

2022-2023



**EMPLOYEE HANDBOOK OF
POLICIES AND PROCEDURES**

**Green Dot Public Schools National
7/1/2022 – 6/30/2023**

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I. INTRODUCTION

I.A. Welcome

Fellow Green Dotter:

It is my privilege to welcome you to Green Dot Public Schools California, which has an unwavering belief in the potential of all students. The ultimate purpose of our work together is captured in Green Dot's mission: To help transform public education so ALL students can graduate prepared for college, leadership and life. Every day is an opportunity to expand our impact and further this mission.

Green Dot is committed to being a great place to work. Our team members are Green Dot's greatest asset and students excel when we are able to do our best for them. To that end, this Employee Handbook is intended to help create a positive work environment, and form a clear foundation for expectations between Green Dot and you.

Please read this Employee Handbook carefully and keep it handy for future reference. Also, please do not hesitate to ask questions to, or share suggestions and concerns with, your immediate supervisor or Green Dot's Human Resources Department.

Once again, welcome to Green Dot Public Schools California!

A handwritten signature in blue ink that reads "Cristina de Jesus". The signature is fluid and cursive, with a long horizontal line extending to the right.

Cristina de Jesus, Ed.D.
President and Chief Executive Officer
Green Dot Public Schools California

I.B. Purpose of Handbook

This Employee Handbook (also referred to herein as the “Handbook”) is provided to all Green Dot Public Schools California (“Green Dot”) employees as a guide for the employer/employee relationship. It is an important source of information and employees should read the Handbook carefully and use it as a reference.

There are several things that are important to keep in mind about this Handbook:

- The Handbook is designed to give a general description of the policies and benefits applicable to employees of Green Dot. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and benefits described, including all applicable practices. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or Green Dot’s Human Resources Department. This Handbook supersedes and replaces all previous Green Dot Employee Handbooks, including all personnel policies, benefits, practices, and guidelines described herein, whether written or spoken.
- The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time as Green Dot deems necessary. Green Dot will inform employees of any significant changes as they occur and at least on an annual basis.
- This Handbook and its policies and conditions of employment are subject to any applicable collective bargaining agreements. In the event of any conflict, the applicable collective bargaining agreement shall apply.
- The benefits described in this Handbook (including, but not limited to, insurance benefits and retirement plans) are intended for general information purposes only. Many of the benefits are the subject of detailed written plans and policies which are available on request from Green Dot’s Human Resources Department and online. If a question arises about the nature or extent of plan benefits, or if there is conflicting language in the benefit plan documents and the Handbook, the formal language of the benefit plan documents govern.
- The Handbook is not an employment contract or a contract for continued employment. Employment with Green Dot is on an at-will basis, unless otherwise stated in a written individual offer letter signed by the Chief Executive Officer of the organization, or in the applicable collective bargaining agreement. No policy set forth herein guarantees any continuity of benefits or rights, or forms any contract with an employee.

I.C. Green Dot Mission and Values

Green Dot’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life. Green Dot is fulfilling this mission by running high-achieving public charter schools that are focused on graduating students and fully preparing them for college. In addition, Green Dot is dedicated to helping parents organize and demand more of their neighborhood schools, the overarching goal being to encourage local school districts to implement bold reform and improve their public schools.

Green Dot is founded on the core value of an unwavering belief in all students’ potential, and believes that every child should have access to a high quality public school education. As a leader of “school transformation,” Green Dot’s work is directly focused on transforming failing middle and high schools into clusters of small successful schools and helping a traditional school district reinvent itself as one of the best school districts in the country.

Green Dot's school model is focused on graduating students and preparing them for college, leadership and life consisting of two (2) main components: 1) Green Dot's Core Values; and 2) Green Dot's Leading Green Principles. The Core Values and Leading Green Principles are at the heart of Green Dot's work and drive the decisions that are made.

Core Values:

1. Unwavering belief in all students' potential
 - We believe every decision should begin with students coming first.
2. Passion for excellence
 - We are solution-oriented.
 - We are reflective.
 - We strive for continuous improvement.
 - We are data-driven.
 - We take calculated risks.
3. Personal responsibility
 - We expect a high level of individual accountability.
 - We are willing to stay until a job is done well.
4. Respect for others and the community
 - We are collaborative.
 - We are flexible.
 - We contribute positively to the school culture.
5. All stakeholders are critical in the education process
 - We solicit and incorporate input from all stakeholders.

Leading Green Principles

Green Dot's teachers and school leaders have created a common language around the characteristics that matter most for leaders. The outcomes are common expectations across the organization to ensure that all employees understand the things that good leaders do to help their schools and the people in them succeed. In doing so, school administrators and teacher leaders created five (5) common practices that every leader, regardless of their role or position, adhere to as a member of the Green Dot family.

1. OWN IT
 - We do not make excuses nor blame others for issues or challenges within our school and our classrooms.
2. STRETCH IT
 - We invest in the development of others and ourselves.
 - We encourage others to excel through actionable feedback.
 - We are committed to continuous improvement.

3. GET IT RIGHT

- We think of the long-term implications of the decisions we make.
- We get ample input when making difficult decisions.
- We understand the importance of “sweating” the small stuff.

4. WE ARE TEAMSTRONG

- We present a united front and promote a sense that we are one team, the Green Dot Team.
- We encourage rigorous debate, collaboration and effective communication.
- We assume the best intentions from everyone.
- We display humility and understand that it is a strong team that provides the most impact for students.

5. IT'S ALL ABOUT THE STUDENTS

- We know that the needs of students should drive our decision-making.
- We know that the most important work we do is centered on teaching and learning.

I.D. Summary of Green Dot's Diversity Equity & Inclusion (DEI) Commitment Statement

As part of Green Dot's mission to prepare all students for success in college, leadership and life, we are dedicated to closing the opportunity gap for students. As we've grown, we've learned that we need to be intentional in creating systems that value the unique contributions of our students, families, and staff to transform public education. As a result, we commit to explicitly embedding a diversity, equity, and inclusion lens in our organizational culture, our educational practices, and our talent practices.

1. Why DEI is Core to Green Dot's Mission

Embedding a DEI lens is a catalyst to fulfilling Green Dot's mission, continually learning and expanding our perspectives, and creating an environment where all individuals are valued and supported.

Mission fulfillment

Diversity, equity and inclusion are critical lenses that help us understand the complexity of our students' experiences, celebrate the potential of each individual and strengthen our ability to fulfill our mission so all students can succeed.

An important part of our mission is that all means all. To accomplish this,

- We commit to setting high expectations, delivering rigorous instruction, and providing tailored supports to ensure each and every student, regardless of background or ability, graduates prepared for success in college, leadership, and life.
- In addition, one of our core values is that all stakeholders are critical in the education process. Given our belief that education is a vehicle to disrupt historical oppression, we commit to collaborating with a broad group of partners to find opportunities to help transform public education in the communities we serve.

Continually learning and expanding our perspectives

A diverse, equitable, and inclusive culture will enable all voices to be heard and strengthen decision-making in the best interest of our students.

2. Our Commitments

We commit to closing the opportunity gap by explicitly embedding a DEI lens in our organizational culture, our educational practices, and our talent practices.

For DEI in our culture

- We commit to creating the space for ongoing and open discourse about DEI, perpetuating a welcoming culture to create a richer context for community building, and being genuinely willing to consider new perspectives, while appreciating individual similarities and differences.
 - Our mission drives our culture. Our organizational culture grows out of the contributions of every individual who believes in our mission.
 - We each take responsibility to help create an environment in which all students, staff, families, and community partners have a sense of safety and belonging and can be their authentic selves. We respect the communities in which we work and the people who live in them. We commit to further celebrating the assets within the communities we serve and continuing to find opportunities to incorporate student and family voice in our work.
 - We commit to our beliefs in DEI being present in our decision-making and our actions. We commit to innovating, adapting, and reflecting on current systems, structures and practices to help us fulfill our mission. We commit to transparency even as we tackle new and complex work.

For DEI in our educational practices

- We commit to being culturally-responsive in our curricular choices, pedagogical practices, student policies, academic pathways, and programming so that our students feel valued in our classrooms.
 - In our schools, we commit to providing differentiated supports and building authentic connections to meet the needs of each student.
 - We commit to reflecting on our identities and beliefs and addressing our own biases in the context of the communities we serve.
 - We commit to better understanding students' experiences and making learning personally meaningful. We will do this by connecting the content to the context of their life, of their families and communities, and of a global society.

For DEI in our talent practices

Hiring Practices

- We commit to recruiting a talented and diverse team.
 - Acknowledging the broader social and historical context of the communities we serve, we commit to taking a purposeful approach to continuing to connect students to educators of similar backgrounds (race, gender, socioeconomic status, English learner status, etc.). In addition, we commit to "growing our own" educators from the communities we serve.
 - At the same time, we commit to helping students connect with staff representing a diverse set of backgrounds and perspectives in preparation for their life beyond Green Dot.

Growing and Retaining Talent

- We commit to providing supports that make all staff feel empowered, appreciated and successful in doing the critical work needed to fulfill our mission.

3. Continuously Learning

We are cognizant that there's a gap between our commitments and our current state. We are working to bridge that gap. We approach this work from a place of humility; as we make progress, we will also likely make mistakes and need to step outside of our comfort zone. Given our passion, this statement of our commitment will continually evolve as we learn and grow.

I.E. Professional Development

The heart and soul of Green Dot is its commitment to the professional development of all of our employees. Regardless of your role in the organization, each and every member of the Green Dot family is provided the opportunity to participate in ongoing professional development throughout the year.

Each member of the Green Dot family will meet regularly with their supervisor to discuss job performance, goals, and expectations. The purpose of the performance evaluation process is to review, document, and acknowledge achievements, cultivate professional development goals, and address performance concerns.

School Site Classified Employees

Green Dot provides targeted professional development based on the needs of each job classification. School Site Classified Employees are provided professional development on full day “All Green Dot Days” throughout the year. Furthermore, depending on the employee’s job function, additional small group trainings and/or one-on-one coaching are scheduled with Green Dot’s Home Office content experts. As with all Green Dot professional development, we ensure that data in the way of surveys, exit slips, and observations of a classified employee’s expertise drives the professional development needs of our members.

Classroom Teachers and Counselors

Green Dot provides all new and returning teachers and counselors with professional development days, before the school year targeting classroom instruction and climate. Additionally, Green Dot provides ongoing professional development with on-site coaching and modeling, weekly staff professional development, day-to-day instructional leadership, and access to external workshops. Thus, whether a teacher is new or returning to our organization, Green Dot ensures all teachers are well-prepared to start the school year and beyond.

School Administrators

Green Dot provides all new school administrators to the organization with professional development days called “New School Leader Boot Camp” that primarily focus on Green Dot’s teacher evaluation system. As required, all new and returning school administrators must be certified on a biannual basis in order to evaluate teachers.

As a means to prepare for the upcoming school year, all school leaders attend a retreat with their colleagues focused on instructional leadership, strategic planning, and school culture.

Throughout the year, all school administrators are provided professional development each month that continues to focus on instructional leadership, strategic planning, and school culture.

Green Dot’s Home Office Employees

Green Dot provides all of its Home Office employees with ongoing professional development aligned to the needs of their department. As an example, departments commonly conduct a biannual retreat for the purpose of creating strategic plans that drive organization and department decisions. In addition, Green Dot hosts an annual retreat for all of its Home Office employees which focuses on building a strong and cohesive culture.

II. EMPLOYMENT CATEGORIES, CLASSIFICATIONS, AND REQUIREMENTS

II.A. Categories of Employment

Green Dot maintains employee classifications to ensure all legal requirements are adhered to so that benefit plan eligibility and payment of compensation is in accordance with federal, state and local laws. Managers are responsible for informing Human Resources of any changes in status as well as extensions in employment when specified periods are applicable.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- **Exempt:** Per applicable law, an employee is classified as exempt if the majority of their job duties are exempt from the overtime provisions of applicable law and they earn a minimum salary set forth in applicable law. An exempt employee is not eligible for overtime pay and is typically salaried.
- **Non-Exempt:** Per applicable law, a non-exempt employee is classified as non-exempt if they do not meet the criteria to be classified as an exempt employee. A non-exempt employee is eligible to receive overtime pay and is paid for actual hours worked (i.e., typically hourly).

Job Classifications

Green Dot has established the following categories for both nonexempt and exempt employees:

- **Regular, Full-Time:** Employees who are regularly scheduled to work a minimum of thirty (30) hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **Regular, Part-Time:** Employees who are regularly scheduled to work fewer than thirty (30) hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by Green Dot and are subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, Full-Time:** Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work a minimum of thirty (30) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and is generally eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. A temporary full-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, Part-Time:** Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work less than thirty (30) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and are eligible for some of the

benefits offered by Green Dot and are subject to the terms, conditions, and limitations of each benefits program. A temporary part-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

- **Seasonal, Full-Time or Part-Time:** Employees who do not work on a continuing basis, but rather for a particular predefined duration of time, typically starting and ending at approximately the same time each year, to meet the needs of a Green Dot department, not to exceed six months. A seasonal employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), but is ineligible for any of Green Dot's benefits (e.g., non-statutory leaves of absence, health or welfare benefits). Seasonal employees will not be granted an extension beyond six months and will either be converted to regular or temporary status, or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

Other Classifications

- **Independent Contractor:** An individual who is not a Green Dot employee (e.g., consultants) that performs labor or services shall generally be considered an "independent contractor," as determined by Human Resources, if the following standards are met:
 1. The individual is free from the direction and control of Green Dot in connection with the performance of the work, both under the contract for the performance of the work and in fact.
 2. The individual performs work that is outside the usual course of business for Green Dot, and
 3. The individual is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed for Green Dot.

