Employee Handbook
For STAFFING Transitional Employees

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Revised August 2018
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Introduction

Chrysalis Enterprises, a division of Chrysalis, offers quality services to businesses and government agencies throughout Los Angeles County by creating transitional job opportunities for Chrysalis clients. The transitional job/employment program is part of the employment related services program offered by Chrysalis.

Employment at Chrysalis Enterprises is temporary and transitional so that employees may simultaneously earn a wage and take advantage of ongoing case management supportive services to: (1) build true skills and professional experience for their resumes; (2) demonstrate a pattern of stability and consistency and learn to successfully address non-productive work behaviors. Our program is designed to allow our clients to gain work skills so that they may transition to jobs outside of Chrysalis. Chrysalis Enterprises also encourages all temporary transitional workers to continue actively job searching, and utilizing resources, such as their Employment Specialist, to help with securing stable employment outside of Chrysalis Enterprises.

Referral System and Eligibility

Chrysalis clients are recommended for Chrysalis Staffing (“Staffing”) by their Chrysalis Employment Specialist (ES). Recommendations are made based on a comprehensive assessment of each client and their specific needs. Chrysalis Employment Specialists use their professional judgment, along with training and experience to determine whether a client fits the criteria for the Staffing program.

Staffing is a resource designed to give clients real world work experience. Participants in Staffing will be offered interview and employment opportunities with outside employers. The duration of each assignment will depend on the employer needs and personal progress within the program. Depending on the assignment, some participants will be required to complete additional classroom and/or hands-on training. Clients will be expected to continue with the overall Chrysalis program including:

- Checking in with assigned Employment Specialist at least once a week
- Updating resume and cover letter to include Chrysalis Enterprises experience
- Continuing self-directed job search with ES support
- Participating in Chrysalis classes, workshops and support groups

This employee handbook is intended to supply you with the basic information to answer most questions about the Staffing employment policies and procedures of Chrysalis. Although this handbook is intended to set forth the terms and conditions of the temporary transitional employment with Chrysalis, none of the information described in this employee handbook is intended as a guarantee that conditions of employment will not change. Please understand that this employee handbook only highlights Chrysalis’ policies, practices and programs for the employee’s personal knowledge and cannot anticipate every situation or answer every question about his/her employment.
All policies and procedures in this employee handbook supersede and replace all other similar policies and procedures of Chrysalis.

We require that you become thoroughly familiar with the contents of this employee handbook as soon as possible and clarify any questions you may have.

**Employee Handbook Updates**
Circumstances will undoubtedly arise which will require that the policies described in this employee handbook change from time to time with or without notice. Accordingly, Chrysalis reserves the right to modify, supplement, rescind or revise any provisions of the employee handbook as it deems necessary or appropriate in its discretion. A list of updates to this handbook is available upon request from the Human Resources Department. In addition, an up-to-date copy of the handbook will be available for review with Chrysalis Enterprises. Inactive employees/clients are responsible for checking with Chrysalis Enterprises Management for updates. It is your responsibility to keep your handbook up-to-date as new materials are issued.

**Employment Practices**
Chrysalis reserves the right to administer, interpret, and implement the policies set forth in this employee handbook at its sole discretion. Chrysalis also reserves the right to deviate from the policies contained in the employee handbook where it believes that it is in the best interest of Chrysalis to do so.

**Employment At-Will**
Employment at Chrysalis is at the will of Chrysalis and the employee. You are being employed in a temporary position only and for such time that your services are required and that you are in full-compliance with the parameters, and rules and regulations of the program. This temporary employment does not entitle you to any special consideration for long-term employment. Your employment may be terminated with or without cause and with or without notice at any time by you or Chrysalis. Nothing in this employee handbook or in any document or statement will limit the right to terminate employment at-will. No manager, supervisor, or employee of Chrysalis has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than on an at-will basis. Only the President/Chief Executive Officer of Chrysalis has the authority to make any such agreement and then only in writing.

All assignments are temporary and subject to change with or without notice. Chrysalis Staffing does not guarantee a set schedule or a set number of work hours per week. Schedules and shifts are set contingent on customer needs and Chrysalis business needs.

Nothing in this employee handbook is intended to create a promise or representation of continued employment for any employee.
Equal Employment Opportunity Policy
Chrysalis provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, and training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

If you believe you have been subjected to any form of discrimination, harassment, or retaliation, submit a written complaint to your own or any other Chrysalis manager or supervisor, the President/Chief Executive Officer, or the Director of Administration. Your complaint should be specific and should include the names of individuals involved and the names of any witnesses. If you need assistance with your compliant, or if you prefer to make a complaint in person, contact the Human Resources Director. Chrysalis will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If Chrysalis determines that discrimination harassment, or retaliation has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any further discrimination. Chrysalis will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or your co-workers. The following state and federal agencies enforce anti-discrimination laws. In California, Department of Fair Employment and Housing, 1-800-884-1684; at a federal level, the Equal Employment Opportunity Commission, 1-800-669-4000.

Employment Applications and Work Eligibility Records
The federal government requires that within three business days of your first day of work you complete an employment eligibility verification form (I-9 Form) and provide documentation proving your identity and your eligibility to work in the United States. All offers of work are contingent upon Chrysalis receiving and verifying this information.

I-9 forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 form, please contact the Human Resources Department.

Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Personnel Files
An employee’s personnel file consists of the employee’s employment application, withholding forms, emergency information, and any other appropriate employment-related documents.
It is your responsibility to notify the Human Resources Department of any changes in name, address, telephone number, marital status, number of dependents, military service status, or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or personnel file. Access to personnel files is governed by state law and provides employees with the opportunity to be informed about the existence of a personnel or a medical file used for employment purposes, the opportunity to examine information in specified employment-related files, and the opportunity to dispute or correct inaccuracies in an employment record.

The Director of Administration serves as the Custodian of Records. An appointment should be made with the Director of Administration 24 hours in advance of your request to inspect your personnel file. Access to personnel records does not apply to any records that may have been obtained prior to the employee’s employment or records relating to the investigation of a possible criminal offense.

Only those authorized Chrysalis representatives with a valid work-related reason may have access to and use of personnel records. Internal communication about employee performance (e.g., with an Employment Specialist or Director of Program Data) may occur on a regular basis. Information to be shared may include areas where the employee needs additional support, guidance or possible disciplinary action among other things, and at the discretion of Chrysalis staff. Chrysalis adheres to a strict confidentiality policy.

Disclosures of information to people or organizations outside Chrysalis without the employee’s written authorization will not be made except in cases of requests or subpoenas from law enforcement agencies, medical information requested by an individual’s attending physician in a medical emergency, information required by federal, state, and local governments for tax, social security, equal employment opportunity, OSHA, and similar purposes, including subpoena or other legal process.

