K (no change)— Heart Screening, Health Fair, HepB Free
 - Special Funding Initiatives \$948K (decrease of \$123K) – Board-approved programs include Healthy Aging Pathways (Older Adults Navigation Center), Peninsula Volunteers, Inc. (Senior Services), Care Solace (Youth Mental Health Navigation), Maro (Mental Health Screening App), Transportation Program, and a Professor.
 - Blue Zones \$1M – Budget allocation for possible investment in FY27.
 - Community Outreach \$65K (decrease of \$10K), includes partner events, promotional items, mailings, and outreach partnerships.
 - Community Education \$75K (no change), Wellness education, and Parent Venture education series.
 - New Program Research & Development \$250K (no change)
 - Peninsula LiveWell Project \$600K (increase of \$100K)
- **CHI Support of Internal Programs**
 - The Trousdale rent assistance fund up to \$240K – same as last year/Board approved fund.
 - Donated Value for the use of Facilities \$600K – (3% increase) to recognize community benefit from rent-free use of facilities and discounted rents.
 - Program Funding: Health and Fitness Center - \$316K, allcove San Mateo - \$1.98M

THE TROUSDALE ASSISTED LIVING/MEMORY CARE COMMUNITY

PROPOSED BUDGET FY 2027

DRIVERS AND ASSUMPTIONS

- **The Trousdale** is budgeted at a net income of \$422K, which includes interest expense of \$1.4M, depreciation of \$2.7M. PHCD Rent Assistance Fund of \$240,000 will remain at the District and will be provided on an as-needed basis. Expected cashflow is a positive \$811K.
 - Revenue:
 - Occupancy
 - a) AL occupancy: stabilized at approximately 93%; occupancy remains stabilized throughout the year. Move-ins and move-outs are modeled based on current trends.
 - b) MC occupancy: stabilized at 93%, consistent with budgeted current operations. No incremental growth assumed; companion and shared occupancy grows from 6 to 7.5.
 - c) AL double occupancy set at 8, consistent with trends over the past year.
 - Level of Care
 - d) AL avg. level of care remains stable, consistent with current mix 1.82 in February 2026 and an average of 1.82 in the budget year.
 - e) MC avg. level of care remains generally stable in both private and shared rooms, 2.69 in February 2026 to 2.76 in the budget year. Companion and Shared rates are at 3.33 now and are budgeted at 3.33.
 - Rates & Fees
 - f) Rate Increase: 5% for all residents, effective January 1
 - g) Move-In Fee: Increased to \$6,500 from \$5,000
 - h) Other Operating Revenue: Budgeted similar to recent run rates
 - i) Rent concessions/incentives: \$100,000, which represents 10 resident referral move-ins.
 - Labor Expenses:
 - Staffing Levels
 - a) No change in RCA/RMA staffing during the year (AL - 24.8 FTEs and MC – 22.2 FTEs). Total combined AL/MC and RCA/RMA currently at 47 FTEs.
 - b) Adjustments to staffing
 - Barista: 2.40 to 2.50
 - Laundry Worker: 2.00 to 1.50
 - Lead Wait Person: 1.50 to 1.00
 - Fund Development Director: 0.00 to 0.20
 - c) Total budgeted headcount decreased from 92.7 to 91.9, resulting in a net -\$23K variance in salaries.
 - Wage & Salary Adjustments
 - d) \$1.50/hour market adjustment proposed for all care staff as of July 1
 - e) 4% performance incentive increase (given in conjunction with annual review). This results in a net \$169K increase to salaries and a \$57K increase to benefits from the current-year run rate. Increasing wages is expected to improve hiring and reduce reliance on overtime.
 - f) 4% increase in salaries for all other non-care staff classifications, accounting for a \$140K increase in salaries. Wage increases are smoothed over the full year for hourly employees and applied on July 1 for salaried employees.
 - g) Commissions: \$1,600 per move-in (\$1,350 for RLA; \$250 for Sales Coordinator)
 - h) PTO Estimate: Based on historical trend (approx.. 6.8% of productive salaries)
 - i) Overtime: Budgeted at approx. 5.0% of regular wages - \$376K below current run rate, \$59K above last budget. Supported by increased care staff wages.