In certain limited circumstances, it may be appropriate to evaluate other factors in determining whether an individual should be classified as an independent contractor in California, such as where applicable state law defines the employment relationship in a specific way. However, where permissible, Human Resources will make that determination and provide an independent contractor agreement to memorialize the arrangement. Additional guidance can be obtained by contacting Human Resources.

- **Temporary Staffing Firms:** Green Dot may work with temporary staffing firms to have individuals placed to fill temporary vacancies or work on short-term projects. Depending on the nature of the job (i.e., frequency and contact with students or Green Dot employees), staffing firm employees may be required to perform a Green Dot live scan clearance and TB clearance prior to beginning an assignment.
- **Volunteer:** A person who donates their time and energy to Green Dot and is not an employee. They contribute to the public service mission of the organization, do not receive compensation for services, and do not displace any employees. Refer to Section II.G. for volunteer requirements.
- **Paid Interns:** A paid intern is typically a student or trainee that performs work for the benefit of gaining work experience. Depending on the nature and timeline of the internship, paid interns may be categorized as temporary or seasonal full-time or part-time employees.

- **Unpaid Interns:** Green Dot may utilize an unpaid internship program from time to time. Unpaid interns are volunteers and are not Green Dot employees provided certain program qualification criteria under the Fair Labor Standards Act are met. Accordingly, the following criteria, which are designed to ensure the intern is the primary beneficiary of the program, should be evaluated before hosting any intern(s) at Green Dot: (1) the extent to which Green Dot communicates no expectation of compensation to any prospective intern; (2) the extent to which the internship will provide training that would be similar to that which would be given in an educational environment (e.g., hands-on training and clinical experiences); (3) the extent to which the internship is tied reasonably to the intern's formal education program by integrated coursework or the receipt of academic credit; (4) the extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar; (5) the extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning; (6) the extent to which the intern's work complements, rather than displaces, the work of paid Green Dot employees while providing significant educational benefits to the intern; and (7) the extent to which the internship is conducted without entitlement to a paid job at the conclusion of the internship. This seven factor test is a flexible test, meaning that no single factor is determinative. Any employee who has questions about whether an internship program meets the above qualification can contact the Director of Human Resources via email at ca.hr@greendot.org.
- **Americorp (or like) Interns:** Green Dot may enter into agreements with non-profit organizations that participate in the federal Americorp program, or similar programs, in which the individual is considered a Green Dot volunteer. However Green Dot may be required to pay a living stipend taxed through payroll.
- **Long-Term Substitute:** A long-term substitute teacher is classified as a temporary employee – please refer to the applicable collective bargaining agreement for more information.

II.B. Nature of Employment

At-Will Employment

Employment at Green Dot is on an at-will basis unless otherwise stated in a written individual offer letter signed by the Chief Executive Officer of the organization, or in the applicable collective bargaining agreement.

This means that either the employee or Green Dot may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Nothing in this Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. This employee handbook does not constitute a contract for employment between Green Dot and its employees.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by applicable law. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Green Dot employees have the right to engage in or refrain from such activities.

Green Dot may impose any discipline to the extent allowable by law, within its sole discretion, that it determines to be appropriate. Any discipline is in no way intended to alter the at-will nature of an employee's employment relationship with Green Dot.

CA Represented Employees

Certificated: A represented certificated employee is expected to adhere to the provisions of the applicable collective bargaining agreement and their individual employment contract, where applicable. The employment contract is a commitment during the individual's employment at Green Dot. Should the represented employee breach this contract (e.g., resigning from Green Dot during or prior to the beginning of the school year), Green Dot may seek legal action against the individual regarding such breach of contract to recover any related damages/losses (e.g., the cost of finding a suitable replacement). In the event that the represented certificated employee breaches their employment contract, Green Dot expects that they will not relinquish their position until it finds a suitable replacement.

Classified: A represented classified employee is expected to adhere to the provisions of the applicable collective bargaining agreement and their individual employment contract.

IF AN EMPLOYEE DESIRES TO KNOW WHETHER THEY ARE ELIGIBLE TO BE PART OF A UNION, PLEASE REFER TO THE APPLICABLE COLLECTIVE BARGAINING AGREEMENT.

II.C. Immigration Compliance

Green Dot complies with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. This evidence of the right to work must be provided within three business days of the date of employment. However, Green Dot will not check the employment authorization status of current employees or applicants who were not offered positions with the organization unless required to do so by law. Failure to provide the appropriate documentation will be grounds for termination, consistent with federal law. Green Dot is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Green Dot will not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, Green Dot does not discriminate against any individual because they hold or present a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

II.D. Criminal Background Checks

All offers of employment and continued employment at Green Dot are contingent upon clearance of a criminal background check in alignment with applicable law. In addition, as required by applicable law, independent contractors, consultants, volunteers, and other individuals that will perform work on behalf of Green Dot involving interaction with Green Dot students, outside of the immediate supervision and control of the

student's parent or guardian or a school employee, will be subject to the criminal background check process described below. The costs for the procedure will be borne by the individual (or the vendor, as applicable).

No condition or activity will be permitted that may compromise Green Dot's commitment to the safety and well-being of its students and employees. The criminal background check shall be completed through and provided by the appropriate state agency(ies) and/or the Federal Bureau of Investigation, as deemed appropriate by Green Dot, required by law, and/or in accordance with a Green Dot school's charter. All background information is stored privately and securely with access restricted to Green Dot's Human Resources Department or authorized personnel. Conditions that preclude working at Green Dot include, but are not limited to, conviction of any controlled substance offense, sex offense, or serious or violent felony, as defined in any applicable law.

If an individual is found at a Green Dot work location without a required criminal background clearance, or a background check in progress if allowable under applicable state law, they will be sent home and prohibited from continuing working with Green Dot until such clearance is obtained.

Additionally, should an employee be arrested or convicted of a controlled substance offense, sex offense, or serious or violent felony as defined in any applicable law during their employment with Green Dot, the employee must immediately report such a conviction to their immediate supervisor and Human Resources – failure to report such an offense may result in disciplinary action, up to and including termination of employment.

II.E. Tuberculosis Testing

California Tuberculosis Testing

Upon initial hire, all employees of Green Dot must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Green Dot will send a notice to employees at least 30 days prior to the expiration date.

In addition, as required by applicable law, food handlers may be required to have annual TB exams. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. In addition, any entity providing student services (i.e., services that require or include frequent or prolonged contact with students) will be contractually required to ensure that all staff, personnel, and volunteer workers have had TB testing that shows them to be free of TB risk factors (or active TB if risk factors are identified) prior to conducting work with Green Dot students. If an individual is found at a Green Dot location without a required TB clearance, they will be sent home and prohibited from continuing work with Green Dot until such clearance is obtained.

Documentation of individuals' compliance with TB risk assessments and examinations will be kept on file in the Green Dot Human Resources Department or other appropriate designated office/Department.

II.F. Credentialing and Other Employment Requirements

Employees holding positions which require a credential must obtain and/or maintain the proper educator credential(s) required by the state to provide the applicable services. Employees are responsible for keeping required credentials (including, but not limited to licenses, certificates, and/or registrations) current and in good standing, and paying the costs associated with renewal or otherwise. Any employee whose credential expires, or is unable to provide evidence of meeting renewal requirements in a timely fashion, may be removed from paid status and/or result in disciplinary action up to and including termination of employment.

In addition, Instructional Aides are required to have a high school diploma or the equivalent, **and**:

- a. Have received a passing grade on the Education Testing Service's Paraeducator Assessment;
or
- b. Hold an Associate of Arts degree; **or**
- c. Have earned seventy-two quarter credits or forty-eight semester credits at an institution of higher education; **or**
- d. Have completed a registered apprenticeship program

Additional requirements may be needed subject to the regulations of the applicable governing agency.

Salary Schedule Advancements

In accordance with the teacher and counselor salary schedule, salary advancements will only be granted upon receipt of the corresponding official transcript, completed verification of experience form, credential posting on the California Commission on Teacher Credentialing website, or other official documentation. New salaries will take effect on the first payroll processed after receipt of these documents. Salary changes will not be retroactive and teachers/counselors must work 75% of the current school year to progress to the next salary step the following school year. It is the responsibility of the Green Dot employee to submit the necessary documents to Human Resources.

Verifications of Experience

Teaching credit will be given for teaching experience under a valid teaching credential/license in public and private schools, grades K-12. Credit for international teaching experience will be granted if international credential/license is proven to be equivalent to domestic credential/license. For teaching experience without a credential, one (1) year of credit will be given for every two (2) years of experience, for up to five (5) years total experience credit.

II.G. Volunteer Requirements

Before providing volunteer services, all volunteers must complete the volunteer onboarding process, which includes completing the Green Dot Volunteer Packet from Human Resources. The onboarding process includes, but is not limited to, the Tuberculosis (TB) and criminal background check clearances described above.

If a volunteer whose functions require a TB clearance or criminal background check clearance is found at a Green Dot location without the required clearance, they will be sent home and prohibited from continuing volunteering with Green Dot until the required clearance(s) is obtained. In addition, should a volunteer be

convicted of a controlled substance offense, sex offense, or serious or violent felony during their volunteer period, the volunteer must immediately report such a conviction to their immediate supervisor.

III. POLICIES AND PROCEDURES RELATED TO THE FAIR TREATMENT OF EMPLOYEES AND STUDENTS

III.A. Equal Employment Opportunity

Green Dot is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, and any other consideration protected by federal, state, or local law. .

III.B. Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

Green Dot maintains a strict policy prohibiting unlawful harassment, discrimination, and retaliation against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. All such unlawful discrimination, harassment, and retaliation is prohibited.

Per the California Federal Employment and Housing Act (FEHA), this policy applies to all persons involved in our operations, including employees/co-workers, supervisors, managers, temporary or seasonal workers, unpaid interns, individuals in apprenticeship programs, agents, clients, vendors/independent contractors, volunteers, students, parents, or any other third party interacting with the Green Dot ("third parties") and prohibits harassing, discriminatory, and retaliatory conduct by any employee or third party of Green Dot, including nonsupervisory employees, supervisors and managers. If such unlawful discrimination, harassment, and/or retaliation occurs on the Green Dot's premises or is directed toward an employee or a third party interacting with Green Dot, the procedures in this policy should be followed.

1. Sexual Harassment, Harassment and Discrimination

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment if Green Dot had no knowledge of such conduct.

Within six months of assumption of a position, Green Dot shall provide effective interactive training and education regarding sexual harassment to supervisory employees in the amount of at least two (2) hours and to all other employees in the amount of at least one (1) hour. Such training will be provided every two (2) years for supervisory employees and annually for all other employees thereafter and will address all legally required topics, including, but not limited to, information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. As a component of the training, Green Dot shall include prevention of abusive conduct and training inclusive of harassment based on gender identity, gender expression, and sexual orientation (with practical examples presented by trainers or educators with knowledge and expertise in those areas). Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment.

Other Types of Unlawful Harassment

Unlawful harassment on the basis of any legally protected characteristic is prohibited. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification;
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status;
- Retaliation for reporting or threatening to report harassment; and
- Disparate treatment based upon any of the protected classes outlined in this policy.

2. Requests for Reasonable Accommodation

Green Dot is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs, practices and observances. This policy extends to all aspects of Green Dot's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Green Dot will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees' religious beliefs and observances, provided the requested accommodation is required by and can be provided in accordance with applicable law. Sometimes an individual may ask for an accommodation that is not reasonable or necessary, that poses an "undue hardship" (e.g., too costly or disruptive to Green Dot's operations) on Green Dot or its employees or that might threaten the safety of the individual who has made the request or of others. Even in those cases, Green Dot will discuss whether some other form of reasonable accommodation may be effective.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Green Dot's Human Resources Department at ca.hr@greendot.org and complete the accommodations packet provided by Human Resources.

Subsequently, Green Dot will inform the employee of its decision on the accommodation request and, if applicable, how to make the accommodation. Green Dot will not retaliate or discriminate against a person for requesting an accommodation, regardless of whether the accommodation was granted. An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against on the basis of a disability or religion, as outlined above, should notify Green Dot's Human Resources Department as soon as possible. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

3. Abusive Conduct Prevention

It is expected that persons in the workplace perform their jobs productively as assigned, and in a manner that meets management's expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

4. Complaint Process for Reporting Unlawful Harassment Discrimination, and Retaliation

Any employee who believes that they have been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with Green Dot in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to their supervisor, any other member of management, or Green Dot's Human Resources Department at ca.hr@greendot.org.

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct **must** immediately report such complaints to Human Resources.

When a report is received, Green Dot will conduct a fair, timely, complete and objective investigation where corrective action will be taken if any misconduct is found. Green Dot expects all employees to fully cooperate

with any investigation conducted into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Green Dot policies. Green Dot will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable law. Complaints will be investigated by impartial, qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress and closure of the investigation.

