

# TABLE OF CONTENTS

	<u>PAGE</u>
<b>WELCOME</b> .....	1
<b>INTRODUCTION</b> .....	2
<b>YOUR EMPLOYMENT AT YOUR STORAGE FACILITY</b>	
NATURE OF EMPLOYMENT - AT WILL .....	3
EQUAL EMPLOYMENT OPPORTUNITY .....	3
DISABILITY ACCOMMODATION .....	3
PROOF OF RIGHT TO WORK .....	4
PERSONAL INFORMATION .....	4
ORIENTATION .....	4
JOB OPENINGS .....	5
EMPLOYMENT OF RELATIVES .....	5
ACCESS TO PERSONNEL FILES .....	5
PERFORMANCE EVALUATIONS .....	5
EMPLOYMENT CATEGORIES.....	5
<b>POLICIES RELATING TO WORK AND HOURS</b>	
FACILITY HOURS AND HOURS OF WORK.....	6
ATTENDANCE AND TARDINESS .....	6
OVERTIME .....	6
MEAL PERIODS .....	6
REST PERIODS .....	7
MEDICAL APPOINTMENTS .....	7
REQUESTS FOR DAYS OFF .....	7
<b>PAYROLL AND TIMEKEEPING</b>	
YOUR PAYCHECK .....	8
PAYROLL DEDUCTIONS .....	8
TIME CARDS .....	8
<b>EMPLOYEE BENEFITS</b>	
VACATIONS .....	9
HOLIDAYS .....	10
GROUP MEDICAL INSURANCE .....	10
401K PLAN .....	10
STATE DISABILITY INSURANCE .....	10
CALIFORNIA FAMILY TEMPORARY DISABILITY INSURANCE .....	10
SOCIAL SECURITY .....	11
WORKERS' COMPENSATION INSURANCE .....	11
MILEAGE REIMBURSEMENT .....	12
PARKING .....	12
USE OF YOUR STORAGE FACILITY FACILITIES.....	12
EQUIPMENT .....	12
<b>LEAVES OF ABSENCE</b>	
MANDATORY LEAVES .....	13
Pregnancy Disability Leave .....	13
Military Leave .....	13
Workers' Compensation Leave .....	13
Leave for School Conferences Involving Suspension.....	14
Jury/Witness Duty .....	14
Leave for Victims of Domestic Violence/Sexual Assault.....	14
Leave for Victims of Felonies and Their Immediate Family .....	15

Voting .....	15
DISCRETIONARY LEAVES .....	15
Personal .....	15
Bereavement Leave .....	16
CONTINUATION OF HEALTH BENEFITS .....	16
<b>EMPLOYEE CONDUCT AND DISCIPLINARY ACTION</b>	
POLICY AGAINST HARASSMENT AND RETALIATION .....	17
DRESS, APPEARANCE AND DEMEANOR .....	18
SOLICITATION AND DISTRIBUTION OF LITERATURE .....	19
GARNISHMENTS, ATTACHMENTS AND JUDGMENTS .....	20
CONFLICTS OF INTEREST .....	20
YOUR STORAGE FACILITY PROPERTY: CONFIDENTIAL AND PROPRIETARY INFORMATION .....	21
EXTERNAL COMMUNICATIONS .....	22
PERSONAL MAIL .....	22
PERSONAL TELEPHONE CALLS .....	22
EMPLOYEE PURCHASES .....	22
OPEN DOOR POLICY .....	22
INSPECTIONS OF WORK STATIONS AND PERSONAL BELONGINGS .....	23
TECHNOLOGY USE AND PRIVACY .....	24
<b>WORK RULES/REVIEW PROCEDURE</b>	
GENERAL WORK RULES .....	25
WORK-RELATED PROBLEMS - REVIEW PROCEDURE .....	26
<b>CUSTOMER AND VISITOR RELATIONS</b>	
RELATING TO THE CUSTOMERS AND VISITORS .....	28
ADDRESSING CUSTOMERS AND VISITORS .....	28
CONVERSING WITH CUSTOMERS AND VISITORS .....	28
ENGLISH LANGUAGE POLICY .....	28
GRATUITIES .....	29
SPECIAL SERVICES .....	29
BUYING FROM A TENANT .....	29
<b>WORKPLACE SAFETY AND HEALTH</b>	
FIRE AND DISASTER PLANS .....	29
SMOKING .....	29
DRUG AND ALCOHOL FREE WORKPLACE .....	29
AVOIDANCE OF ACCIDENTS .....	29
VIOLENCE PREVENTION .....	30
<b>APPENDICES</b>	
APPENDIX "A": ATTENDANCE POLICY .....	32
APPENDIX "B": PREGNANCY DISABILITY LEAVE .....	34
APPENDIX "C": DRUG AND ALCOHOL FREE WORK PLACE POLICY .....	36
APPENDIX "D": INJURY AND ILLNESS PREVENTION PROGRAM FOR WORKPLACE SECURITY .....	42
APPENDIX "E": TECHNOLOGY USE AND PRIVACY .....	45
APPENDIX "F": DFEH-185 PAMPHLET-SEXUAL HARASSMENT IS PROHIBITED BY LAW .....	49
ACKNOWLEDGEMENT BY EMPLOYEE .....	51