Benefits

- j) Eskaton Health Plan: 18.50% rate (down from 19.0%)
- k) Workers' Compensation: 3.5% reate (no increase)
- l) 401K: CHC 3.80%; ED 4.00%

- o Other Expenses:

Operations

- a) Registry: \$2,917/month for all 12 months
- b) Food Cost: \$14.00 per resident per day (includes additional factor for guest meals) – a \$1.77 reduction from the prior year budget, supported by value-based purchasing and GPO preferred pricing
- c) General inflation rate of 3% applied across applicable expense categories
- d) Referral Fees: Approx. \$5,750/month, consistent with recent experience

Utilities

- e) Cable TV: Fixed monthly rate at 3% increase over current rate
- f) Telephone/internet: Based on current rates with 3% increase
- g) Trash/refuse: Based on current rates with 3% increase
- h) Water/Sewer: Seasonally adjusted estimates based on current rates with 3% increase
- i) Gas/Elec.: Seasonally adjusted estimate based on current rates with approx.. 4% increase per PG&E published rates

Insurance

- j) General and professional liability insurance is seeing modest increases; property insurance is anticipated to remain flat. Anticipated budget developed with input from insurance broker, Tim Mooney.
- k) Auto Insurance: Budgeted with a 5% increase.

HEALTH & FITNESS CENTER

PROPOSED BUDGET FY 2027 DRIVERS AND ASSUMPTIONS

- **The Health & Fitness Center** is budgeted for a net loss of (\$306K), which is (\$38K) higher than the prior year's budget.
 - **Membership:**
 - a) Member count (end of June): 486 total; 393 active; 93 non-active.
 - b) Approximately 50% of members are expected to enroll through insurance-based memberships.
 - c) Existing members are expected to remain steady, ending at 51.
 - d) New members are projected to decrease from 113 to 108 due to expanded insurance options.
 - e) OPTUM/ASH insurance (seniors) is expected to increase by approximately 1 member per month (from 157 to 169).
 - f) A new insurance option, SilverSneakers (with an Unlimited add-on), is projected to grow steadily to 30 members.
 - g) Other discounts (government employees, scholarships, and online applications) average approx. 19 per mo.
 - h) Personal training averages 22 sessions per month.
 - i) Classes: Up to 28 classes per week, with 10–15 attendees per class.
 - j) Massage therapy averages 20 sessions per month.
 - **Revenue:** \$238,296, an increase of \$37,823 (+16%) from last year's budget.
 - a) New member fee: \$80/month (discounts offered on packages).
 - b) Existing member dues: \$55/month (seniors) and \$65/month (non-seniors).
 - c) OPTUM and ASH insurance dues: \$40/month (seniors) and \$56/month (non-seniors).
 - d) SilverSneakers Basic (limited access): average \$20/month (based on \$4/visit), with an optional Unlimited add-on (all access) at \$40/month.
 - e) Government employee dues: \$45/month (seniors) and \$55/month (non-seniors).
 - f) Classes: \$5 per session; new unlimited class plan at \$30/month.
 - g) Massage therapy: average \$65 per session.
 - h) Insurance memberships are expected to grow steadily (84% average utilization rate).
 - **Expenses:** \$574,361, an increase of \$75,401(+15%) from last year's budget.
 - a) The budget is based on current costs.
 - b) Salaries include a 5% increase for 1.0 FTE Director, 1.0 FTE Assistant Manager, 0.5 FTE Health & Fitness Specialist, and 1.125 FTE Member Service Representative (3 benefited employees).
 - c) Benefits are based on current rates with a 10% increase.
 - d) Contract labor: classes taught by contractors, approximately 18 classes per month.
 - e) Office supplies are based on current usage.
 - f) Equipment repairs: \$4,800 (aging machines may require replacement parts).
 - g) Marketing and outreach: \$8,000 (Daily Journal ads, business cards, and social media boosts).
 - h) Added health education/socialization expenses: \$4,200.
 - i) Insurance Expenses: \$27,600. Based on renewal rates
 - j) Telephone, laundry service, and merchant fees were moved from Other Purchased Services into separate categories.
 - k) Software expenses were moved from Dues and Subscriptions into a separate category.
 - l) Medical Fitness Association application: \$5,500.