Upon completion of the investigation, Green Dot will communicate its conclusion as soon as practicable. If Green Dot determines that this policy has been violated, disciplinary action may be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The Federal Equal Employment Opportunity Commission (EEOC) and the California DFEH will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency's website at www.eeoc.gov or www.dfeh.ca.gov.

5. Protection Against Retaliation

Employees' notification to Green Dot is essential to enforcing this policy. Retaliation is prohibited against any person by another employee or by Green Dot for using Green Dot's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination, in accordance with any bargaining applicable agreement.

6. Uniform Complaint Procedures (UCP)

This Policy contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a Green Dot school ("School") of federal or state laws or regulations governing educational programs.

This Policy presents information about how Green Dot processes UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, the school shall assist the complainant in the filing of the complaint.

Green Dot developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the board.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the our UCP complaint procedures set forth in this document:

- (a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
- (b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.
- (c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

The School's Responsibilities

The School shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. The School shall investigate and seek to resolve, in accordance with the its approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented that are subject to the UCP.

The UCP Annual Notice

The School disseminates on an annual basis the UCP Annual Notice which is a written notice of the approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties .

This notice may be made available on the School website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate.

Filing UCP Complaints

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints, which is the Principal of the School, whose contact information can be found on the School website. Should a UCP complaint be filed against the Principal, the compliance officer for that case shall be the Green Dot Chief Academic Officer: Annette Gonzalez, angonzalez@greendot.org or 323-565-1600.

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of the School or the superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

Investigating UCP Complaints

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. The School provides an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the School to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation, and/or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

UCP Complaint Resolution

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:
 - for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
 - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
 - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

UCP Complaint Appeal Process

An appeal is a written and signed request by the complainant to the CDE seeking review of an Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- The School failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the Investigation Report.

III.C. Whistleblower Policy

Green Dot requires its Board of Directors, Board designees, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. As Green Dot representatives, such individuals must comply with all applicable laws, regulations, and Green Dot policies and procedures. The purpose of this policy is to maintain an ethical and open work environment, and to encourage and enable directors, officers, employees, and volunteers to raise serious concerns about the occurrence of illegal or unethical actions before turning to outside parties for resolution.

All Green Dot Board of Directors members, Board designees, employees, and volunteers are responsible for reporting any action or suspected action taken within Green Dot that is illegal, unethical, or violates any adopted Green Dot policy or procedure. Anyone reporting a violation must act in good faith, without malice to Green Dot or any individual, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who, in good faith, reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or an adverse employment action.

All Green Dot Board of Directors members, Board designees, employees, or volunteers who desire to make a report should provide a clear and concise statement of the alleged improper act and what evidence exists to confirm the claimant's statement. The report should be made to Green Dot's Human Resources Department or other appropriate manager. The report and identity of the claimant shall remain confidential to the extent possible. Whistleblowers should be cautioned that their identity may become known for reasons outside the control of Green Dot.

Upon receiving a report, and prior to any such potential investigation, Green Dot will evaluate the report to determine whether it has enough potential merit to warrant an investigation. Depending upon Green Dots' initial findings, Green Dot may conduct an investigation into the facts alleged in the complaint to determine whether an act occurred that violates applicable laws, regulations, and/or Green Dot policies and procedures.

III.D. Internal Complaint Policy

Sections III.A. and III.B. states the policy and complaint process for complaints relating to Green Dot's Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation. For all other complaints, the internal complaint policy stated in this Section III.D. applies.

Green Dot believes that if an employee has a question, suggestion, or complaint, the employee should first discuss this with their immediate supervisor if possible. If the issue is not resolved, or if the employee is uncomfortable discussing the issue with their immediate supervisor, the employee may present the problem to Green Dot's Human Resources Department at ca.hr@greendot.org. Information obtained from complainants will remain as confidential as possible and appropriate, but absolute confidentiality cannot be assured. Complainants are protected against retaliation as a result of the filing of any complaints or participation in any complaint process. Ultimately, it's Green Dot's goal to identify a reasonable solution in accordance with the policy and the context of the situation.

The following procedure does not guarantee that every issue will be resolved to each employee's satisfaction. However, Green Dot values its employees' observations and encourages its employees to raise issues of concern, in good faith, without the fear of retaliation (in conjunction with Green Dot's Whistleblower Policy).

Notification

This policy is intended to address complaints filed by employees with the employee's supervisor or Green Dot's Human Resources Department.

Procedures

Depending on the nature of the complaint, the complainant will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, including any that may be required by any applicable collective bargaining agreement, Green Dot shall encourage, and shall assist, the complainant to seek an informal resolution of the issues. If this is not possible due to the nature of the complaint or if informal resolution has been unsuccessfully attempted, Green Dot shall undertake a responsible inquiry into the complaint to ensure it is reasonably and swiftly addressed. Green Dot will obtain a written statement from the complainant.

If the complainant files a written complaint and no other policy or procedure is applicable, the Principal (or designee) or Human Resources Department, and Chief Executive Officer (or designee), shall abide by the following process:

- After receipt of the complaint, Green Dot shall investigate the matter by speaking with the parties identified in the complaint and ascertain the facts relating to the issue/dispute and the positions of all parties.
- In the event that Green Dot finds that a complaint is valid, appropriate disciplinary action may be taken. As appropriate, Green Dot may also simply instruct employees regarding their conduct without initiating disciplinary measures.
- In the event that Green Dot finds that the complaint would best be resolved through a meeting of all parties, such a meeting shall be called and the Chief Executive Officer (or designee) shall attempt to mediate the dispute among the parties. In the event that mediation is not appropriate or the mediation is unsuccessful, the Chief Executive Officer (or designee) shall respond to the complaint and provide all parties with a written statement indicating Green Dot's findings and resolution of the complaint.

Green Dot's decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the Green Dot entity by which the complainant is employed. In the event a party wishes to appeal the decision, they shall submit a written request for the Board of Directors to hear the appeal to the Chair of the Board of Directors within five (5) business days of Green Dot's decision. The Chair of the Board of Directors shall schedule a hearing before an ad hoc committee, or otherwise appropriate committee, of the Board of Directors, which may review and modify the decision as it deems appropriate. Such proceedings shall typically be conducted in closed session due to the potential for disciplinary action to be taken against an employee, unless the employee requests otherwise, or there is no potential for disciplinary action to be taken. The decision of the Board of Directors shall be final.

III.E. Child Abuse Reporting (Mandated Reporting)

Green Dot is committed to the well-being and safety of its students. Green Dot recognizes that child abuse and neglect has severe consequences and that it has a responsibility, in alignment with applicable law, to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. Although all Green Dot employees may not be mandated reporters, as defined by law and administrative regulation, this policy applies to all Green Dot employees, including part-time, temporary, and seasonal employees whose employment exceeds six weeks from the first date of paid service. Volunteers, unless required by law, are not required to adhere to this policy, but Green Dot may make available training regarding the reporting duties of mandated reporters to volunteers whose duties require continued direct contact or supervision of children.

Employees to whom this policy applies are obligated to report all known or suspected incidents of child abuse and neglect. Such employees shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

All Green Dot employees are required to participate in training within the first six (6) weeks of employment and on an annual basis for the length of their employment thereafter. However, a lack of training does not excuse any mandated reporter from any applicable duty under law to report suspected child abuse and neglect. Failure to complete the training by the due date may result in disciplinary action, up to and including termination.

1. Child Abuse Reporting Procedures

An employee suspecting child abuse/neglect must immediately, or as soon as practically possible, report such suspicions to an appropriate child protective agency or the local law enforcement department serving the school per applicable state law. The employee will also inform their supervisor.

2. Prohibited Actions

- Never contact the child's or the alleged perpetrator's parent/guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- Never conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- No removal or arranging of any clothing is permitted to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil.

3. Consequences for False Reporting/Failure to Report

- A violation of Green Dot policies may result in disciplinary action, up to and including termination.

- Generally, school employees are immune from civil and criminal liability when reporting suspected child abuse in accordance with applicable law.
- A violation of the law (e.g., making a false report) and/or failure to report suspected child abuse varies from state to state but may include a misdemeanor, imprisonment, and/or a monetary fine.

4. California Mandated Reporting Procedures and Reporting Agencies

Child abuse or neglect includes the following (Cal. Pen. Code §§ 11165.5 and 11165.6):

1. A physical injury or death inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in California Penal Code § 11165.1.
3. Neglect of a child as defined in California Penal Code § 11165.2
4. Willful harming or injuring of a child or endangering of the person or health of a child as defined in California Penal Code § 11165.3.
5. Unlawful corporal punishment or injury as defined in California Penal Code § 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors. (Cal. Pen. Code §§ 11165.6.)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment. (Cal. Pen. Code §§ 11165.6.)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Cal. Ed. Code § 44807.)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Cal. Ed. Code § 49001.)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Cal. Ed. Code § 49001.)

A mandated reporter shall make a report using the procedures provided below whenever, in their professional capacity or within the scope of their employment, they have knowledge of or observe a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Cal. Pen. Code § 11166.)

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Cal. Pen. Code § 11166.)

When two (2) or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Cal. Pen. Code § 11166.)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Cal. Pen. Code § 11166.)

5. Child Abuse Reporting Agencies and Procedures

- Department of Children and Family Services (“DCFS”) – (800) 540-4000
- Los Angeles Police Department – Child Abuse Unit – (213) 486-0530
- Los Angeles County Sheriff’s Department – (323) 267-4800
- City Police Department serving the school

Within thirty-six (36) hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Cal. Pen. Code §§ 11166 and 11168.)

The mandated reporter shall not be required to disclose their identity to their supervisor, the Principal, or Area Superintendent or designee. (Cal. Pen. Code § 11166.)

6. Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Cal. Pen. Code § 11174.3.)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in California Penal Code section 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Cal. Pen. Code § 11174.3.)

7. Notifications

Green Dot shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under California Penal Code § 11166, and their confidentiality rights under California Penal Code § 11167. Green Dot also shall provide these new employees with a copy of California Penal Code §§ 11165.7, 11166, and 11167. (Cal. Pen. Code §§ 11165.7 and 11166.5.)

Before beginning employment, any person who will be a mandated reporter by virtue of their position shall sign a statement indicating that they have knowledge of the reporting obligations under California Penal Code

§ 11166 and will comply with those provisions. The signed statement shall be retained by Green Dot's Human Resources Department. (Cal. Pen. Code § 11166.5.)

Green Dot also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of their professional capacity or outside the scope of their employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that they knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Cal. Pen. Code § 11172.)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, they may be guilty of a crime punishable by a fine and/or imprisonment. (Cal. Pen. Code § 11166.)
3. No employee shall be subject to any sanction by Green Dot for making a report. (Cal. Pen. Code § 11166.)

IV. BUSINESS ETHICS AND STANDARDS OF CONDUCT

IV.A. Code of Conduct

The following conduct is prohibited and will not be tolerated by Green Dot. This list of prohibited conduct is illustrative and non-exhaustive, and applies to all employees of Green Dot; other types of conduct that threaten security, personal safety, student and employee welfare and Green Dot operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees. If an employee is working under an applicable bargaining agreement which grants procedural rights prior to termination, the procedural terms in the collective bargaining agreement shall apply.

- Poor or unsatisfactory performance.
- Failing to respond in a timely manner to communications received in the ordinary course of business.
- Discourteous or disrespectful treatment of others, including Green Dot employees, parents, students or stakeholders (ex. bullying, harassment, intimidation).
- Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
- Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
- Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on Green Dot property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
- Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of Green Dot property.
- Fighting or instigating a fight on Green Dot premises.
- Violations of the drug and alcohol policy.
- Using or possessing firearms, weapons or explosives of any kind on Green Dot premises, unless otherwise allowed by applicable law.
- Gambling on Green Dot premises.
- Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
- Recording or falsifying time recordkeeping of another employee. Permitting or arranging for another employee to falsify your own time record.
- Use of profane, abusive or threatening language in conversations with other employees, parents, students, or stakeholders and/or intimidating or interfering with other employees.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls, or emails for personal emails.
- Unauthorized use of Green Dot equipment, time, materials, or facilities.
- Unprofessional conduct.
- Violating any safety, health, security, or School policy, rule, or procedure, or engaging in any conduct which risks injury to the employee or others.
- Engaging in conduct which constitutes a material conflict of interest.
- Excessive absenteeism or tardiness excused or unexcused.

- Posting any notices on Green Dot premises without prior written approval of management, unless posting is on a Green Dot bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Violations of the unlawful harassment, discrimination, or retaliation policy.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Sleeping during work hours.
- Release of confidential information without authorization.
- Any other conduct, whether during work hours or not during work hours, that is detrimental to other employees or Green Dot's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to maintain appropriate credential(s) required for the position.
- Abandonment of position.

IV.B. Alcohol, Smoking, Drug, and Search Policy

Smoke-Free Workplace

In compliance with applicable law, Green Dot prohibits smoking, which includes vaping, in the workplace. Additional requirements dictate that Green Dot school grounds remain entirely smoke-free environments. For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs, and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "Land" includes parking lots, sports fields, playgrounds and quads. Any violation or disputes arising under this policy should be reported to Green Dot's Human Resources Department.