Job Overview and Employee Classification
Chrysalis Staffing is a professional recruiting and placement service, where assignment types vary. Chrysalis considers all positions to be “safety sensitive” which means that any Staffing employee has the responsibility for his/her own safety and other people's safety.

There are three types of placement opportunities in Staffing. Staffing does its best to match candidates’ job preferences and skill-sets to our customers’ needs. Following is an overview of the types of Staffing placement opportunities:

- **Temporary:** Assignment duration can be 1 day to on-going. Client is an employee of Chrysalis Enterprises for the duration of the assignment.
- **Temporary to Permanent:** Temporary assignment/placement where work performance has been consistent and positive and which could lead to permanent employment with
assigned customer. The temporary period is considered a trial period and there is no guarantee that an offer will made at the end of this time. Client is a Chrysalis Enterprises employee until the customer makes an offer and client accepts.

- **Direct Hire**: Opportunity to interview for on-going placement with an outside employer. Client becomes the outside employer’s employee.

**Ending Employment**

With the support of Chrysalis, we hope you will transition to outside employment. If there are behavioral or personal issues that may be preventing employees from completing their work related duties in a satisfactory and safe manner, any of the following may occur:

- Probationary period
- Suspension
- Termination
- Voluntary Resignation

Unless expressly proscribed by statute or contract, employment with Chrysalis is “at-will” and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. Employees who resign with less than 72 hours (or 3 days) notice will receive their final paycheck within 72 hours of resigning. If 72 hours’ notice is given by an employee, payment will be made at the time of separation. Employees who are discharged will receive their final paycheck immediately. Final paychecks will include all wages not paid through the date of separation.

Some Chrysalis Staffing employees will not have a set weekly schedule. Chrysalis expects these employees to show reliability by calling in for work consistently. **If an employee is no longer able or willing to call in for work and participate in the Chrysalis Enterprises Staffing program, he or she should give notice and end the employee/employer relationship. If no notice is given, Chrysalis will automatically close an employee’s file after 90 days of inactivity. When an employee’s file is closed, he or she will no longer be eligible to work for Chrysalis Enterprises.**

All Chrysalis property must be returned to CE Management before leaving Chrysalis. This includes any company or customer equipment in your possession. Chrysalis requires that arrangements be made concerning any outstanding debts owed to the company before the last day worked.

**Job Assignment: The Basics**

**Uniform**

Employees are required to wear the following (unless otherwise specified):

- **Uniform Core**
  - Black work pants (not denim)
  - Black slip-resistant boots
• Black belt (plain)
• Black socks that cover ankles
• White, short-sleeved crew neck shirt; black crew-neck, long-sleeved shirts; or black crew-neck sweatshirts without hood

- Uniform Policies
  o Chrysalis will provide a polo shirt with the Chrysalis logo as appropriate
  o Customer/CE shirts are not to be worn off duty or on breaks. If issued, Chrysalis branded shirts or other items may only be worn during work hours and must not be worn when traveling to and from work or while on breaks.
  o Tattoos must be covered up.
  o Employees may only wear one ring.
  o No earrings (including studs) or necklaces are to be worn.
  o Uniforms (shirts, vests, pants, hats) are to be kept clean (dirt/stain and odor free).
  o Shirt should be neatly tucked in with at least 2 buttons on polo shirt being buttoned.
  o Vests should be zipped up.
  o Pants should not sag, but look neat and be held up by a belt.

- Personal Hygiene and Appearance
  • Facial hair must be neatly groomed (i.e. close to the face).
    o Types of facial hair permitted are specific to contract.
  • Long hair must be tied back. No additional accessories (i.e., do-rags, scarves, bandanas) permitted.
  • No iPod or other media device use during work.
  • No cell phone usage for non-work related calls except when on break and out of uniform.
  • No headphones or Bluetooth devices permitted.
  • No smoking while in uniform.

Note: Uniform and appearance requirements vary by assignment, including the need to wear professional business casual attire.

All incidents of workers not in compliance will be documented for their file. If you do not report to work in appropriate clothing or properly groomed, you may not have the opportunity to work constituting an absence or may be sent home to change. In this case, you will not be paid for the time you missed from the job. Failure to comply with the above standards may result in disciplinary action, up to and including termination.

Finally, Chrysalis cannot assume responsibility for damage to or loss of employees’ personal property. Employees are therefore asked to consider carefully what personal belongings they bring to work and are responsible for securing and protecting their own belongings.
Getting a Chrysalis Staffing Assignment

- To check in for work, you are required to call the Staffing Operations Manager on Sunday night
  - Leave a message on the Staffing Operations Manager’s voicemail with the days and times that you are available for the following week, Monday through Sunday, including any time restrictions for each of those days
  - If your availability changes after leaving your initial message, you are required to call the Staffing Operations Manager and leave another message with your updated availability for the week.
- After you receive your first assignment, if it is not full-time, you are required to continue to call in for work with your availability each Sunday for the days you are not working
  - If you receive a full-time assignment through Chrysalis Staffing, you will be required to leave a message with the Staffing Operations Manager at minimum once every two weeks to provide a brief update on the status of your placement. This update is required as part of your job responsibilities and helps us support you in retaining and securing the best possible position based on your skills and performance. Failure to check in at least every two weeks may lead to the removal from the assignment and further disciplinary action.

Before you start work, Chrysalis Staffing will explain your work assignment. Be aware that your work responsibilities may change at any time during your employment. Chrysalis 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. If a customer provides you with different instructions or work responsibilities than were given to you by Staffing, you are required to call the Staffing Operations Manager with this updated information as soon as possible.

Work Hours
Chrysalis Staffing will advise you of your scheduled working hours. You are not expected to work outside of your assigned hours. Chrysalis reserves the right to alter starting and ending times and total hours worked each day, as business needs dictate. In addition, you may be requested to work overtime or hours other than those normally scheduled whenever necessary.

Chrysalis compensates employees for overtime in accordance with federal and state law, and makes every effort to plan required overtime with regard to its impact on you and the service needs of our clients and customers. If you are asked to work overtime directly by a customer or if the customer alters your schedule from what was provided by Staffing, you are required to call the Staffing Operations Manager with this updated information as soon as possible.

Rest Periods and Breaks
Employees are entitled to two paid 10-minute breaks during an 8 hour workday. In addition, employees are required to take a minimum half-hour meal break for every work period scheduled to last more than five hours. This unpaid meal break may be spent on or off the work
site as it is considered non-working time. Your meal and rest periods must be scheduled in coordination with your on-site supervisor. You are required to take off your uniform during your meal and rest breaks, and to return from rest periods and breaks on-time.