allcove™ SAN MATEO YOUTH DROP-IN CENTER

PROPOSED BUDGET FY 2027

DRIVERS AND ASSUMPTIONS

- **allcove™ San Mateo Youth Drop-In Center** (budgeted at a loss of \$2,014,000)
 - General Information:
 - a) Opening January 2024 (Soft Opening); January 2026 (Official Launch)
 - b) Open Monday – Friday from 1-7 pm
 - c) Budget Visits for FY 26-27: 4,450; Forecast Visits for FY 25-26: 3,511; Visits in FY 24-25: 1,911
 - d) Serving 370 - 556 unduplicated youth per year, with 8-12 visits per youth per year.
 - e) Partner Staffing - 3.95 FTEs, including Mental Health Clinicians, Psychiatrist, Physical Health, Education & Employment, Substance Use, and Support Groups partners.
 - Billables:
 - a) HPSM \$139.65/Claim - 300 Claims
 - b) Blue Shield of CA \$87.78/Claim – 12 Claims
 - c) Kaiser \$87.78/Claim – 9 Claims
 - d) Aetna \$87.78/Claim – 18 Claims
 - Non-Billables:
 - a) Mental Health 76% of visits
 - b) Medical visits – Unable to bill due to being subcontracted to Lucile Packard Children's Hospital
 - c) Supported Education & Employment Specialist Sessions
 - d) Peer Support Specialist
 - e) Substance Use
 - f) Non-Service Visits – i.e. homework, event nights, or just to hang out in a safe space.
 - Revenue: \$358,224
 - a) Insurance Billing \$45,318
 - b) Lease Revenue from Stanford for Medical Visits \$32,376
 - c) State Grant \$279,930 (roll-over from previous year)
 - d) Most Grant and County contracts expired last fiscal year (FY 25-26)
 - Expenses: 2.4M – 67% cost for personnel
 - a) 6 FTE PHCD staff – 1 Program Manager, 1 Clinical Director, & 4 Peer Specialists – 4.5% increase over the previous year's budget.
 - b) Clinical partner contract: \$865,327.46 (3.95 FTE, up from 3.11 FTE last year)
 - c) Rent based on the lease agreement, set to expire on 6/1/2027. Assume an extension at 3% increase.
 - d) Insurance Expenses: \$72,000. Based on renewal rates
 - e) Marketing/Outreach: \$57K includes significant outreach & communication: In-person presentations, flyers, targeted social media campaigns, brochures, targeted Ads, School Newspaper Ads, Merch, Billboards, Buses, Digital Ads (TV, Digital Advertising Truck, etc.).
 - f) Added Transportation for clients via ride share at \$14,400.
 - g) Staff Education and Training increased by \$11K in anticipation of staff retreat, in addition to regular continued education/certifications/conferences/seminars

Sonrisas Dental Health, Inc.

PROPOSED BUDGET FY 2027

DRIVERS AND ASSUMPTIONS

- **Sonrisas Dental Health, Inc.** (budgeted net loss of \$910,336)
 - Patient Services and Program Reach:
 - a) Budgeted 19,365 total patient visits, a 22% increase (+3,490 visits).
 - b) Increase provider productivity to 12 patients per day (from the current average of 8).
 - c) Launch the Pescadero Mobile (RV) program.
 - d) Provide 77% of visits to patients with public insurance and/or low income.
 - e) Increase outreach to 4,200 screenings.
 - Revenue: \$6,907,271
 - a) Patient revenue: \$4,174,659 (up \$988K from last year's budget; avg. \$215.58 per visit).
 - b) Uncompensated care reduced to 46% (from 53% in the prior year).
 - c) Fundraising revenue: \$2,732,612 (up \$562K from last year).
 - d) No PHCD funding is budgeted.
 - Expenses: \$7,817,607 (75% personnel)
 - a) Staffing and capacity investment totals \$5,885,630, an overall increase of \$908K driven by:
 - 1) ~\$495K in FY26 baseline staffing adjustments tied to unplanned operational needs that arose in FY26.
 - 2) ~\$413K in additional FY27 personnel investment after normalizing the FY26 staffing baseline.
 - 3) Key FY27 staffing investments include:
 - Chief Dental Officer
 - Pediatric Dentist
 - Registered Dental Hygienist
 - Dental Assistant
 - Development Manager
 - Finance Director promotion
 - Two market rate adjustments
 - 3% merit-based bonus
 - b) Direct (non-personnel) expenses increase ~4% to support higher patient volume.
 - 1) Eliminate Dental Specialist–Claims Processing (DCS); hire a billing clerk and bring entries in-house.
 - 2) Increase dental supplies, lab fees, and claims processing fees consistent with higher visit volume.
 - c) Indirect/overhead (non-personnel) expenses increase by \$259K (+30%).
 - 1) Mobile clinic adds \$205K, including \$160K in depreciation.
 - 2) Office expenses decrease by \$57K.
 - 3) Insurance increases to \$69K (+68% vs. last year) following the cybersecurity incident and the addition of the RV clinic.
 - 4) Professional fees increase by \$59K to add legal and general consultant support.
 - 5) Computer expenses increase by \$20K to implement additional security features.