Alcohol and Drug-Free Workplace

Green Dot desires to maintain a working environment that is free of the problems associated with the abuse and/or inappropriate use of controlled substances listed in Schedules I through V of § 202 of the Federal Controlled Substances Act, 21 U.S.C. § 812 ("Controlled Substances"), intoxicants, or alcohol. The abuse and/or inappropriate use of controlled substances, intoxicants, or alcohol is inconsistent with the behavior expected of employees or others on Green Dot property and subjects the organization and employees to unacceptable risks of workplace accidents and other events that undermine Green Dot's ability to operate effectively and safely.

Therefore, no employee may use, possess, distribute, sell, transport, solicit, or be under the influence of alcohol, or Controlled Substances during work hours, while on Green Dot premises, and/or while conducting business-related activities anywhere. Consumption of alcohol during working hours is prohibited.

If management reasonably suspects that any associate is under the influence of alcohol or a Controlled Substance while at work (e.g., exhibiting bleary eyes, staggering, slurred speech, smell of alcohol), or that an employee is otherwise violating this policy, the employee may be required to undergo and pass a drug or alcohol screening before being allowed to return to work, subject to applicable law.

Any employee who is taking a prescribed medication that may adversely affect the ability to perform assigned duties safely must inform Green Dot's Human Resources Department. Employees will not be required to disclose the name of the medication or the medical reasons for taking the medication. If there is any question concerning the ability to perform assigned duties safely, the employee will be assigned other work, if, in the sole discretion of management, such duties are appropriate and available, or you will be sent home. Green Dot will comply with all reasonable accommodation requirements.

Search Policy

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, Green Dot reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. Green Dot may search the employee, the employee's personal items, and work areas including school-owned technology resources, lockers, and private vehicles parked on school premises or work sites or used in school business, as permitted by applicable law.

Employee Assistance Program

When it is determined that an employee is suffering from an alcohol or drug abuse problem, efforts will be made to assist the employee using available resources. Any Green Dot efforts to assist employees do not, however, otherwise preclude Green Dot from administering discipline to employees who are found to be in violation of this Alcohol and Drug-Free Workplace Policy, up to and including termination from employment. In addition to overall support for personal and professional matters, Green Dot's Employee Assistance Program ("EAP") offers assistance with drug/alcohol related problems in finding effective treatment. Employees with such problems are encouraged to voluntarily seek assistance under the EAP or other available programs. In certain circumstances, Green Dot may make a referral to its EAP, or similar mental health or addiction counseling provider, as a condition of their continued employment.

Should an employee wish to utilize EAP's services, they can contact a Resource Advisor by visiting the Green Dot benefits website at www.mygreendotbenefits.com.

Notification of Conviction for Drug-Related Offense

Employees who are convicted of drug-related violations under either state or federal law which occurred on Green Dot property or during working hours, or who have plead guilty to any such violation must, in writing, notify Green Dot's Human Resources Department within five (5) days of such conviction or guilty plea. Any employee who fails to give such written notice within the five (5) day period may be terminated.

Protection for Disabled Persons

Employees with past substance abuse may be deemed to be a disabled individual under the Americans with Disabilities Act ("ADA") and/or applicable state laws. In addition, where an employee successfully completes a rehabilitation program as required by this Alcohol and Drug-Free Workplace Policy, the employee may also be considered a disabled person for purposes of these same federal and state laws. Under these circumstances, the applicant/employee will be afforded all rights and protections of the ADA and pertinent state law. Whether an individual is disabled within the meaning of controlling federal or state laws and, if so, the protections to which they are entitled are technical questions which must be answered on the basis of the facts in each,

individual instance. An individual who has a past history of drug use and/or alcohol abuse cannot be denied a job on that basis alone.

Accommodation for Alcohol or Drug Treatment or Rehabilitation

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

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

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Green Dot's Human Resources Department.

Green Dot will not discriminate against a person in hiring, terminating or imposing any term or condition of employment or otherwise penalize a person based on either: (1) the person's status as a medical-marijuana cardholder; or (2) a positive drug test for marijuana components or metabolites for an employee who is a registered medical-marijuana cardholder, unless the employee used, possessed or was impaired by marijuana on Green Dot's premises or during working hours. Possessing a medical-marijuana card does not provide the employee an opportunity to use marijuana on Green Dot's premises, during work hours or to be impaired during the performance of duties.

IV.C. Professional Boundaries: Staff/Student Interaction Policy

Green Dot recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest learning environment possible.

Professional Boundaries

This policy is intended to guide all Green Dot employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees who interact with students and to specify the boundaries between students and staff. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Although this policy gives specific, clear direction, it is each employee's obligation to avoid situations that could raise concerns with parents, students, colleagues, or school leaders. One viable standard that can be quickly applied is for the individual to ask themselves, "Would I be engaged in this conduct if my family or colleagues were standing next to me?" Some activities may seem innocent from an employee's perspective, but can be perceived as inappropriate from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, a breach of the professional boundaries that Green Dot employees are obligated to maintain. Employees must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes.

Examples

Examples of Unacceptable Behaviors (Violations of This Policy) Absent Extraordinary Circumstances (e.g., a familial relationship)

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation, including hugging a student.
- Intentionally being alone with a student away from the school.
- Cursing or making or participating in inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Failing to intervene when students curse or make inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Seeking emotional involvement with a student for your benefit, including involving students in adult issues.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- Allowing students in your home.
- Sending emails, text messages, posts, or letters to students if the content is not about school activities.
- Giving students a ride to/from school or school activities.
- Being alone in a room with a student at school with the door closed.
- Remarks about the physical attributes or development of anyone.
- Excessive attention toward a particular student.

Examples of Acceptable and Recommended Behaviors

- Getting school and parental written consent for any after-school activity.
- Obtaining formal approval (using the Green Dot Transportation Policy and Guidelines) to take students off school property for activities such as field trips or competitions.
- E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- Keeping the door open when alone with a student.
- Keeping reasonable space between you and your students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if conflict arises with the student.
- Informing your principal about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.

- Pats on the back, high fives and handshakes are acceptable, unless the student shows indications that it is not.
- Keeping your professional conduct a high priority.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, they must immediately report the matter to the school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and report the situation thoroughly. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual or other abuse.

Use of Electronic Media by Staff to Communicate with Students

Although Green Dot employees enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at Green Dot. Knowing participation by Green Dot employees with students in social media (e.g., Facebook, Snapchat, Twitter, Instagram, video games) or other similar means can lead to violations of the following that may result in disciplinary action, up to and including termination from employment from Green Dot:

- Use of personal technology for non-Green Dot business should be limited to off-duty time and designated breaks.
- Any participation by any Green Dot employee with students, including through the use of electronic media or technology, should always be limited to school business.
- Green Dot employees must maintain a clear distinction between their personal social media use and any Green Dot-related social media sites.
- Green Dot employees' social networking profiles, personal blogs, or other personal online platforms should not be linked to Green Dot students' online profiles.
- Green Dot employees shall not invite students to join social networks unless authorized by Green Dot.
- When in doubt about contacting a Green Dot student during off-duty hours using either Green Dot-owned communication devices, network services, and Internet access route or those of the employee, employees must begin by contacting the student's parent(s) or legal guardian(s) through their phone number registered with Green Dot.

Green Dot employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to Green Dot students. Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor.

IV.D. Dress Code

A large part of the image that Green Dot's schools project to the public, clients, visitors, and vendors is through its employees. Green Dot does not have an explicit dress code; however, it asks all employees to dress appropriately.

Employees must use good judgment in determining what types of clothing are considered appropriate attire. Clothing should be professional, clean and neat in appearance at all times. Make-up, grooming, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming, hygiene and clothing should not distract from the learning or working environment, nor should it offend reasonable sensibilities of students, parents, or other staff members. Green Dot will take appropriate and reasonable measures to accommodate all employee requests relating to dress code issues, including requests for religious, gender identity, disability and medical reasons. Any request for accommodation relating to the dress code should be directed in advance to Human Resources. If an employee believes these guidelines are implemented in a discriminatory manner, the employee may immediately report the matter to Human Resources.

IV.E. Public Relations Policy

Green Dot believes in freedom of the press and does not have an explicit policy on how its employees should interact with the media. If you receive a request from the media, employees are asked to refer the matter to Green Dot's Director of Communications, School Principal, or Chief Executive Officer for guidance. Green Dot requires its employees to not make statements or representations on behalf of Green Dot or any of its schools without Green Dot's advance written consent. Furthermore, employees are expected to use their best judgment if authorized to speak with the media and are to be aware that their statements may be construed as not just representing themselves, but the entire Green Dot organization.

IV.F. Proprietary and Confidential Information

Green Dot protects the private information of its students, its staff, and their families. This includes, but is not limited to, information found in student lists, student cumulative files, student health files, student individualized education programs, personnel files, and computer records. In addition, federal law prohibits student information from being disseminated except under certain limited conditions. (FERPA, 20 U.S.C. §1232g, 34 CFR Part 99).

Employee personal information is also confidential and may not be discussed with anyone other than the employee's supervisor or Green Dot's Human Capital or Human Resources Departments.

Other records not subject to public disclosure pursuant to any applicable law shall not be shared. If an employee is unsure of the proprietary or confidential nature of information, they are encouraged to consult their supervisor or a member of Green Dot's Human Resources Department. Green Dot employees may be subject to disciplinary action, up to and including termination, for violating this section.

With the exception of the above, Green Dot feels that sharing knowledge with other charter organizations, school districts, and other parties interested in the greater good is central to its goal of widespread educational reform and to its responsibilities as a not-for-profit organization that receives charitable and public funds. Green Dot has often shared its documents, policies, processes, and best practices with other organizations. The generosity of others helped Green Dot become what it is today, and this spirit of openness is at the core of Green Dot.

IV.G. Telecommuting

Purpose

The purpose of this Telecommuting Policy is to further Green Dot's commitment to a collaborative and positive work environment by allowing a Home Office employee to telecommute, on occasion or on an ongoing basis,

when authorized, in writing, by her/his immediate supervisor for the best interests of Green Dot and the employee. Green Dot highly values in-person communication and interaction, but also supports approved telecommuting to improve productivity and workplace flexibility, and to attract and retain a diverse and talented workforce.

Green Dot provides a generous amount of paid time off (“PTO”) and paid holidays as part of its benefits package. Green Dot strongly encourages its Home Office employees to use PTO as a means to attend to personal matters or vacation.

Application

Green Dot employees generally are required to work in Green Dot offices. However, an employee’s immediate supervisor may allow the employee to telecommute, on occasion or on an ongoing basis, for the best interests of Green Dot and the employee. Consistent with Green Dot’s equal-employment and nondiscrimination policies, any immediate supervisor determining whether to authorize a telecommuting request shall consider the following criteria on an objective basis to the greatest extent possible:

- the reason(s) for the request to telecommute;
- the nature of the employee’s job duties and/or work to be performed while telecommuting;
- the employee’s historical and recent job performance;
- the potential impact on other team members and Green Dot’s collaborative culture;
- the potential impact on productivity; and
- the frequency/length of the request.

To authorize an employee to telecommute on an ongoing basis, the employee’s supervisor, in collaboration with the department head (Director or above), shall also take into account the following to determine whether the telecommuting request is approved:

- the requesting employee must have been employed by Green Dot for at least two years;
- the requesting employee must have satisfactory overall job performance standards based upon Green Dot’s Home Office Employee Competency Framework and Rubric;
- the requesting employee must be considered to be a hard-to-replace employee given the nature of the role, employee’s experience/knowledge, timing of the transition, and other relevant factors;
- how often the remote employee must report to work at the Home Office; and
- whether certain costs (travel, benefits, or other) will be covered by Green Dot or the employee.

Any employee who is authorized to telecommute (on occasion or ongoing) must adhere to the following:

- Prior written authorization must be provided by the employee’s immediate supervisor.
- A telecommuting employee must be available and able to perform her/his regular job duties in a timely manner and be accessible to her/his colleagues by means of communication regularly suited for her/his position, unless specific arrangements are made in advance with the employee’s immediate supervisor.
- A telecommuting employee must work from home or in an approved remote location. Telecommuting employees are prohibited from changing their residency to a location outside of the state of original employment.
- A telecommuting employee must work in an environment suitable to conduct ordinary job duties, including, but not limited to, participating in meetings without interruption or audible disturbances.

Those employees who are approved to voluntarily telecommute are responsible for providing secure internet connection for work-related business. They may connect their work issued computer and phone to a personal

home internet connection. Telecommuting employees are expected to use their work issued computer for remote work to protect against cybersecurity threats and to maintain confidentiality of Green Dot data. Personal computer use for work related purposes should be reserved only in an emergency in which work issued computers are not functioning. Telecommuting employees must report any work issued computer problems to nerdfone@greendot.org within 24 hours of discovering the issue, or as soon as practicably possible.

Telecommuting employees who are not exempt from the overtime requirements of applicable law must record all hours worked in a manner consistent with regular Green Dot practices or as designated in advance by the employee's immediate supervisor. All overtime policies and procedures described in this Employee Handbook shall apply to this Telecommuting Policy, including, but not limited to, receiving advance approval by the employee's immediate supervisor for hours worked in excess of those specified per day and per work week, in accordance with applicable law.

Telecommuting employees are subject to the same Green Dot policies described in this Employee Handbook regarding the use of Green Dot property/equipment and services while working from a Green Dot location. Telecommuting employees must maintain appropriate care and security of any and all Green Dot property/equipment used while telecommuting.