**Transportation**
Employees are responsible for providing their own transportation to and from their job sites. Parking and mileage expenses are generally not reimbursed. On an as-needed basis, Chrysalis Enterprises may provide bus tokens or a TAP card *during the first two weeks of employment* to assist with transportation from an employee’s assigned Chrysalis office to his/her job site. (Employment begins on the first day an employee is placed on any job assignment regardless of subsequent placement.) Further assistance will only be provided in extenuating circumstances, including transportation to a medical provider for a work-related injury, as approved by Chrysalis management.

**Meals**
Employees are responsible for providing their own meals. On an as-needed basis, Chrysalis Enterprises may provide lunches for shifts longer than four hours *during the first two weeks of employment*. (Employment begins on the first day an employee is placed on any job assignment regardless of subsequent placement.) Further assistance will only be provided in extenuating circumstances, as approved by Chrysalis management.

Note: Employees eligible to receive lunches from Chrysalis Enterprises will be given a single meal (contents may vary) for each eligible shift. Funding for outside lunches or compensation for a meal will not be provided.

**Conduct & Policies**

**Conduct Standards and Discipline**
Chrysalis expects every employee to adhere to the highest standards of job performance and personal conduct including individual involvement with company personnel, clients, and outside business contacts.

Chrysalis reserves the right to discipline or terminate any employee for violating any company policy, practice, or rule of conduct as described throughout the handbook. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Chrysalis retains the right to determine the nature and extent of any discipline based up on the circumstance of each individual case.

**Unacceptable Behavior**
Below are samples of unacceptable behavior. This is not a comprehensive list, as we are unable to anticipate all behaviors.
1. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or management
2. Sleeping or malingering on the job.
3. Making or accepting personal or unauthorized telephone calls during work hours, except when on break or in cases of emergency and extreme circumstances.
4. Violation of any Chrysalis policies, including discrimination, anti-harassment, substance abuse, and workplace safety policies.
5. Committing a fraudulent act or breach of Chrysalis conduct under any circumstances.
6. Discourteous conduct toward Chrysalis clients, customers, visitors, or other employees.
7. Provoking a fight, fighting, horseplay or practical jokes on company or customer property.
8. Carrying firearms or other dangerous weapons on company property.
10. Loaning or borrowing money & giving/receiving gifts from anyone, including colleagues and customers, while on the job.

Attendance and Absences
Employees are responsible for showing up to all of their scheduled assignments, ready to work as soon as a shift begins. If an employee has a schedule conflict, his/her onsite supervisor AND the Chrysalis Staffing management must be given notice as early as possible but at least two hours before the start of a shift. Failure to notify Chrysalis Staffing management will result in disciplinary action. All instances of absences, lateness, and leaving early are documented by management, no matter the reason. Patterns of, or consistent absences, tardiness, or leaving early no matter the reason will result in disciplinary action up to, and including termination. Basic guidelines are as follows, but may be re-evaluated by staff as necessary for extenuating circumstances and on a case-by-case basis. All may automatically result in disciplinary action, up to and including suspension or termination:

- One (1) no-call no-show (no notification before start of shift)
- One (1) absence with insufficient notice (less than 2 hours notification before start of shift)
- Three (3) instances of tardiness, leaving early, or being absent in two (2) months
- Three (3) no-call, no-shows in a row or walking off the job without notification are equal to abandoning one’s job and would lead to a formal notice of voluntary resignation or job abandonment.

Progression of Disciplinary Action:
- Written notice
- Removal from assignment
- One week suspension
- 30 day suspension
- Termination
Some instances of disciplinary action will require a successful re-interview with Chrysalis staff and/or a probationary period of up to 90 days with the possibility of extension be completed.

*At the discretion of staff, any number or combination of no-call no-shows, absences, and lateness/leaving early could result in suspension or termination.

**Absences for job interviews** must be communicated to Chrysalis Staffing management no later than 12 hours before the start of a shift. Additionally, an employee will be required to check in with his/her Employment Specialist to prepare for and confirm the interview. If an employee is unable to meet with his/her ES before the job interview due to their CE work schedule, he/she will be responsible for checking in with his/her ES within 24 hours of the interview. (If their ES is unavailable, meeting with any available ES is acceptable.) Fulfilling these requirements, along with final approval by Chrysalis Staffing management, will qualify the absence as “excused.”

In certain extenuating circumstances, other absences may count as “excused” which would disqualify them from being listed in a worker’s absence record. In order for an absence to be “excused”, Chrysalis Staffing management must be notified at least one week prior to the shift that will be missed. Additionally, Chrysalis Staffing management must be provided with legitimate documentation supporting that the shift will be missed due to a reason that is unable to be rescheduled. An absence may count as “excused” at the discretion of Chrysalis Staffing management and on a case-by-case basis.

Chrysalis Enterprises may or may not provide warning of impending disciplinary action if an employee is starting to show a pattern of poor attendance. It is the employee’s responsibility to show up on time for his/her assigned shifts, and work the duration.

Chrysalis Enterprises does not offer any paid personal time off (such as vacation or personal days). If an employee is not working an assigned shift, he/she will not be compensated for their time. Suspensions are also unpaid.

**Benefits**

Chrysalis employees are entitled to a number of benefits. A number of the benefit programs, such as social security, worker’s compensation, state disability, and unemployment insurance, cover all employees and are required by law and covered by state or other insurance programs. Eligibility for other benefits depends upon a variety of factors, including employee classification.

Effective January 1, 2015, the Patient Protection and Affordable Care Act (ACA) requires large employers (50 or more employees) to offer health insurance to any employee averaging 30 work hours or more per week. This requirement is often referred to as the “employer mandate” of the ACA. In order to determine your eligibility, Chrysalis uses what is known as the “Initial Stability Period”. Your Initial Stability Period will last 12 months. During the Initial Stability Period you are eligible for coverage as long as you are employed and make the applicable contribution for coverage. After the Initial Stability Period you will need to average
at least 30 work hours per week during the “Standard Measurement Period”, which is the 12 month period from November 1 to October 31 each succeeding year.

Eligible employees may enroll their eligible dependents for coverage in the medical plan. Eligible dependents include spouse or domestic partner, children, step-children, and children of domestic partners up to age 26.

The medical plan requires employee contributions for employees and their dependents. We reserve the right to add, amend, modify, or terminate any employee benefit plans or programs to the extent allowed by federal, state, or local laws.

Coverage ends on the first calendar day of the month following termination date.

**Paid Sick Leave Benefits for Transitional Employees**

Chrysalis has established a paid sick leave policy compliant with the California “Healthy Workplaces, Healthy Families Act of 2014.” The paid sick leave policy is designed to provide eligible employees paid time off to attend to their own health care and the health care of family members, ensuring a healthier and more productive workforce. An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

Although an employee begins to accrue paid sick time upon the 30th day of employment, an employee may not use accrued paid sick days until the 90th day of employment. Eligible employees may accrue one (1) hour of paid sick leave for each thirty (30) hours worked.