**Peninsula Health Care District
Operating Budget 2026 - 2027 (Draft)**

BUDGET FY 26-27							FY 25-26
	PHCD	The Trousdale	Health & Fitness	allcove	Sonrisas (Component Unit)	Consolidated Budget	Budget
Ordinary Income/Expense							
Income							
San Mateo County Tax	9,750,000					9,750,000	9,300,000
Lease Income	2,331,119					2,331,119	2,339,255
Investment Income	3,444,921	106,668	360	600	23,400	3,575,949	3,385,756
Program Operating Income	16,105,903	16,105,903	267,936	357,624	6,883,871	23,615,334	22,754,297
Total Income	15,526,039	16,212,571	268,296	358,224	6,907,271	39,272,402	37,779,308
Expense							
Community Health Investment	(6,163,413)					(6,163,413)	(5,196,000)
Lease Expenses	(361,900)					(361,900)	(318,740)
Administrative & Overhead	(2,745,749)					(2,745,749)	(2,239,784)
Program Operating Expense	(11,560,117)	(11,560,117)	(557,763)	(2,265,910)	(7,510,806)	(21,894,596)	(20,846,304)
Total Expense	(9,271,062)	(11,560,117)	(557,763)	(2,265,910)	(7,510,806)	(31,165,657)	(28,600,828)
Net before Interest/Depreciation/Other	6,254,978	4,652,454	(289,467)	(1,907,685)	(603,535)	8,106,744	9,178,480
Interest/Depreciation Expense							
Interest Expense	(449,816)	(1,805,000)		(12,415)		(1,817,415)	(1,455,105)
Depreciation	(449,816)	(2,665,449)	(16,599)	(93,899)	(306,801)	(3,532,564)	(3,233,461)
Total Interest/Depreciation Expense	(899,632)	(4,470,449)	(16,599)	(106,314)	(306,801)	(5,349,979)	(4,688,566)
Net Income	5,805,162	182,004	(306,065)	(2,013,999)	(910,336)	2,756,765	4,489,914
PHCD Approved Program Support	(240,000)	240,000				0	0
Net Income after PHCD Program Support	5,565,162	422,004	(306,065)	(2,013,999)	(910,336)	2,756,765	4,489,914
Cashflow - Cash Adjusting Items							
WAB Loan Payments Adj.	(1,500,067)	(1,805,000)		(55,798)		(1,805,000)	(1,762,615)
Leasing Adj. (GASB 87)	(2,087,500)	(471,000)	(26,900)	(6,500)	(87,175)	(1,555,865)	(1,558,419)
Capital Expenditure	449,816	2,665,449	16,599	93,899	306,801	3,532,564	(3,074,351)
Depreciation							3,233,461
Net Contribution(Draw) to Reserves	2,427,411	811,454	(316,367)	(1,982,398)	(690,710)	249,389	1,327,990

Financial Ratios		PHCD Ratios		FY 26-27 Budget	
Excess Margin	1.6%	1.6%	7.0%		
Maximum Days Cash on Hand	536	536	602		
Debt Service Coverage ¹	1.7	1.7	2.41		
Cash to Debt	64%	64%	157%		
Debt to Capitalization	62%	62%	22%		

¹ Debt Service Coverage is above PHCD Ratio and Debt Service requirement of 1.2 coverage



DATE: May 28, 2026
TO: PHCD Board of Directors
FROM: Ana M. Pulido, Chief Executive Officer
SUBJECT: **Update on Current Staff Vacancies and Recruitment**

The purpose of this memorandum is to provide the Board with an update regarding current staff vacancies within the organization and the measures being undertaken to address staffing needs.

The District recently filled the Business Operations Coordinator and Executive Assistant to the CEO positions, both of which had previously been performed on an interim basis by a single individual. Three positions currently remain vacant:

- Strategic Initiatives Director – District Office
- Youth Behavioral Health Program Director – District Office
- Peer Specialist – allcove San Mateo

Management initiated recruitment efforts for the Strategic Initiatives Director position in April through internal postings, professional networks, and online recruitment platforms. Initial interviews are scheduled to commence during the week of May 25, 2026.