Telecommuting employees will be covered by workers' compensation for all job-related injuries occurring while telecommuting during their defined work period. Green Dot is not responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working while telecommuting. Workers' compensation will not apply to non-job-related injuries that occur while telecommuting. Telecommuting employees also remain responsible for injuries to third parties and/or members of the employee's family on the employee's premises or otherwise. Green Dot will not be responsible for injuries to third parties or members of a telecommuting employee's family that occur on the employee's premises or otherwise. In the event of a job-related incident, accident, or injury during telecommuting hours, the employee shall report the incident to their immediate supervisor as soon as practicable, and follow established procedures to report and investigate workplace incidents, accidents, or injuries. The employee must allow inspections of the telecommuting workplace conducted by Green Dot or its agent if a job-related incident, accident, or injury has occurred.

Outside Employment:

Employees are permitted to work a second job as long as it does not interfere with their job performance with Green Dot. Employees with a second job are expected to work their assigned schedules at Green Dot. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

IV.H. Student Transportation Policy and Guidelines

Green Dot is committed to transporting students safely and recognizes that, in addition to general busing of students by Green Dot approved licensed bus drivers, situations arise that require student transportation by the authorized staff of Green Dot. Such situations include, but are not limited to, transportation of students for:

- Green Dot or school-sponsored field trips, excursions, or other extracurricular activities (e.g., athletic practices and competitions); and
- Compelling circumstances (e.g., an emergency situation reasonably requiring action to help ensure student safety and/or health). Should compelling circumstances exist, an employee of Green Dot and/or its schools shall: (1) attempt to contact the student's parent or guardian for permission to transport a Green Dot student in their personal vehicle; and (2) receive permission from the school principal or designee to transport a Green Dot student in their personal vehicle.

Without preventative measures, certain situations may expose Green Dot to potential legal liability.

Employees of Green Dot shall not transport students in their personal vehicles unless, prior to driving students, the:

- **Student's parent/guardian has completed the *Transportation Permission and Release of Liability Form* and returned it to the student's school of attendance; and**
- **Driver has completed the *Employee Driver Agreement*, which has been approved by an administrator at the employee's assigned school. (The driver shall follow all instructions delineated in the *Employee Driver Agreement* to obtain permission to transport a Green Dot student and adhere to all terms contained therein.)**

To determine quickly whether a student is permitted to be transported by a Green Dot employee, and whether a potential driver is authorized to transport a Green Dot student, the completed *Transportation Permission and Release of Liability Form*, and the *Employee Driver Agreement* shall be kept on file at the student's school of attendance and the employee's assigned school, respectively.

IV.I. Violence Prevention Policy

Green Dot is committed to providing a safe environment for its employees and students. Violent behavior, threats of violence, or physical intimidation will not be tolerated in Green Dot's workplace. Green Dot has numerous safety procedures in place, including sign-in procedures requiring visitors to sign in and out at the schools.

Green Dot recognizes that workplace violence is a growing concern at schools and offices across the country. Therefore, Green Dot is committed to providing a safe, violence-free workplace and school environment. In this regard, Green Dot strictly prohibits employees, students, volunteers, parents, consultants, customers, visitors, stakeholders, or anyone else on Green Dot premises or engaging in a Green Dot-related activity from behaving in a violent or threatening manner. Moreover, as part of this violence prevention policy, Green Dot seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Any employee who witnesses or is the recipient of violent behavior must promptly inform their supervisor, manager, Green Dot's Human Resources Department, or dial 911 in the event of an emergency. All threats will be promptly investigated by Green Dot's Human Resources Department or designee and appropriate remedial action will be taken. No employee will be subject to retaliation, intimidation, or discipline as a result making a good-faith report pursuant to this Violence Prevention Policy. Depending on the circumstances, Green Dot may be obligated to report incidents to external agencies (e.g., law enforcement). Green Dot's policy is to comply fully with its reporting obligations in all cases.

Any individual engaging in violence against Green Dot's employees or its property may be prosecuted to the full extent of the law. Any such act or threatening behavior may result in disciplinary action, up to and including termination.

V. FINANCE AND ACCOUNTING POLICIES

V.A. Payroll

Green Dot's pay periods run from the 1st to the 15th of each month and the 16th to the end of each month. Paychecks are issued semi-monthly on the 10th and 25th of each month unless those days fall on a weekend or holiday, in which case checks will be distributed on the preceding business day. All employee payroll amounts are calculated based upon approved rates included in the employee's personnel file. Any changes to pay rates or benefits must be properly initiated and authorized using the designated process in Green Dot's Human Resources Information System ("HRIS", e.g., Workday).

If for any reason, an employee receives the incorrect amount of pay, Green Dot will handle each situation as follows:

- If an employee is materially underpaid (i.e., gross adjustment due is in the amount of \$100 or more) due to erroneous processing by Payroll or due to submission of incorrect information by managers/administrators, then a manual check will be issued as soon as possible.
- If an employee is overpaid due to erroneous processing by Payroll or due to submission of incorrect information by the employee/managers/administrators, then a repayment arrangement will be negotiated with that employee to repay the overpayment to Green Dot. The employee will agree, in writing (e-mail is acceptable), that deductions from future pay checks meet with their approval. Repayments to Green Dot should be completed by the end of the fiscal year. An employee's refusal to comply with this policy may result in disciplinary action, up to and including termination. Any employee who believes that they have been paid incorrectly must notify Human Resources immediately.

Direct Deposit

All Green Dot employees are encouraged to sign up for direct deposit and can do so on their own throughout their employment via Green Dot's HRIS, Workday.

Payroll Deductions

In compliance with applicable law, Green Dot will make only required or authorized deductions from employees' wages. The following deductions, if applicable, will be made from employees' gross wage payments:

- Deductions to pay the employee portion of local, state and federal taxes.
- Deductions required pursuant to a withholding order for support, an earnings assignment order, an earnings withholding order or other similar court order.
- Deductions required pursuant to a wage garnishment order.
- Other deductions authorized in writing by the employee, including but not limited to deductions to cover insurance premiums or payments for other employee benefits.

All deductions will be itemized on employees' paycheck stubs. Employees with questions regarding any deductions taken from their paychecks should immediately contact Green Dot's Payroll Manager. Generally, optional deductions, if any, may only be made from pay so long as the resulting wage does not fall below the FMLA minimum wage.

All Green Dot employees are subject to normal state and federal pay deductions (e.g. taxes, social security, Medicare) per applicable law. Please see Payroll and Benefit Parameters set by the United States Internal Revenue Service (“IRS”) and your state of employment for the most recent calendar year for further details.

Additional payroll deductions (e.g., retirement, benefits) may be withheld and deposited in a timely manner, if applicable.

Arrears

In the event an employee has a scheduled deduction, but does not receive a paycheck in an amount to cover the deduction, the deduction will accumulate. Such accumulated balance, which shall be made available to review by the employee in Green Dot’s HRIS, will be deducted from the employee’s immediately following paycheck(s), in full, until the accumulated balance equals zero (\$0.00). All normal deductions will also occur in addition to the deductions of the accumulated balance. Upon an employee’s termination from employment with Green Dot, the full balance of the accumulated balance will be deducted from their final paycheck and any shortfall will be paid by the employee to Green Dot. Additionally, deductions for health benefits that result in the employee earning less than minimum wage is allowable as long as the employee has voluntarily elected such benefits.

Time Entry for Hourly Employees

Hourly employees will log their worked time, including meal periods taken, by using the check in and check out feature in Workday. Hourly employees will attest that the hours logged through the check in/check out process are accurate and complete by using the submission process in Workday.

Hourly employees should clock in each day based on when they actually start working and clock out for meals or at the end of the day when they actually stop working. Hourly employees should have clearly defined start, end, and meal times defined with their supervisor. Should an hourly employee arrive early but is not actually performing work, or stays late but is not actually performing work, they should not be clocked in.

Submission of time is due on the 15th and the last day of each month. If the 15th or the last day of the month is not a business day, time may be submitted earlier, for example, the last day worked in the pay period. Supervisors will approve submitted time by the 1st and the 16th of each month. If the 1st or the 16th is not a business day, the approval is due the next business day. An hourly employee should inform their manager immediately if they missed a clock in or clock out time that needs to be updated in Workday so that hours worked are accurately reflected in Workday at all times and ready for submission at the end of the pay period. Repeated errors in time entry may result in disciplinary action, including and up to termination.

Request Time Off

Each employee is responsible for requesting their time off through Workday. Submitted time off is approved by the employee’s supervisor. Supervisors are responsible for ensuring that all time off is entered in Workday. If an employee does not enter their time off in Workday, the supervisor (or their designee for this process) may enter the employee’s time off in Workday. Time off will be submitted and approved by the 1st and 16th of each month. Please refer to the “Sick Leave and Paid Time Off” policy in this handbook for more details. Failure to report absences in Workday may result in disciplinary action, up to and including termination.

Stipends and bonuses

From time to time, a stipend may be offered to an employee for specific services rendered that fall outside their normal role and responsibilities. In addition, bonuses may be offered to recognize exemplary performance and/or provide incentives that are beneficial to the organization. Stipends and bonuses are subject to all state and federally required taxes and other deductions.

Stipends for Volunteers

Stipends may also be offered to eligible volunteers. To ensure volunteers receive their stipend, the required paperwork must be submitted to Human Resources (additional Volunteer forms and information can be found on Connect). Subsequently, Accounts Payable will process the stipend and provide it to the volunteer.

For employees whose positions are represented by an exclusive bargaining unit, please refer to the applicable collective bargaining agreement that may specify stipend allocations and amounts.

Overtime

Generally, teachers and administrators are exempt. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Non-exempt employees may be required to work beyond the regularly scheduled work day or work week as necessary. Only actual hours worked in a given work day or workweek can apply in calculating overtime for non-exempt employees. Green Dot provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal laws. All overtime work must be pre-approved by the employee's supervisor. If an employee works overtime without pre-approval, they will be compensated for that time in accordance with applicable law. However, they may be subject to discipline, up to and including termination.

For purposes of calculating hours worked and overtime pay, the Green Dot work week begins each Monday at 12:01 a.m. and ends on Sunday at midnight. The Green Dot work day begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later.

For employees subject to overtime, all hours worked in excess of eight (8) hours in one (1) work day or forty (40) hours in one (1) work week (Monday-Sunday) shall be treated as overtime. Compensation for hours in excess of forty (40) for the work week or in excess of eight (8) and not more than twelve (12) for the work day, and for the first eight (8) hours on the seventh (7th) consecutive day in one (1) workweek, shall be paid at a rate of one and one-half (1½) times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one (1) work day and in excess of eight (8) on the seventh consecutive work day of the work week shall be paid at double the regular rate of pay. For overtime purposes, holiday pay and paid time off are not considered hours worked during the work week. Please note, in accordance with applicable law, all employees have the right to one day of rest within a seven (7) day period.

On a monthly basis, Payroll data encompassing regular time and overtime incurred in the period is provided to the appropriate Home Office Budget Director/Manager or Home Office department head. The data is reviewed for reasonableness and discussed with appropriate administrators and department heads as necessary.

Meal and Rest Periods

It is important to Green Dot that all employees take daily rest time away from their work areas. Green Dot offers fully functional break rooms at each work site to allow a place for employees to rest and eat during their breaks. If an hourly employee is required to attend professional development or other work related function during a meal time that does not allow freedom to their own time, the employee should remain clocked in. If this is the case, supervisors should ensure they are still following the appropriate meal laws to provide the employee with any required meal breaks.

Per applicable law, any non-exempt employee is entitled to a ten (10)-minute rest period for every four (4) hours of work. Rest periods should be scheduled/taken toward the middle of the four (4) hour work period as practicable.

For shifts greater than five (5) hours, employees should take an uninterrupted thirty (30) minute meal period before the beginning of the 5th hour. For shifts greater than ten (10) hours, employees should take two (2) thirty (30) minute meal periods before the beginning of the 5th and 10th hours. Employees are allowed to leave the premises during the meal and rest period. Employees who work less than six (6) hours may voluntarily waive the meal period by executing a meal period waiver. Employees who work more than ten (10) hours but less than twelve (12) hours may voluntarily waive the second meal period if the first meal period was not already waived. Employees who voluntarily waive or delay a meal break will be required to inform their supervisor when this occurs.

Employees are expected to observe assigned working hours and the time allotted for meal and rest periods. During rest periods employees are relieved of all duties and may leave the premises.

Recording Meal and Rest Periods

All non-exempt employees must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." Such employees must report all work time accurately on their time record. If, for any reason, an employee is not provided a meal period in accordance with this "Meal and Rest Periods" policy, or if any such employee is in any way discouraged or impeded from taking their meal or rest periods or from taking the full amount of time allotted, the employee must immediately notify their supervisor, manager or Green Dot's Human Resources Department. Anytime that a meal period was missed that should have been provided (or any portion of a provided meal or rest period is worked), the employee must report to their immediate supervisor and document the reason for the missed meal or rest period or time worked.

Lactation Accommodation

Green Dot accommodates lactating employees by providing the use of a private room or other private location and a reasonable amount of break time for employees 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 non-exempt employee shall be unpaid and must be documented by the employee for time-tracking/payroll purposes.