When an employee becomes entitled to such leave, he or she may use a maximum of 48 hours (or 6 days) of paid sick leave in each year or employment, calendar year, or 12-month period. This maximum accrual of 48 hours (or 6 days) of paid sick leave applies to all eligible employees.

The rate of pay for sick leave will be based on the employee’s hourly wage.

Any accrued, unused paid sick time will be carried forward from one employment year to the next, subject to a maximum accrual of no more than 72 hours (or 9 days). If an employee’s sick time balance reaches the maximum allowed accrual, the employee will stop accruing benefits. If the employee later uses enough sick time to fall below the maximum, he or she will resume accruing sick time from that date forward. There is no retroactive grant of paid sick time for the period of time that accrued paid sick time is at the maximum.

Employees who, in a calendar week, perform at least 2 hours of work within the geographic boundaries of Santa Monica, can accrue up to 72 hours. Employees in this category can use sick leave consistent with the California Healthy Workplaces, Healthy Families Act of 2014.

Sick time does not accrue during any leave of absence.
An employee may determine how much paid sick leave he or she needs to use, subject to a reasonable minimum increment of two hours.

Chrysalis will provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care, or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

An employee will not receive any compensation for unused paid sick days upon termination, resignation, retirement, or other separation from employment.

If an employee separates from Chrysalis and is rehired by Chrysalis within one year from the date of separation, previously accrued and unused paid sick time will be reinstated. The employee will be entitled to use those previously accrued and unused paid sick days, and to continue accruing additional paid sick days upon rehiring.

Non-Fraternization Policy
Chrysalis supports a non-fraternization policy meant to prevent employees from engaging in activities that could interfere with workplace safety, morale, and productivity. Supervisors and subordinates, as well as co-workers in the same department, are prohibited from engaging in personal relationships. Additionally, employees should not engage in personal relationships with any customers, residents, or clientele of partner agencies/work sites.

Unlawful Harassment Policy
Chrysalis is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, gender identity, gender expression or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful. Chrysalis’ anti-harassment policy applies to all persons involved in the operation of the company and prohibits unlawful harassment or discrimination by any employee of the company, including supervisors and managers, as well as vendors, customers, clients, and any other persons. It also prohibits unlawful harassment 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.

Prohibited unlawful harassment 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
• Using abusive language at any time on Chrysalis premises and/or a customer job site, or making false, vicious, profane, or malicious statements concerning Chrysalis, its President/Chief Executive Officer, employees, clients or customers
• 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.

If an employee is found to have engaged in sexual harassment, or if a manager is found to have known about the conduct and either condoned or ratified it, they may be personally liable for monetary damages. In addition, Chrysalis will take appropriate disciplinary actions, up to and including termination, against any employee who engages in sexual harassment.

Workplace Bullying
Chrysalis is committed to providing our employees with a healthy and safe work environment that is free from bullying.

Bullying is repeated unreasonable behavior directed toward an employee, or a group of employees, that creates a risk to health and safety. Examples of bullying including:

• Verbal abuse and yelling
• Humiliating someone through sarcasm, criticism, or insults
• Constant criticism
• Exclusion of a person from workplace activities

Chrysalis expects all employees to behave in a professional manner and to treat each other with dignity and respect.

Workplace Violence
Chrysalis has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace either committed by or directed at our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons or explosives of any kind onto company or customer premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to search at the company’s discretion. Such searches may include, but not be limited to, the employee’s personal effects, desk, and workspace, and locker.
If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, client, vendor, or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

An employee’s consent to search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

Drug and Alcohol Policy
Chrysalis is committed to maintaining a safe, efficient and productive work environment. We also want all employees to perform their duties safely and efficiently, in a manner that protects their interests and those of their co-workers. We recognize that the use of alcohol, marijuana or unlawful drugs, as well as being under the influence of certain legal or prescription drugs, can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. For these reasons, we have a strict policy against the use or possession of drugs, marijuana or alcohol in the workplace. Every employee must comply with this policy at all times.

You must report for work fit to perform your job. You may not use or possess alcohol, marijuana or illegal drugs, or misuse legal or prescription drugs.

Alcohol: Employees are prohibited from using or being under the influence of alcohol while performing company business for Chrysalis, for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs: Chrysalis employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer, or possess an illegal drug while on Chrysalis and/or Customer facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. If you are unclear about which medications may impair your ability to operate a motor vehicle or impair your ability to perform any other job related duty, we encourage you to speak with the Director of Administration.

Possession or use of marijuana remains unlawful under federal law. Although California has legalized marijuana for medicinal and recreational purposes, Chrysalis is not required to allow the medicinal or recreational use of marijuana in the workplace. Use or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including termination. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions. If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not
cause you to be under the influence of marijuana while working for Chrysalis. We will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.

You may not use, possess, transfer, distribute, manufacture or sell alcohol, marijuana or any illegal drug while on our property, during on-call status, while operating a vehicle or potentially dangerous equipment owned or leased by Chrysalis, while on duty or while representing Chrysalis in any manner. You also may not report for work, begin work, or remain on duty or on on-call status while under the influence of or impaired by any illegal drug, marijuana or alcohol, or be sufficiently impaired by any legal or prescription drug that you would or could create a danger in the workplace or your ability to perform the job could be inhibited in any way as a result of your use of that drug.

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or possess the drug, regardless of whether such conduct constitutes an illegal act. Being “under the influence” of alcohol, marijuana or any other drug means that a drug or alcohol test would detect the presence of the drug or alcohol in your body.

**Searches:** Chrysalis may conduct searches for illegal drugs or alcohol present in company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, backpacks, as well as any Chrysalis and Customer property that is provided for employees’ personal use such as desks, lockers, and files. Company property, including carts and vehicles, is subject to search at all times.

An employee’s consent to search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

**Drug Testing:** Chrysalis will conduct drug testing under any of the following circumstances: reasonable suspicion, post-accident/incident with reasonable suspicion, routine, and for placement as required by customers. Drug testing consists of a blood test, urinalysis, hair test, or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other workplace circumstances justify such testing. If you test positive for the presence of drugs and/or any other controlled substance, you will be subject to disciplinary action up to and including termination. The refusal to consent to testing, or testing positive may result in disciplinary action including termination.
Disciplinary Action: Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with search and testing procedures as described above.

Substance Abuse Treatment: Chrysalis realizes that alcohol and drug abuse can be an illness for which there is effective treatment and rehabilitation. An employee who suspects that alcohol or drug abuse has become a personal problem, whether or not he or she perceives it as affecting job performance, is urged to speak with his or her Employment Specialist for possible referral to an organization offering rehabilitative services.