## **YOUR EMPLOYMENT AT YOUR STORAGE FACILITY**

### **NATURE OF EMPLOYMENT - AT WILL**

During the course of your employment with YOUR STORAGE FACILITY, you are free to leave YOUR STORAGE FACILITY at any time, and YOUR STORAGE FACILITY reserves a similar right. Thus, both you and YOUR STORAGE FACILITY have the right to terminate your employment relationship at any time, with or without advance notice, and with or without cause. This is called "employment at will."

In addition, YOUR STORAGE FACILITY has the right to establish compensation, benefits and working conditions for all of its employees. Accordingly, YOUR STORAGE FACILITY retains the sole discretion to modify its employees' compensation and benefits, position, duties and terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reasons YOUR STORAGE FACILITY, at its sole discretion, determines to be appropriate.

No one, other than the Presidents of YOUR STORAGE FACILITY, has the authority to alter this employment relationship, to enter into an agreement for employment for a specified period of time, or to make any express or implied agreement contrary to this policy. Furthermore, any such agreement must be in writing and must be signed by both you and the Presidents of YOUR STORAGE FACILITY.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is YOUR STORAGE FACILITY's policy to provide equal employment opportunity for all applicants and employees. YOUR STORAGE FACILITY does not unlawfully discriminate on the basis of race, color, national origin, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, marital status, religion, physical or mental disability, legally protected medical condition, age, gender/gender identity, ancestry, family services status, veterans status, or any other characteristic or condition protected by federal, state or local laws. This policy applies whether the individual has or is perceived to have any of the characteristics protected by law or is associated with a person who has or is perceived to have any of the characteristics or conditions protected by law.

Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination or retaliation following a complaint of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

YOUR STORAGE FACILITY also prohibits the harassment of any individual on any of the bases listed above. Any employee with questions or concerns about any type of harassment or discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor or the Regional/District Manager. For information about the types of conduct that constitute impermissible harassment and YOUR STORAGE FACILITY's internal procedures for addressing complaints of harassment, please refer to the *Policy Against Harassment and Retaliation* located later in this Handbook. Anyone found to be engaging in any type of unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment. This does not change the employment-at-will status of all employees which permits you or YOUR STORAGE FACILITY to at any time terminate your employment, with or without cause, and with or without advance notice, and permits YOUR STORAGE FACILITY to impose discipline in its sole discretion as it determines appropriate.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy.

### **DISABILITY ACCOMMODATION**

YOUR STORAGE FACILITY is committed to complying fully with the Americans with Disabilities Act (ADA) (and the California Fair Employment and Housing Act, where applicable) by ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the