Lactation rooms shall comply with the following requirements:

- The room or other location shall not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk.
- Be safe, clean, and free of hazardous materials as defined in California law.
- Contain a surface to place a breast pump and personal items, and contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Employees with private offices may use their offices to express breast milk as long as their office meets the requirements above. In addition, employee workspaces must be close in proximity to a sink with running water and a refrigerator or other cooling device suitable for storing milk.

Employees may request lactation accommodations by contacting their supervisor. Green Dot is obligated to respond to requests for lactation accommodations within a reasonable time. If Green Dot is unable to provide a break time or location accommodation that complies with this policy, it must provide a response to the employee in writing. Employees have a right to file a complaint with the Labor Commissioner for any violation of a lactation accommodation right guaranteed under the Labor Code of California.

Summer Savings –Transferring to a Non-Teaching Position

“Summer Savings” is a method by which teachers and counselors can receive 24 paychecks during a fiscal year by allowing Green Dot to withhold a portion of each paycheck during the 23 pay periods per fiscal year; the balance of which is paid to the teacher/counselor, in full, in July after the conclusion of the fiscal year in which the funds were withheld. Teachers who transfer to a non-teaching position (e.g., from a school to a Home Office) will receive a payout of any Summer Savings balance in their final paycheck before transferring to the new position.

V.B. Consultants and Independent Contractors

Independent contractors (as defined above in Section II. EMPLOYMENT CATEGORIES, CLASSIFICATIONS, AND REQUIREMENTS) and consultants are not entitled to any of the benefits that Green Dot provides its employees, including, but not limited to, workers' compensation, disability insurance, leaves of absence, vacation, or sick leave. Consultants and independent contractors are responsible for providing disability, workers' compensation, or other insurance as well as licenses, credentials, and permits usual or necessary for performing the applicable services.

Under no circumstances shall Green Dot be considered or interpreted to be a consultant's or an independent contractor's employer, partner, agent, or principal for any purpose.

Prior to services being rendered, Green Dot's Human Resources and Legal Departments must be contacted to develop a written agreement. The use of consultants and independent contractors is closely monitored to comply with applicable law. The drafting of all contracts for consultants and independent contractors should be based on the standard contract template provided by Green Dot's Legal Department. All contracts must be reviewed and approved by Green Dot's Legal Department before the execution of the contract to limit Green Dot's exposure to liability or legal action.

Additionally, independent contractors are required to follow the criminal background checks and tuberculosis testing requirements as outlined in this Handbook prior to completing the contracting process. Once cleared to begin work, independent contractors are required to submit written, detailed invoices for payments which are processed through the Green Dot's Accounts Payable Department.

Conflicts of Interest – Employee-Vendor Relationships

Green Dot adheres to its Conflict of Interest Code and/or Policy. Green Dot attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of Green Dot. Current Green Dot employees cannot sell goods or services as independent contractors to Green Dot. An employee-vendor relationship is any relationship between a Green Dot employee and a proposed vendor that might create a conflict of interest. An employee-vendor relationship exists when a family relationship exists between the person involved in the selection of the vendor and the proposed vendor. Examples of employee-vendor relationships include:

- A Green Dot employee acts as a vendor to sell goods or services to Green Dot.
- A Green Dot employee buys goods or services for Green Dot from a vendor who is a member of the employee's family.
- A Green Dot employee or member of their family owns or controls at least 10% of the business from which Green Dot purchases goods or services.

V.C. Acceptable Use of Public Funds

The term "public funds" is not limited to money, but includes anything of value belonging to an agency that accepts public funds such as equipment, supplies, compensated staff time, and use of telephones, computers, and fax machines and other equipment and resources.

Due to the receipt of public funds from various public sources, there is increased scrutiny over Green Dot's use of public funds. Green Dot adheres to applicable law regarding the use of public funds. Private funds commingled with public funds are considered public funds and must be spent in accordance with applicable law regarding allowable use of public funds.

Gifts of Public Funds

Using public funds for gifts of a personal nature is not allowed because they confer a tangible benefit to an individual. Except as explained below, gift certificates, flowers, and candy are most often viewed as personal as opposed to public in character and, therefore, should not be purchased with Green Dot funds. Gift certificates and gift cards are characterized as gifts of public funds and, therefore, are not allowed, except when purchasing gas cards for students designated as homeless under the McKinney-Vento Homeless Assistance Act (refer to "McKinney-Vento Program" below). However, gift certificates and gift cards originating directly from a donation from external vendors or individual contributors can be transferred by Green Dot administrators to employees for various organizational purposes. The employee is responsible for ensuring that the gift or benefit received is in accordance with the "Acceptance of Personal Gifts" section of this Handbook.

Staff appreciation meals are also considered a gift of public funds and, therefore, not allowed due to the fact that staff appreciation meals do not serve a direct and/or substantial public purpose. Note that meals served at professional development trainings are allowable. Employees must provide appropriate support or proof that a professional development session took place. Appropriate support includes, but is not limited to, an agenda, a brief description of the session, and list of participants.

Flowers may be used for awards ceremonies or as decorations for public events.

Additionally, Green Dot's funds shall not be used for donations to nonprofit organizations or students/families in need because they are considered a gift of public funds, no matter how worthy the cause. Green Dot's tax identification numbers allow donations to the schools to be tax-deductible, but once the funds are received,

they are commingled with other monies received for a variety of purposes. Sending a portion of the funds to another nonprofit agency constitutes a gift of public funds.

In general, fundraising that occurs should be for the benefit of the school and not for other organizations. However, a group of students or employees may organize a fundraiser to support a charity as long as the event is clearly identified as raising funds for that charity. All donations not going to Green Dot should be in the form of checks made payable to the charity and should be picked up by, or delivered to, the charity so that funds are not deposited into the Green Dot account (note – such donations are also not eligible for a tax exemption letter provided by Green Dot as Green Dot is not the recipient.). Green Dot resources should not be utilized to support outside charities and funds cannot flow through Green Dot.

Prizes and Awards

Students: To recognize student achievement, prizes and awards may be issued. Prizes and awards are gifts of tangible personal property presented to students in recognition of outstanding achievement in academic performance or other performance-related activities that involve a skill rather than luck, and are part of the educational experience. The prize or award cannot be cash or a cash equivalent (e.g., gift cards).

Employees: Awards may be issued to recognize employee achievement. An employee achievement award is an item of tangible personal property that must be awarded as part of a meaningful presentation. The prize or award cannot be cash or a cash equivalent. The award should be of a *de minimis* nature with a value of less than \$200 per employee and provided infrequently. On an annual basis, employee achievement awards may not exceed \$400 per employee. The purpose and description of the prize/award must be provided during the purchasing and payment process. Since monetary prizes and awards are not allowed, gift cards may not be purchased.

To award employees for exceptional contribution, Green Dot must find that the employee did one (1) or more of the following:

- Proposed procedures or ideas that thereafter are adopted and effectuated, and that resulted in eliminating or reducing expenditures or improving operations.
- Performed special acts or special services in the public interest.
- By their superior accomplishments, made exceptional contributions to the efficiency, economy, or other improvement in the operations of Green Dot.

Life transition events such as birthdays, weddings, holidays and other similar circumstances can happen to anyone and cannot be considered superior accomplishments, or merit an award.

Gas Card Purchases Under the McKinney-Vento Program

When a student qualifies as homeless under the McKinney-Vento Homeless Assistance Act, Green Dot will provide access to transportation to stay in a public school of origin or enroll in a neighborhood public school. The LEA may agree, determined on a case by case basis, to reimburse transportation between school and current residence at the state mileage reimbursement rate in lieu of Green Dot-provided transportation and may provide a gas card as reimbursement. The following is the procedure for gas card reimbursement for Green Dot students:

- The parent or guardian of a homeless student must complete and submit to Green Dot's Homeless Student Liaison a McKinney Vento Request for Student Transportation Form (located in Green Dot's Connect page).

- A Mileage Reimbursement Request (“Request”) form must be signed and completed by the parent or guardian, and submitted to Green Dot’s Homeless Student Liaison. The Request expires at the end of the current school year or at withdrawal from school. The Request must be approved by the Director of Finance and Operations and Green Dot’s Homeless Student Liaison (or equivalent position).
- If the request is approved, then each month the parent or guardian must complete and sign a Mileage and Attendance Monthly Form for verification and processing. The form must be sent to Green Dot’s Homeless Student Liaison within thirty (30) days of the last day of the month being requested or sooner.
- Green Dot’s Homeless Student Liaison shall reconcile the Mileage and Attendance Monthly Form against attendance in Green Dot’s electronic student information database (e.g., PowerSchool) to verify the dates of attendance and make any necessary corrections to the request.
- Green Dot’s Homeless Student Liaison shall submit the Mileage and Attendance Monthly Form to the School Operations Manager (or equivalent position) for processing. Where available, a “Fuel-Only” gas card is purchased in the nearest denomination needed for mileage reimbursement.
- Green Dot’s Homeless Student Liaison shall maintain a log that includes the date the “Fuel Only” Gas Card was issued and who received the “Fuel Only” Gas Card.
- If the student relocates to housing within the bus boundary, the previous arrangement for Mileage Reimbursement will end and alternate transportation will be provided.

V.D. Purchasing

Purchasing refers to the process of acquiring goods and services best suited for the specific needs of Green Dot. By creating purchase orders in Workday, Green Dot can purchase items/services to support the needs of students, staff, and class instruction. Textbooks, technology equipment, and furniture must be purchased centrally by the Home Office to adhere to required specifications and maintain appropriate asset tagging.

All new vendors must be properly setup in Workday prior to providing goods or services. The following checklist applies to all vendors, no matter the contract dollar amount, if any, or the number of times services will be provided.

Vendor Setup Checklist

- W-9 (all vendors)
- Vender Certification Form (all vendors)
- Certificate Of Insurance with Green Dot Public Schools California and Green Dot Public Schools National listed as “additional insured” (if providing a service; not required if only providing a product)
- Vaccination Policy Acknowledgment (all vendors who could ever provide a service on a site, including the Home Office, regardless of how the first buyer plans to use the vendor)
- Food Handler Certificate (if providing catering service, including food trucks and 1-time caterers)
- Include a comment in Workday with a brief description of the scope work, including if this vendor will ever be on campus or come into contact with students, even if just once

Signing Authority

Only specific employees are authorized to encumber financially and make representations on behalf of Green Dot. Those employees are responsible for making authorizations in accordance with policies applicable to the specific item being authorized. Please reference Green Dot’s *Finance and Accounting Policies and Procedures* for additional details. Categories of financial encumbrances include:

- Purchase Orders/Invoices;
- Expense Reimbursements;
- Green Dot Credit Card Transactions;
- Service Contracts (requires legal and procurement review prior to execution);
- Loans (requires legal and finance department review prior to execution); and
- Lease Agreements (requires legal and finance department review prior to execution).

Other types of documents requiring a signature may indirectly encumber Green Dot financially and should be reviewed by Green Dot’s Legal and Finance department if there is any uncertainty. Prior to any services being rendered or goods purchased, Green Dot’s Legal and Finance departments must be contacted, and all contracts must be reviewed and approved by the Legal department before the execution of the contract.

The limits in the chart below refer to amounts for each encumbrance. For example, if a contract encumbers the organization over five (5) years for \$12,000/year, the total amount is above \$50,000, therefore requiring a signature from the CEO. The amounts listed below refer to total encumbrance and exclude sales tax.

Position	Limits:
Board of Directors	\$500,000 and Above
Chief Executive Officer	Less than \$500,000**
Chief Academic Officer/Chief Business Officer	Less than \$50,000*
Director/Area Superintendent/ Area Operations and Finance Manager	Less than \$10,000
Principal	Less than \$5,000

****Requires a minimum of two (2) quotes or proposals obtained from qualified sources for goods and services greater than \$10,000 and less than \$50,000.***

*****Requires a minimum of three (3) quotes or proposals obtained from qualified sources for goods and services greater than \$50,000 and less than \$150,000; \$150,000 and above requires comprehensive requests for proposals that include clear, accurate descriptions of goods and/or services solicited, proposals must be publicized, and a formal method for their evaluation and selection must be followed for more than \$150,000.***

All grant applications and agreements must be signed by the CEO.

Employment Contracts

All employment contracts can only be signed by the CEO, with the exception of TPP Student Worker employment contracts which can be signed by the Special Education Transition Coordinator.

Employees who are not authorized to encumber and make representations on behalf of Green Dot who nevertheless do so may be subject to disciplinary action, up to and including termination.

Use of Credit Cards

This section is a brief summary of Green Dot's credit card policy. For the complete policy, please refer to the *Credit Card Reference Manual*, which can be downloaded from <http://connect.greendot.org/accounts-payable>).

Cardholder Agreement—all Green Dot credit card users must sign and date the *Cardholder Agreement*, which is located on page 3 of the *Credit Card Reference Manual*.

Credit cards will be issued only with the formal approval of the employee's manager and Green Dot's Chief Business Officer (or designee), with proper justification. The issuance of a credit card and the justification thereof should be based on functional considerations of transactional frequency and how many schools and departments the employee serves. The cost/benefit to Green Dot must be fully reviewed to ensure that no other method of payment is appropriate. Credit cards that are issued will be assigned to a specific Green Dot employee and should be used only for business-related expenditures.

On an annual basis, the Card Program Administrator and the Green Dot Chief Business Officer will review the list of cardholders to reevaluate the expense needs of the cardholder in the coming year. When the employee transfers to a different company or position, the cardholder will surrender their card.