Whistleblower Policy
A whistleblower as defined by this policy is an employee of Chrysalis who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Administration. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Administration immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Administration who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Director of Administration.

Safety and Emergency
Safety Practices
A good worker is a safe worker. Be sure that you know the safe way to perform any job that is given to you. As part of the new worker training, you will be asked to participate in an intensive safety and skill training workshop where you will become familiar with all the safety requirements of your assignment. If there is any doubt, ask your on-site supervisor prior to attempting the assignment.

It is imperative that all employees make safety practices a top priority in performing their daily tasks to prevent injury to themselves and other workers. Employees must report all accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues immediately to their supervisor or the Human Resources Department. Safety practices include but are not limited to:

1. Not smoking inside Chrysalis facilities, customer facilities or near flammable materials.
2. Refraining from horseplay, practical jokes or disruption of any kind on Chrysalis time or on Chrysalis premises.
3. Operating machinery and equipment only after instruction and authorization from your supervisor.
4. Practicing fire prevention techniques.
5. Identifying escape routes.
6. Not tampering with fire alarms or other protective equipment.
7. Identifying and reporting unsafe conditions, procedures, or practices.
8. Wearing clothes suited for your job.
9. Wearing disposable gloves, goggles, masks, etc. (personal protective equipment) as appropriate.
10. Learning to lift the correct way to avoid injuries.
11. Actively supporting the safety program and reporting any injury, work-related or otherwise.
12. Participating in safety meetings and training sessions.
13. Not engaging in illegal or criminal conduct whether related to the job or not.
14. Using chemicals appropriately and safely, including referring to the Material Safety Data Sheets (MSDS).
15. Safely responding to biological hazards (e.g., discarded needles, blood, etc.), environmental hazards (e.g., dust from construction sites), and physical hazards (e.g., broken glass).

All suggestions for improvements in safety practices are welcomed, and should be made to Chrysalis Staffing management or the Human Resources Department.

Handling Illness, Injury or an Emergency
Report all incidents to your Chrysalis Staffing management (and to the customer contact as appropriate) immediately, whether or not anyone is hurt. If you or another employee is injured, contact your supervisor immediately and get first aid. If your supervisor is not available, contact
a Chrysalis Enterprises administrator or the Human Resources department. Seek help from outside emergency response agencies, if needed. Contact information is posted on your office’s California State and Federal Employment Notices poster. You will also be required to complete the necessary paperwork as soon as possible, but no later than 24 hours or the next business day whichever comes first. (See Reporting Requirements below for more details). A physician’s report must be provided to Human Resources before the affected employee returns to work after treatment for an on-the-job injury.

Transportation Guidelines for an Injured or Ill Employee
In cases of extreme illness or injury (such as unconsciousness, severe bleeding, or broken bones), the company will call 911. For injuries and illnesses that require medical attention but are not life threatening, the company will arrange to have a member of Chrysalis Staffing management transport the injured employee to the nearest medical facility or will provide fare for public transportation in the extreme case that a supervisor is unavailable to drive an employee.

Reporting Requirements
You must complete an “Employee’s Claim for Worker’s Compensation Benefits” form if you have a work-related injury that requires medical attention. If your injury does not require medical attention you must still complete an “Employee’s Statement” in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the Human Resources department.

A federal law, the Occupational Safety and Health Act (OSHA), requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job. Serious injuries or workplace deaths must be reported to CAL OSHA within a specified time frame.

In addition, the state Workers’ Compensation Act also requires you to report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers’ compensation payments or other health benefits. All injuries should be reported to the Human Resources department within 24-hours of occurrence, or as soon as practicable.

Supervisors are required to prepare a detailed report about any workplace accident, even when only a minor injury is the result. Situations where a near miss occurs should also be reported so that the condition can be corrected to prevent an accident or injury from occurring in the future. A “Supervisor’s Report of Injury” should be submitted as soon as possible after the injury occurs and should contain as much detail as possible.

Hepatitis B
Because of the nature of the job assignments, employees may be exposed to blood-borne pathogens, and to Hepatitis B through discarded hypodermic needles. Employees should be aware of the risk in developing the Hepatitis B viral infection which can cause chronic inflammation of the liver lining and cirrhosis, liver cancer, and possible death. The risk of
developing Hepatitis B is low if individuals are not carriers or infected, or if they do not engage in at-risk behavior such as promiscuous sex or injectable drugs. There are vaccinations for Hep B prevention and anyone coming in contact with a carrier is highly likely to recover. The Hep B vaccine only contains strains of Hep B and is not effective against Hep A, C, D, E, F, or G. Anyone interested in obtaining information on Hepatitis B vaccinations can contact the Human Resources Department.

**Company Property**

Company property includes Chrysalis Enterprises or customer uniforms, tools, vehicles, supplies and equipment and must be maintained according to company rules and regulations. They must be kept clean and are to be used only for work-related purposes. Chrysalis reserves the right to inspect all company 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.

Prior written authorization must be obtained before any company property, records, or property of customers may be removed from the premises.

**Company Equipment and Vehicles**

Notify your supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment’s deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you operate equipment improperly, carelessly, negligently, or unsafely, you may be disciplined or even terminated. In addition, you may be held financially responsible for any loss to Chrysalis because of such mistreatment.

**Theft and Security**

Chrysalis’ policy is to act promptly and decisively when confronted with evidence of theft or unauthorized or willful destruction, damage or sale of company property or the property of an employee or customer. Any employee found to be responsible for such actions will be required to make restitution, reported to prosecuting authorities, and become subject to corrective action, up to and including termination.

Any employee who has knowledge of a theft or removal, destruction or damage of property should promptly report this information to his or her supervisor, and/or the Human Resources Department. In addition, if you observe anyone in the office, or on a work-site who is acting suspiciously, alert your supervisor immediately.

 Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, backpacks, as well as any Chrysalis and Customer property that
is provided for employees’ personal use such as desks, lockers, and files. Company property, including carts and vehicles, is subject to search at all times.

**Return of Company Property upon Separation**
When an employee’s employment with Chrysalis ends, for whatever reason, the employee is required to return immediately all company-owned and customer property used during his or her employment. This includes without limitation, keys, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to Chrysalis or one of its customers.

Terminated employees should remove any personal items at the time they leave the company. Personal items left in the workplace are subject to disposal if not claimed at the time of the change in relationship.