The Youth Behavioral Health Program Director position is currently being evaluated for transition into a Behavioral Health Program Manager role. This revised role would encompass behavioral health strategies for youth as well as other age groups, reflecting the District's increased focus on older adults. Recruitment efforts will begin once the position restructuring process is finalized.

The Executive Assistant to the CEO position was filled by an internal candidate who previously served as a Peer Specialist, thereby creating the current Peer Specialist vacancy at allcove San Mateo. The first round of interviews for this position took place in early May, and a second round of interviews is expected to occur in the coming weeks.

Further updates will be provided as significant developments occur.



RESOLUTION 26-__

**PENINSULA HEALTH CARE DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION DETERMINING DATE AND ADOPTING PROVISIONS
FOR THE 2026 PENINSULA HEALTH CARE DISTRICT GENERAL ELECTION
ON NOVEMBER 3, 2026**

WHEREAS, the terms of three (3) members of the Board of Directors of Peninsula Health Care District (the “District”) expire at noon, local time, on the first Friday in December of 2026, i.e., on Friday, December 4, 2026 (Elections Code §§10505 and 10554); and,

WHEREAS, the directors whose terms are expiring are Lawrence W. Cappel, Ph.D., Henry Sanchez, M.D., and Dennis Zell, Esq.; and,

WHEREAS, pursuant to Elections Code Section 1001, there is an established General Statewide Election to be held on November 3, 2026; and,

WHEREAS, the Chief Elections Officer for the County of San Mateo has notified the District of certain legal requirements applicable to the District with respect to the General Election to be held on November 3, 2026; and,

WHEREAS, pursuant to Part 3, Consolidation of Elections, and commencing with Section 10400 of the Elections Code, an election for members of the Board of Directors may be consolidated with another election to be held on the same day; and,

WHEREAS, pursuant to Elections Code Section 1002, the Board of Directors desires to adopt this resolution to request that the Board of Supervisors of the County of San Mateo permit the County’s Chief Elections Officer-Assessor-County Clerk-Recorder (the “Chief Elections Officer”) to render specified services to Peninsula Health Care District relating to the conduct of the November 3, 2026 election.

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The Peninsula Health Care District General Election shall be held on November 3, 2026.

2. At the election, three individuals shall be chosen for the office of Director, Peninsula Health Care District. The election shall be conducted at-large. Each Director shall

reside in the jurisdiction of the District. Each director so elected shall serve a full term of four (4) years. Each person elected must reside within the District.

3. Pursuant to Elections Code §13307, each candidate for the Governing Board may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer of the County of San Mateo. Each candidate's statement, if any, shall not exceed 200 words. The cost of printing, mailing, and translating the candidate's statement shall be charged to the candidate.

4. Pursuant to Elections Code Section 10509, not less than 125 days before the November 3, 2026 election, the secretary of the District shall deliver to the Chief Elections Officer a map showing the boundaries of the District along with a statement that the Directors are to be elected at large.

5. The Governing Board of the District requests that the Board of Supervisors of the County of San Mateo make available the services of the Chief Elections Officer as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 3, 2026.

6. The Chief Elections Officer of San Mateo County is hereby requested and authorized to perform any and all duties of the District Secretary relating to such election, under the authority of Elections Code §10519, including publishing of such notices as required by law.

7. Pursuant to Election Code §10403, consolidation of the Peninsula Health Care District General Election with the Statewide General Election on November 3, 2026, is hereby requested. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Elections Code §10418.

8. Pursuant to Elections Code Section 10509, the Board Secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the Secretary's signature and the District's seal and shall contain both of the following:

(a) The elective offices of the District to be filled at the next general election, specifying which offices, if any, are for an unexpired term.

(b) Whether the District or the candidate is to pay for the publication of a candidate's statement.

9. The Chief Executive Officer of the District is authorized and directed to enter into an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on November 3, 2026.

10. The Chief Elections Officer shall send an itemized invoice or invoices to the District for all services provided pursuant to the Elections Service Agreement when all costs have been determined. The District agrees to submit payment of such invoice(s) to the County of San Mateo within 45 days of receipt thereof.

11. A copy of this Resolution shall be delivered to the Board of Supervisors and the Office of the Chief Elections Officer of San Mateo County on or before June 30, 2026.

PASSED AND ADOPTED by the Board of Directors of Peninsula Health Care District
this 28th day of May, 2026, by the following vote.

AYES: _____
NOES: _____
ABSENT: _____

Henry Sanchez, M.D.
Secretary, Board of Directors

ATTEST:

Clerk, Board of Directors