To request for temporary credit limit increase, the request:

1. must be in writing, and must include proper justification;
2. must be approved by the cardholder's manager; and
3. will be effective for one month.

All Green Dot credit card charges must be supported by itemized receipts which detail the items purchased and reflect the amount of sale/use tax paid to the vendor. A list of attendees and a specific business purpose must also be included. If the expenditure is for professional development, an agenda will be provided.

On a monthly basis:

- Employees are required to reconcile their credit card statements to receipts and submit to their reviewer by the 8th of the month. A personal check for personal charges or missing receipts are due on the 13th of the month. Payment should be mailed to Green Dot's lockbox: Green Dot Public Schools National, P.O. Box 847148, Los Angeles, CA 90084-7148..
- The reviewer will check that the charges are supported by itemized receipt, reimbursement for personal charges are paid, and report noncompliance to the supervisor by the 13th of the month.
- The supervisor must approve the credit card expense report by the 17th of the month. A complete reconciliation must include the month's statement and receipts for all transactions. Failure to provide completed reconciliation for a month will result in suspension of cardholder's credit privileges.

Cardholders with any infraction for any three (3) months within a consecutive twelve (12) months rolling period will be subject to loss of eligibility of their credit card for twelve (12) months. Twelve (12) months means today and the prior three hundred sixty-five (365) days. Cardholders may request to have their card reinstated twelve months after their last infraction and after completing thirty (30) minutes of credit card training from the Accounts Payable Department.

The cardholder shall avoid using their Green Dot credit card for personal purchases.

Improper use of a Green Dot issued credit card will result in disciplinary action, up to and including termination.

V.E. Donations and Fundraising

In keeping with Green Dot's tax-exempt status, Green Dot focuses on grant writing and fundraising for Green Dot and its schools. However, Green Dot encourages schools and employees to obtain additional monetary and non-monetary donations through individual grants, personal relationships, and fundraising events which will benefit the school and organization.

Employees should check with their supervisor or department head prior to soliciting any donations or setting up any fundraisers to ensure compliance with local, state, and federal laws as well as Green Dot internal policies. Prospective donations from large organizations or individuals should be coordinated with Green Dot Public Schools National's ("GDPSN") Development Department prior to pursuing the donation.

Monetary Donations

A myriad of laws and regulations governing donations to charitable organizations, as well as rules related to using funds only in strict accordance with the donor's wishes, require the following:

- Solicitations of donations including school-site fundraising must be explicit as to the purpose(s) for which the funds are being sought.
- Donations exceeding \$25 must be acknowledged, in writing, and will be done so with GDPSN's Development Department.
- Under rare, applicable circumstances, separate restricted accounts will be required to ensure that donor funds are handled appropriately.
- All donor funds will be promptly recorded and then deposited into the applicable bank account.
- Employees responsible for monitoring donor funds will ensure that the funds are used strictly in accordance with the donor's understanding as to why the funds were raised and/or any specific written restrictions.
- Once a restriction has been fulfilled, any remaining funds will be returned to the donor(s), if required, or transferred to unrestricted funds for use in the support of Green Dot's mission.

If a potential donor wishes to make a financial gift to Green Dot, please check with your school principal and/or direct the donor to Green Dot's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate Green Dot entity should be listed as the recipient of the funds rather than the individual school, if applicable. Green Dot will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s). Below are all entities (with each corresponding federal employer identification number ("FEIN") operating under Green Dot's control or using Green Dot's academic and professional models:

- Delta Properties, Inc. (FEIN: 82-0212806);
- Green Dot Public Schools California (FEIN: 95-4679811);
- Green Dot Public Schools National (FEIN: 46-5740783);
- Green Dot Public Schools Southeast Texas (FEIN: 85-3396360);
- Green Dot Public Schools Tennessee (FEIN: 47-0970499); and
- United Parents and Students (FEIN: 81-3413763)

All payments should be made payable to the applicable entity. If the donation is for a specific school, the school to receive credit for the funds should be noted elsewhere on the documents (e.g., the memo area of the check) to ensure the donation is earmarked for the individual school and will be restricted to the specified use by the named school(s).

Donation of Assets

Green Dot recognizes the value of donated goods that may be offered on a sporadic basis without charge to the organization. All donated goods must be related to an educational function and must be approved by the Principal or Green Dot department head.

Acceptance of Goods:

- A description of the goods, including the value and contact information for the donor must be provided to Green Dot's Finance and Accounting Department upon acceptance.
- Technology equipment must meet the standards comparable to those already established by Green Dot. Please contact the Green Dot technology department prior to accepting any technology goods.
- Goods that will be attached to the building or grounds must be assessed by a member of the Green Dot Operations team prior to acceptance. These goods may create ongoing costs, therefore a thorough evaluation of such costs should be completed prior to acceptance (i.e. installation, electricity, maintenance)
- Acceptance of goods shall be made without any reciprocating commitment by any employee on behalf of Green Dot
- Green Dot may request evidence of ownership of any good prior to acceptance
- All goods donated shall be accepted solely for benefit of students and not for any salary, benefit and/or stipend

Use of Goods: All donated goods shall be considered property of Green Dot. Employees who receive donated goods must leave those items with the school if they leave Green Dot, unless otherwise stated, in writing, by the donor. Such instructions must be provided at the time of donation.

Green Dot will not perform an appraisal and will not place any value for donated goods on behalf of the donor. The donor shall be responsible for obtaining their own appraisals for tax purposes along with any fees or other expenses as may be related to such appraisal.

Green Dot may decline an offer for goods if it is deemed not to be in the best interest of Green Dot. Grounds for declining goods may include, but is not limited to:

- Technology or other goods that do not meet the Green Dot required minimum standards
- An offer that would initiate an additional expense for service or ongoing maintenance
- An offer that would create unreasonable inequity in to a specific segment of the student population

Any uncertainty as to whether a donated good falls under the acceptable Green Dot policy should be geared towards the applicable Green Dot department head or the Green Dot Finance and Accounting Department.

School Site Fundraising

Schools may fundraise in several different ways. Depending on the purpose of the fundraising, schools can choose the best method to raise funds to match the need. All school fundraisers must be approved by the Principal (or designee) prior to beginning the fundraiser. Furthermore, any fundraising occurring on a digital media platform (i.e. school-based webpages and social media pages, Go Fund Me, Donor's Choose, etc.) will need to be communicated to Green Dot's Development Department.

One way to fundraise is by using Green Dot's tax exempt status. In order to do this, all donor checks must be made payable to the Green Dot regional entity in which the school operates, or the fundraising campaign must be posted using Green Dot's crowdfunding platform or another crowdfunding platform with which Green Dot has registered. In order to fundraise using Green Dot's tax exempt status, the fundraiser must meet the following criteria:

- Educational in nature;
- Open to all eligible students for which eligibility is determined through an objective and measurable test (e.g. "Students must have a 3.0 GPA to participate"); and
- Is not a gift to a specific individual who would privately benefit (e.g. fundraising to purchase school supplies for a particular student).

Some examples of fundraisers that cannot be held using Green Dot's tax exempt status include:

- Gift certificates for individuals;
- Donations to charities (e.g. – you cannot fundraise to buy blankets that students will give out to the homeless); or
- Political or religious activities.

If there is any uncertainty about using Green Dot's tax exempt status for a fundraiser, schools should contact Green Dot's Development Department. Furthermore, schools planning fundraisers that involve raffles and/or auctions must contact Green Dot's Finance and Accounting Department to ensure compliance with applicable law. Fundraising proceeds will only be disbursed in accordance with Green Dot's standard practices and in accordance with the reason(s) for which the funds were raised.

If a school wishes to raise funds for purposes outside the realm of Green Dot's tax exempt status, schools can choose to create personal campaigns through crowdfunding sites like Go Fund Me. Donations received through Go Fund Me are considered to be personal gifts which, in general, are not taxable income in the United States (however, employees should check with a tax expert if they are unsure). Although personal campaigns through a crowdfunding site can be a great way to raise funds, donors do not receive a tax exemption for their donation.

Regardless of which fundraising method a school chooses, all fundraisers must be approved by the Principal (or designee) and comply with applicable law.

Raffles

Legal requirements must be followed when conducting raffles to avoid any appearance of gambling. Students shall not be barred from an event or activity because they did not participate in the raffle. Potential donors, including parents/guardians and community stakeholders, should not be unduly pressured to contribute to Green Dot or its schools. Staff is expected to emphasize the fact that donations are always voluntary.

Green Dot may conduct raffles to raise funds for beneficial or charitable purposes in the state subject to the rules outlined in California Penal Code § 320.5(b). This exception to the general constitutional prohibition against lotteries requires that at least ninety percent (90%) of the gross receipts from these raffles go directly to Green Dot's beneficial or charitable purposes.

V.F. Scholarships

Green Dot is proud to act as a conduit for donors who wish to make contributions to assist students by helping to defray the cost of either their secondary or post-secondary education. It is recognized that donors may

specify the conditions under which such aid may be awarded. However, Green Dot retains the right not to accept any largess or make any award that in its opinion may be construed to be discriminatory in nature.

From time to time, Green Dot may offer an award to students to assist with the cost of post-secondary education. The qualifications for receiving these funds, the amount of the award(s) and the terms for selection of the final awardees will be made available to all Green Dot students. At the time of selection, awardees will be provided with a Green Dot pledge specifying the conditions and the amount of the award. However, the purpose of these awards is to promote continuing education and, as such, checks will not be made payable to an awardee. Awardees can request that funds be disbursed directly to a post-secondary school of their choice to be used solely to support their education under the condition that no refund of unused funds can be made directly to the awardee. As an alternative, awardees can elect to request reimbursement of education related expenses up to the amount of the award upon the presentation of adequate expenditure documentation.

Green Dot may not use public funds or resources or to establish scholarship programs that aim specifically to provide financial assistance for students who cannot qualify for college attendance financial aid from any Federal sources due to the student's undocumented status. To avoid the mingling of private donations for this specific purpose with the state and federal funding, the schools are encouraged to work with an outside agency that accepts donations for this purpose.

From time to time, Green Dot Public Schools National may provide scholarships at its sole discretion.

V.G. Acceptance of Personal Gifts

No employee may solicit or accept gifts of significant value, lavish entertainment or other benefits from students, parents, donors, vendors and other stakeholders. Special care must be taken to avoid even the impression of a conflict of interest. Employees are not allowed to accept any gift which would cause the cumulative amount of gifts from an individual source to exceed \$250 during any calendar year, or applicable law, whichever is deemed lesser. If an employee is unsure if a gift will violate this policy, please consult a supervisor or the Chief Business Officer.

The term "gift" does not include:

- Meals provided to Green Dot staff at an event at which an official speaks, participates in a seminar or similar activity or provides a similar service.
- Reimbursement of travel expenses and meals paid for by a local, state, federal or foreign government agency.
- Payment for travel expenses from a nonprofit organization of which Green Dot is a member.

V.H. Expense and Travel Reimbursement

Green Dot may authorize payment for actual and necessary expenses, including travel incurred by an employee or candidate performing pre-approved, authorized services. However, the majority of day-to-day purchases (e.g., supplies) should be done through the appropriate purchasing processes (see Purchasing Section of the Employee Handbook). Every effort should be made to obtain items from Green Dot-approved vendors using the requisition process or corporate credit cards. Purchases from vendors outside the home state are subject to that home state's tax, and that tax will be added to the cost of the item and charged to the budget of the site that incurred the charge.

Reimbursement request forms are to be completed and processed through Workday. The reimbursement requests require approval by the assigned approver (department head, Principal, or direct supervisor).

Therefore, employees must receive approval from their school's Principal, immediate supervisor, or appropriate department head prior to incurring expenses.

In general:

- The General Services Administration ("GSA") reimbursement rates will be used unless terms of a grant, contract, or Green Dot's Employee Handbook require that a different rate, such as state-specific rates, be used.
- Expenses can be reimbursed up to forty-five (45) calendar days from the date of the transaction;
- Itemized receipts and/or proof of payment must accompany all expenses;

Failure to comply with the above may result in non-reimbursement of the expense.

Employee requests for expense reimbursements will be reviewed for approval by the employee's supervisor. Requests from the Chief Executive Officer and Executive Director will be reviewed for approval by the financial officer of the company.

Mileage Reimbursement

A mileage log must be submitted for all mileage reimbursement requests and must indicate the points of travel, dates of travel, odometer readings and the miles eligible for reimbursement. commuting miles to and from home to the principal place of business are not reimbursable and must be subtracted from the reimbursement request. Principal place of business is defined by the CEO/ED of the Green Dot entity. For working from home employees, your home is not the principal place of business.

For example, I travel fifteen (15) miles to get to work on a normal day, but I am requesting reimbursement to visit school site A (5 miles) school site B (5 miles) and then to my assigned office (10 miles). Twenty (20) miles were traveled (5+5+10) but only 5 are eligible for reimbursement, since I normally travel 15 miles.

The reimbursable rate per mile is determined using the IRS' standard mileage reimbursement rate in effect when the request for reimbursement is submitted and processed. Note: gas, oil or other vehicle maintenance items and insurance related to personal car use for business travel is not reimbursable since this is included in the IRS/government mileage rate.

Volunteers may be reimbursed mileage at the charitable IRS rate at the discretion of each CEO or ED of the Green Dot entities.