**Payroll**

**Pay Schedule**
Payday is every Friday. A pay period consists of the Monday to Sunday of the week prior to the date of the paycheck. Timecards are due on Tuesdays by 9:00 am, unless otherwise notified by Chrysalis staff. If you miss this deadline, you will be paid for your time at the end of the next pay period. Additionally, repeated instances of turning in timecards late has a negative effect on the operations of Chrysalis Enterprises and thus may result in disciplinary action if late submission becomes a pattern. The pink copy of the timecard must be retained for your records. Tampering with or falsifying information on a timecard is illegal and grounds for immediate termination.

*For Example:*

*If you worked on Tuesday, January 6th, Thursday, January 8th, and Saturday, January 10th, you must submit your timecard(s) by 9:00 am the Tuesday after the pay period ends—in this example, January 13th. If you miss the Tuesday, January 13th 9am deadline, you will have to wait to be paid until the following Friday, January 23rd in the example below.*

<table>
<thead>
<tr>
<th>JANUARY 2015</th>
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<tbody>
<tr>
<td>SUNDAY</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td><em>Pay period begins</em></td>
</tr>
</tbody>
</table>
Chrysalis Staffing management will provide you with a timecard at the start of each assignment. It is your responsibility to make sure that your timecard is filled out completely with your name, the last four digits of your SSN, hours worked and signature and your on-site supervisor’s signature, company name and job title.

Paychecks are available for pick-up on Fridays, 6:00 am – noon for clients in the Downtown LA office and on Fridays, 8:00 am – noon for clients in the Santa Monica and Pacoima offices (unless otherwise noted, such as for holidays and special facility schedules). You will be required to present a picture ID in order to pick up your paycheck or pay stub. Once your paycheck has been delivered to you, it is your responsibility to check it for any discrepancies and to keep it safe until it is cashed or deposited. Chrysalis can replace a check that has been lost or stolen from you only when it is possible to stop payment on the check before it is cashed. Report any lost or stolen checks to the Human Resources Department immediately. Direct Deposit funds are deposited into your account at 12am on Friday morning.

If you have questions concerning your paycheck, please bring them to the attention of the Human Resources Department Please note that recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of a timesheet, whether it is your own or another employee’s violates company policy and practices and will result in disciplinary action.

If you change your name or address, please notify the Human Resource Department so that our personnel and payroll files may be updated.

**Payroll Deductions**

Certain deductions will be made in accordance with federal and state laws. These include wage deductions for the Internal Revenue Service (IRS), Franchise Tax Board (CA) and the Department of Motor Vehicles (DMV). The Internal Revenue Service, the Franchise Tax Board and the Department of Motor Vehicles have legal access to the State Directory of New Hires. This means that if a new hire has any outstanding tax liabilities or motor vehicle registration delinquencies, the taxpayer’s employer is notified and instructed to withhold a certain amount of that person’s wages to be paid directly to the levying organization. It should be noted that
the employer may not "refuse" to do so. Wage garnishments continue until the entire tax debt is paid off or wage levy is released.

**Child Support Reporting Requirements**
Federal and state laws require all employers, including Chrysalis, to report basic information about new employees, including your name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send an order requiring us to withhold money from your paycheck to pay your child support obligations. Chrysalis is required to comply with such orders as a matter of federal and state law.

**APPENDIX A: Injury & Illness Prevention Program (IIPP) For Transitional Jobs**

**Safety Policy**

**No function at Chrysalis is so critical and no job is so urgent as to require or justify a compromise of safety and health.**

Chrysalis believes that everyone benefits from working in a safe environment. Accordingly, Chrysalis is committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, Chrysalis has established a written Injury and Illness Prevention Program (IIPP). The program outlines our commitments to communicate about our safety philosophy, to inspect our facilities, to investigate our injuries and illnesses, to correct unsafe conditions, and to provide safety training to all employees. In return, our expectation is that Chrysalis workers will:

- Do the right thing the first time when faced with workplace safety issues.
- Seek to integrate safety into all work-related tasks.
- Avoid taking short cuts that create hazards in the workplace.
- Take time to assure that we work in a safe environment.
- Have a safe work experience at Chrysalis.

You are expected to read this Injury and Illness Prevention Program (IIPP) upon being hired.

**Responsibilities**
The Injury and Illness Prevention Program (IIPP) administrator,

Director of Administration

The Director of Administration has the authority and the responsibility for implementing and maintaining this IIPP.
Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas; for training the workers that they supervise to perform their duties properly and safely; and shall teach, demonstrate, observe and enforce compliance with established safety standards. A copy of this program is available from each manager and supervisor.

Workers must fully comply with the IIPP and perform their duties in a safe manner at all times. Workers should ask for additional training or assistance when they feel there is gap in their ability, knowledge, or training with respect to safely performing their duties.
Compliance
All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices set forth by management. Managers and supervisors are also expected to enforce these practices and rules fairly and uniformly.

Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing (in writing) workers who make a significant contribution to the maintenance of a safe workplace as determined by their supervisors.
- Providing training to workers upon hire, and for those whose safety performance is deficient.
- Disciplining workers (up to, and including termination) for failure to comply with safe work practices, or violation of organizational rules and directives.

Communication
All managers and supervisors are responsible for communicating about occupational safety and health requirements in a form readily understandable by all workers. Our open, two-way communication process encourages all workers to inform their managers and supervisors about workplace hazards (whether actual or potential) without fear of reprisal.

Our communication system includes the following:

- New worker safety orientation including a review of the IIPP and a discussion of safety and health policies and procedures that worker is expected to follow.
- Safety committee meetings where safety will be freely and openly discussed at least every quarter. These meetings are open to all workers.
- Posted or distributed safety notifications.
- Other appropriate methods of communicating pertinent health and safety information as such methods are identified.
- Oral and/or written (preferable) safety reports and suggestions from workers to their direct supervisor, the Director of Administration or to any other management personnel. Management will review all safety suggestions and hazards reports and resolutions will be communicated to workers in a manner consistent with this program.

Hazard Assessment
Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While Chrysalis encourages all workers to continuously identify and correct workplace hazards and poor safety practices, certain situations require formal evaluation and documentation.
Periodic inspections are performed in accordance with Cal-OSHA requirements and the following schedule:

1. When we initially established our IIPP.
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.

**Accident/Exposure Investigations**
Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses.
2. Examining the primary and contributing causes/ factors associated with the accident/exposure.
3. Management review of all reports with a view towards determining adequacy of corrective action.
4. Taking corrective action to prevent the accident/exposure from reoccurring.
5. Documenting the findings and actions taken.
6. Reporting to Cal-OSHA within 8 hours of occurrence if accident has caused fatalities, and/or caused in-patient hospitalization of 3 or more workers.

**Hazard Correction**
Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary safeguards and training to correct the hazard.

All corrective actions taken shall be documented on the appropriate incident forms.

**Training and Instruction**
All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. To all new workers during new hire orientation
2. To all new workers given new job assignments for which training has not been previously provided.
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
4. Whenever the employer is made aware of a new or previously unrecognized hazard.
5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
6. To all workers with respect to hazards specific to each worker’s job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguisher equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated. Regular safety tailgate trainings on pertinent topics, such as personal protective equipment (PPEs), exposure to hazardous materials, and working in the heat.

Recordkeeping
Chrysalis maintains records for the purpose of:

1. Tracking and evaluating Chrysalis’s loss experience and exposures
2. Tracking and evaluating the safety activities that have been accomplished.
3. Providing a documentation of safety activities.
4. Providing documentation of safety and health training for each worker, including the worker’s name or other identifier, training dates, type(s) of training, and training providers.

All such documentation will be maintained on site for two years after the year that the safety activity was completed. After that time, Chrysalis will determine how long the records will be kept consistent with Federal, State, and local requirements.
APPENDIX B: Supporting Documents

Title: General Labor
Department: Chrysalis Enterprises, Staffing
Immediate Supervisor: Operations Manager, Staffing
Location: LA County

Job Summary:
Job duties will vary according to customer assignment. Employees may perform a wide variety of physically demanding tasks at different customer sites, which may be indoors or outdoors.

Duties and Responsibilities may include but not limited to:
• Provide exceptional customer service to Staffing customers
• Maintain office and office systems in an orderly and professional manner
• Maintain work environment such as sweeping, mopping, and other duties similar to those of a janitor
• Assist with moving large and small objects to appropriate locations as directed
• Ensure the work as assigned by supervisor is completed in a thorough and timely manner
• Report any questions and concerns immediately to supervisor
• Abide by all safety procedures at the work site
• Communicate with customers, employees, stakeholders, business owners, property owners, residents, pedestrians with tact and diplomacy
• Handle all requests and complaints in an immediate and professional manner. Seek help from CE Management where necessary to correct situations as they arise
• Communicate work-related issues to immediate supervisor, and escalate to CE management as necessary
• Submit complete and accurate timecards on-time for payroll purposes
• Proactively communicate schedule issues (including absences and tardiness) to Chrysalis Staffing management
• Actively participate in any trainings given by supervisor or CE management
• Report any accidents, incidents or injuries to supervisor and CE management immediately and provide written documentation for each incident
• Check in for work by phone with Chrysalis Staffing management each Sunday if seeking more scheduled hours
• Adhere to all Chrysalis policies and procedures
• Support the Chrysalis Mission and adhere to the Chrysalis Code of Ethics
• Other duties as assigned

Skills and Qualifications:
• Ability to follow instructions
• Work in or out-doors, standing and walking, for long periods of time (up to full shift) in various weather conditions (heat, cold, rain, etc.)
• Report to work in full uniform, as directed by supervisor
• Ability to pick up, throw, push, lift or pull up to 25 lbs.
• Must have access to reliable communication and return messages in a timely manner
• Respond to feedback from supervisor and CE management in calm and professional manner
• Only candidates with referral from Chrysalis Client Services eligible to apply
Workers Compensation Medical Provider Network (MPN) — Delivery of medical treatment in the event of an on-the-job injury

Access to Medical Care

Initial Care
In case of an emergency, you should call 911 or go to the nearest emergency room.

Subsequent Care
If you are unable to reach your supervisor or employer, please contact the patient services department at WellComp. For non-emergency services, the MPN ensures that you are provided for an appointment for treatment within 3 business days of your employer's or MPN receipt of request for treatment within the MPN.

Emergency Care
In an emergency, defined as a medical condition varying with the sudden onset of severe symptoms that without immediate medical attention could put your health in serious jeopardy, you may contact WellComp Patient Services Department, seek medical attention at a hospital, or call any facility that appears to be able to provide the necessary care.

Hospital and Specialty Care
Your primary treating physician is the WellComp provider that will make all of the necessary arrangements and referrals for specialist, inpatient hospital, outpatient surgery center services, and ancillary care services.

Choosing a Treating Physician
If you still require treatment after your initial evaluation with your employer's designated provider, you may access the WellComp Patient Services Directory and select an appropriate physician of your choice who can provide the necessary treatment for your condition or illness. For assistance determining eligible options, please contact the WellComp Patient Services Department or discuss your options with your initial care provider.

Scheduling Appointments
If you are having difficulty scheduling an appointment with your initial provider or subsequent provider, please contact your local WellComp Patient Services Department.

Changing Primary Treating Physician
If you need to change your treating physician and it is determined that you require ongoing medical care for your injury or illness, you may select a new physician from the WellComp Directory and seek medical attention at a hospital or clinic, or contact the patient services department at WellComp. For non-emergency services, the MPN ensures that you are provided for an appointment for treatment within 3 business days of your employer's or MPN receipt of request for treatment within the MPN.

Obtaining a Specialist Referral
As long as you continue to require medical treatment for your injury or illness, there are alternatives for obtaining a referral to a specialist.
1. Your primary treating physician in the WellComp network can refer you to a type of specialist not included in the network, but you must select a specialist from outside the network.
2. Your primary treating physician in the WellComp network can refer you to a type of specialist not included in the network, but you must select a specialist from outside the network.
3. Your primary treating physician in the WellComp network can refer you to a type of specialist not included in the network, but you must select a specialist from outside the network.

Transfer of Ongoing Care
What if you are already being treated for a work-related injury before the WellComp Network begins? Your employer has a “Transfer of Care” policy which describes what will happen if you are currently seeking treatment for a work-related injury with a physician who is not a member of the WellComp Network.
If your current treating doctor is not a member of WellComp, you may continue to treat with this doctor and your treatment will be under the MPN. Your current doctor may be allowed to become a member of WellComp.
If your current treating physician is not part of the WellComp network, your employer is not covered under the MPN and your physician can.no longer provide care without being a member of WellComp.
You will not be transferred to a doctor in WellComp if your injury or illness meets any of the following conditions:
• Subject to the treatment for your injury or illness was less than 30 days.
• Subject to the treatment for your injury or illness was less than 30 days.
• Subject to the treatment for your injury or illness was less than 30 days.

Care Transfer Disputes
If WellComp is going to transfer you and you disagree, you may file a dispute for a report that addresses whether you are in one of the categories listed above. Your treating physician shall provide a report to you within twenty calendar days of the request. If the treating physician fails to send the report, you will be required to select a new provider from outside the MPN.
If either WellComp or you disagree with your treating physician’s report, the dispute will be resolved according to Labor Code Section 452. You must notify WellComp Patient Services Department, if you disagree with this report.
If your treating physician agrees that your condition does not meet one of these listed above, you may continue to treat with him or her and the dispute is resolved. For a complete copy of the Transfer of Care policy, please visit www.WellComp.net or call WellComp Patient Services.
Continued: Workers Compensation Medical Provider Network (MPN)—Delivery of medical treatment in the event of an on-the-job injury

Second Opinion, Third Opinion and Independent Medical Review Process:

If you disagree with your doctor or do not like your doctor for any reason, you may always choose another doctor in the MPN.

Obtaining Second and Third Opinions

If you disagree with the diagnosis or treatment plan determined by your treating physician or your second opinion physician, and would like a second or third opinion, you must take the following steps:

- Notify your claims examiner who will provide you with a regional area listing of physicians and specialists within the WellComp Network who have the necessary expertise to evaluate or treat your injury or condition.
- Select a physician or specialist from the list.
- Within 60 days of receiving the list, schedule an appointment with your selected physician or specialist from the list provided by your claims examiner. Should you fail to schedule an appointment within 60 days, your right to ask another opinion will be voided.
- Inform your claims examiner of your selection and the appointment date so that we can ensure your medical records can be forwarded in advance of your appointment date. You may also request a copy of your medical records.
- You will be provided information and a request form regarding the Independent Medical Review (IMR) process at the time you select a third opinion physician. Information about the IMR process can be found in the MPN Employee Handbook.

Obtaining an Independent Medical Review (IMR)

If you disagree with the diagnosis or treatment plan determined by the third opinion physician, you may file the completed Independent Medical Review Application form with the Administrative Director of the Division of Workers’ Compensation. You may contact your claims examiner or the WellComp Patient Services Department for information about the Independent Medical Review process and how to request an Independent Medical Review.

If the second opinion, third opinion or IMR disagrees with your treating physician, you will need to continue to receive medical treatment from a provider either inside or outside of the WellComp Network.

Treatment Outside of the Geographic Area

WellComp has providers throughout California. If a situation arises which takes you out of the coverage area, such as temporary work, travel for work, or living temporarily or permanently outside the MPN geographic service area, please contact the WellComp Patient Services Department, your claims examiner, or your primary treating provider, and they will provide you with a selection of at least 3 approved out-of-network providers from whom you can obtain treatment or get second and third opinions from the referred selection of physicians.

Covered Medical Services:

The following is a summary of Workers’ Compensation medical services that are available to employees covered by the WellComp Network.

Primary treating and specialty services including consultations and referrals

Examples of primary treating or specialty providers include: general medical practitioners, chiropractors, dentists, orthopedists, surgeons, psychologists, internists, psychiatrists, cardiologists, neurologists.

Inpatient Hospital and Outpatient Surgery Center services

Examples of inpatient hospital and outpatient surgery center providers include: acute hospital services, general nursing care, operating room and related facilities, intensive care unit and services, diagnostic lab or x-ray services, necessary therapies.

Ancillary Care services

Examples of ancillary care providers include: diagnostic lab or x-ray services, physical medicine, occupational therapy, medical and surgical equipment, counseling, nursing, medically appropriate home care, medication.

Emergency services including outpatient and out-of-area emergency care

WellComp Provider Directory

To access a directory of medical providers in the WellComp Network, go to www.WellComp.net where you can search by medical specialty, zip code, physician or provider group. To receive a hard copy of the regional area listing or the complete WellComp directory, please contact WellComp (your employer’s designated medical provider network administrator).

WellComp Information

To access more information regarding the WellComp Network, go to www.WellComp.net/download. You can download the Employee Handbook, Transfer of Care Policy or the Continuity of Care Policy. To receive a hard copy of this information please contact WellComp. MPN Liaison: Gale Chudleigh, MPN Manager (800) 544-8150.

WellComp
Patient Services Department
P.O. Box 39914
Riverside, CA 92517
Toll Free (800) 544-8150
fax (888) 620-6921 or e-mail: info@WellComp.net

This pamphlet contains important information on accessing the WellComp Medical Provider Network:

- Find out if you are covered
- Access smoked care
- Learn about continuity of care
- Choose your own physician
- Transfer into the WellComp Network
- Contact WellComp

Employee Name: ____________________________  ________________
Employer Name: ____________________________
Date of Injury: ____________________________

Medical Treatment for Workers’ Compensation
MPN Liaison, Gale Chudleigh, MPN Manager
P.O. Box 39914 Riverside, CA 92517
Toll Free (800) 544-8150
Fax: (888) 620-6921 or e-mail: info@WellComp.net

Esta folleto esta disponible en el Español. Para una copia gratis, favor de llamar a WellComp.

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APPENDIX C: Handbook & Training Acknowledgement

Acknowledgment of Receipt of Staffing Employee Handbook and Orientation Training & Materials

This is to acknowledge that I have attended the Chrysalis Orientation Training and received a copy of the Chrysalis Staffing Employee Handbook and orientation presentations (“Job Basics” and “Boundaries, Conflict Resolution and Safety Training.”) I understand that these contain important information on Chrysalis’ general personnel policies and on my obligations as an employee. I acknowledge that I am expected to read, understand and adhere to Chrysalis’ policies and will familiarize myself with the material in the Employee Handbook and orientation presentations.

I understand that my employment is governed by the contents of the Employee Handbook and that Chrysalis may change, rescind or add to any policies, benefits or practices described in the Employee Handbook from time to time in its sole and absolute discretion, with or without prior notice. I also understand that my employment with Chrysalis is temporary and transitional and not for a specified term and may be terminated with or without cause or notice at any time. I further understand that the transitional job/employment program is part of the employment related services program offered by Chrysalis and that I am expected to continue participating in the ongoing case management supportive services provided by Chrysalis in order to maintain their program eligibility.

Work-Related Injuries: By signing below. I acknowledge that I have been provided information on the Workers’ Compensation Benefits Program, including the types of benefits, as well as information regarding the NPU-WCG Medical Provider Network (NPU MPN). In the event that I suffer a work-related injury or illness, I have been made aware of the NPU MPN delivery of medical treatment, which is in full accordance with the worker’s compensation laws of California.

Hepatitis B: I am aware that due to the nature of my job assignments I may be exposed to blood-borne pathogens and to Hepatitis B. By signing below, I acknowledge that I have been given the information to seek the Hepatitis B vaccine (see page 20). I further understand that it is my right to refuse the Hepatitis B vaccinations.

Drug & Alcohol Testing: By signing the handbook acknowledgement form, you are giving your voluntary consent for Chrysalis and/or an independent laboratory to collect samples to test for the presence of alcohol, drugs, and any other controlled substances. Further, you authorize the independent laboratory to release to Chrysalis and its employees all results for the tests performed on you by the laboratory. You further authorize Chrysalis to communicate this information internally as it deems appropriate and to use this information for necessary reasons.

Employee Name:  

Please Print

Employee Signature:  

Date: 

Rev. July 2016