Employees must acquire and maintain the minimum applicable legal requirements related to driving (e.g., ensure the employee possesses a valid license, and has the minimum insurance coverage) when driving is part of, or is incidental to, their job duties (e.g., traveling between school sites).

Members of the facilities team, facility associates, and facility manager, can select between submitting mileage reimbursement requests based on travel or a standard annual mileage allowance of \$2,000. The allowance will be paid monthly over the course of the fiscal year. Only facility associates and facilities manager assigned to multiple schools and are using their personal vehicle to travel to school sites are eligible to apply for the allowance. Facility associates assigned to one school cannot apply for the annual allowance.

Facility associates must apply for the allowance on an annual basis and submit their request to the Chief Business Officer by July 15th. All allowances must be approved by the Chief Business Officer.

Meals and Entertainment

For tax reporting purposes, meal expenses are defined as the costs incurred for food and beverages in the conduct of business. Entertainment expenditures require pre-approval. Entertainment expenses include, but are not limited to, the cost of amusement or recreational facilities, attendance at the theater and sporting events.

Meals made necessary by travel are reimbursable. Every effort must be made to ensure that the cost of such meals is reasonable. For meals, Green Dot has set a maximum daily reimbursement, including food, beverages, taxes and tips, of:

- \$17 for breakfast
- \$22 for lunch
- \$38 for dinner

Tips considered reasonable and necessary are eligible for reimbursement. In addition, exceptions are made for meals with potential donors or funders, but should still be reasonable.

Meals and entertainment expenses require the following documentation for reimbursement to occur:

- Meals and entertainment expenses must be listed separately on the expense form (including those that were paid as part of a hotel bill).
- Itemized, detailed receipts must be included. Each employee must also include a form of payment such as a canceled check, credit card or bank statement.
- The description must include the number of individuals and the names of those attending (including yourself), their titles and business relationship, if applicable, and business purpose of meal and/or entertainment.
- Green Dot does not reimburse an employee for alcohol.

Travel

Non-exempt employees will be paid for travel time when asked to work at a location other than the employee's regularly scheduled location(s). These employees will be paid for time spent driving to-and-from their home to the new location, minus the time the employee regularly spends commuting and for bona fide meal breaks. When air, train or bus travel is required or an overnight stay, the employee will be reimbursed for time spent getting from one location to the next (i.e, time on the plane and time driving from the employee's home to the airport) but will not be reimbursed for time waiting at the airport, time spent for bona fide meal periods or time spent sleeping.

In the spirit of being a non-profit educational organization, employees are asked to spend prudently. Green Dot employs an online travel management system (Egencia) where all employees travelling on behalf of Green Dot can book air, hotel, and car rental travel and Green Dot is billed directly. Unless otherwise approved by your supervisor, employees should use the Egencia system.

Sales and Lodging Tax Exemptions

Some states and/or municipalities allow exemptions for not-for-profit organizations. Please check the availability of the exemption for your destination(s). Green Dot will provide a copy of the applicable IRS determination letter so that the exemption can be claimed.

Hotels

Reasonable lodging costs incurred in the course of business travel will be covered by Green Dot whenever a day trip is not appropriate, if approved in advance. Green Dot may have negotiated rates at certain hotels and employees are expected to stay at those hotels, if available. All hotel bookings require approval by the department head in which the travel expense will be incurred. Additionally:

- Green Dot employees are expected to stay in standard business class lodgings that charge a reasonable rate.
- Green Dot will not pay for lodging costs when staying in a city longer than is justifiably necessary.

The itemized hotel bill showing the form of payment used (charge slip or zero balance) must be submitted with the expense form or credit card reconciliation as documentation. A charge slip alone is not acceptable. In the event of an express checkout, a hotel invoice along with a form of payment on the invoice (such as a credit card number) is acceptable.

When work commitments require Friday and Monday trips to the same city, the traveler is ordinarily expected to return home for the weekend. However, if such travel would be more costly or time-consuming than remaining at the distant location over the weekend, lodging and reasonable meal costs for the traveler would be reimbursable with the following restrictions:

- The travel must be pre-approved;
- Costs of entertainment such as gym use, movies, cocktails and cultural events are considered personal in nature and will not be reimbursed;
- Hotel laundry or valet charges are not reimbursable, unless for unexpected extended trips; and
- Items of clothing purchased when traveling are not reimbursable. This includes replacement of lost or stolen items, as well as clothing purchased as a result of an unexpected extended stay.

Air Travel

Green Dot employees are expected to travel using the lowest available logical fare in economy class. Air booking searches on Egencia will automatically find the lowest available logical fare. All air travel requires approval by the department head in which the travel expense will be incurred. Additionally:

- The only legitimate reason for flying any class other than economy is if seats are not available in coach or if an employee has a disability for which a reasonable accommodation is required. If this is the case, approval must be obtained from their manager before purchasing the ticket.
- Only actual costs will be reimbursed upon completion of travel. No reimbursement will be made for the value of premiums earned through frequent traveler programs applied to business travel. This includes free upgrades or free flights. Miles and points earned are the property of the employee.

Green Dot is not responsible for lost, stolen or damaged luggage. Please file a claim with the airlines and/or personal insurance company.

Flight changes which incur costs will only be paid for by Green Dot if they are business related and reasonable.

Car Rentals

Car rentals should be used only when needed and alternate forms of road transportation (e.g., taxis, public transit and personal vehicles) are not more feasible or available. Green Dot has a corporate contract with National Car Rental and employees are to use this preferred vendor when possible.

Green Dot staff should rent “mid-size” models or lower. Upgrade charges are generally not reimbursable, though reasonable exceptions may be allowed if previously approved and adequately explained.

Loss Damage Waiver (“LDW”) insurance and liability insurance is included in the corporate contract. In a rare situation in which a Green Dot employee is required to rent a car outside of the corporate contract, LDW should be accepted.

Rentals over a weekend or holiday period are generally not reimbursable, unless adequately explained and previously approved by a manager.

Every effort should be made to refuel at a gas station prior to returning the vehicle at the end of the rental period, instead of purchasing the refill directly from the car rental company (except when the refill option is more economical).

Employee vehicles that are damaged or stolen on school site property will be reimbursed up to the amount of the deductible or \$250, whichever is lesser. The burden of proof for demonstrating that the damage occurred on School/work property shall rest on the employee.

Other Transportation

Reimbursement will be made for reasonable expenditures for transportation other than air, travel and car rentals. This category includes:

- Taxi fares between office/home and airport as well as between airport / hotel and final destination (e.g., conference) when traveling. Employees should verify whether the hotel or conference location has a free shuttle from the airport to the hotel/conference prior to travel since many such shuttles are available free of charge.
- Tolls and parking fees incurred when using a personal car for business travel (gasoline is not reimbursable, see mileage reimbursement policy).
- Tolls, gas and parking fees incurred during business travel while using a rental car.

Reimbursement guidelines are updated annually. All expense and travel reimbursement exceptions should be forwarded to the direct supervisor for review and approval prior to occurrence.

Advances

In specific circumstances in which a staff member has limited funds to pay Green Dot expenses, Green Dot may issue an advance. Every effort should be made to process as much of the projected out-of-pocket expenses through Green Dot’s Accounts Payable Department as possible to minimize any required advance amount and if possible eliminate the need for an advance altogether. For example, airfare and hotel can be paid for upfront by Green Dot check or corporate credit cards.

The employee must complete the “Cash Advance Request” form that presents an estimate of costs which will be the basis for any advanced amount. Advances must be pre-approved by the department head or Principal,

as appropriate. The "Cash Advance Request" form should be submitted to Green Dot's Accounts Payable Department as soon as possible to ensure that the employee receives the advance in enough time to purchase the goods or services. The advance will be issued, via a check, from Green Dot's Accounts Payable Department. The employee must follow all reimbursement guidelines as stated in this Expense and Travel Reimbursement Policy. The employee will need to submit an expense report with receipts within forty-five (45) days of the dates on the receipts, or the conclusion of travel whichever is later. Advances will only be granted when it is deemed absolutely necessary by Green Dot.

Non-Reimbursable Expenses

Green Dot must adhere to certain guidelines as set forth by the California Department of Education for the use of State and Federal funds. The following is an illustrative list which outlines the majority of non-reimbursable expenses including, but not limited to: personal expenses, alcohol, tobacco, mini-bar expenses, spouse or family member expenses, laundry or cleaning expenses (except for unexpected extended trips), traffic citations, pay-per-view movies in hotels, cultural events, monetary gifts or gift cards, and unreasonable or extravagant expenses.

Other non-reimbursable expenses include the fee for obtaining a background check and/or a TB clearance in order to secure employment with Green Dot Unpaid volunteers may be reimbursed for TB testing.

V.I. Reporting of Theft and Other Criminal Activity

Employees must report any known alleged theft or other financially-related improper activity as soon as possible to their supervisor and/or a manager. All supervisors/managers must report any known alleged theft or other financially-related improper activity as soon as possible to Green Dot's Chief Business Officer, Director of Security, or equivalent position. As appropriate and determined by Green Dot's Chief Business Officer, or equivalent position, an internal investigation may be conducted by Green Dot management and law enforcement may be notified.

VI. HEALTH AND RELATED BENEFITS

Green Dot provides all Green Dot regular and temporary, full-time employees with a benefits package that includes:

- Medical
- Dental
- Vision
- Basic Life and Voluntary Life
- Short and Long Term Disability
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Employee Assistance Program
- 401(k) Retirement Plan
- State Retirement Plans (if applicable)

For more details on Green Dot's benefits package, please visit Green Dot's benefits website at www.mygreendotbenefits.com.

VI.A. Health Benefits

All Green Dot regular and temporary full-time employees working a minimum of thirty (30) hours a week are eligible for benefits. For eligibility and timing, please visit our benefits website at www.mygreendotbenefits.com. Employees may be eligible for health benefits if Green Dot determines that they worked at least 30 hours per week during a measurement period as defined in the applicable Affordable Care Act rules and regulations. Green Dot provides these benefits for employees, as well as their eligible dependents (e.g., spouses, domestic partners, and children). Upon enrollment of eligible dependents, Green Dot will require documentation to verify eligible dependents. A matrix of acceptable documentation can be found at www.mygreendotbenefits.com. When an employee first joins Green Dot, they are asked to select their benefits through Workday from the available providers and plans. For more information regarding benefit elections and deadlines, please visit www.mygreendotbenefits.com.

Green Dot provides a monetary incentive if an employee opts out of medical benefits. This money is considered taxable income and is subject to all applicable taxes. Employees choosing to opt out of Green Dot's medical benefits must do so every year agreeing to a waive attestation form through Workday. Please visit Green Dot's benefits website at www.mygreendotbenefits.com for details.

Employees who have a spouse who also works for Green Dot will not be eligible for double insurance coverage, nor will they be eligible for the monetary incentive and must provide Green Dot with proof of marriage (e.g., marriage certificate).

Employees who have a spouse or domestic partner covered under a Green Dot insurance plan must provide Green Dot with proof of marriage or a notarized Affidavit of Domestic Partnership, available from Green Dot's Human Resources Department.

For more information on Green Dot's most up-to-date benefits providers and plans, please visit the Green Dot Benefits Website at www.mygreendotbenefits.com or contact Green Dot's Human Resources Department at ca.hr@greendot.org.

Open Enrollment

Once a year, Green Dot holds an open enrollment period during which employees can change their benefit plans based on those available for the upcoming year. Open enrollment typically occurs annually in May and any changes made during open enrollment will take effect on July 1 of the same year. Employees are not allowed to make health benefit changes outside of this period unless certain qualifying life events have occurred (e.g., marriage, birth/adoption of a child, divorce, midyear loss or gain of other coverage). Under such circumstances, employees have thirty (30) calendar days from the date of the qualifying life event to submit their applicable changes to their benefit plan in Workday. If an employee fails to do so within thirty (30) calendar days of the event, the employee will have to wait until the next Open Enrollment period to make any changes to their benefit plans. For more information regarding benefit coverage and qualifying life events, contact Green Dot's Human Resources Department at ca.hr@greendot.org.

COBRA Benefits

When coverage under Green Dot's medical, dental, vision, EAP, or Health Care FSA plans ends, employees or their dependents can continue coverage under such plans under COBRA. COBRA continuation coverage is generally available for up to eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. However, the maximum COBRA period for the Health Care FSA is the last day of the plan year in which the COBRA qualifying event occurred. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and Green Dot's previous contribution plus a possible administrative charge.

Medical, dental, vision and EAP coverage for an employee, their spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their medical, dental, vision and EAP coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and their spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Green Dot will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible

for notifying Green Dot in writing within thirty (30) days of the event via email (ca.hr@greendot.org), Postal Mail (Green Dot Public Schools California, Attn: HR, 1149 S. Hill Street, Ste 600, Los Angeles, CA 90015) or phone (323-565-1600). Green Dot will then notify the employee or their dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or their spouse or child) becomes covered under another group health plan;
- Green Dot stops providing group health benefits;
- The employee (or the employee's spouse or child) becomes entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

For more information regarding COBRA, contact Green Dot's Human Resources Department at ca.hr@greendot.org.

VI.B. Retirement

401(k) Retirement Plan

Green Dot provides active full-time employees twenty-one (21) years of age or older with at least one (1) calendar month of service an opportunity to participate in a comprehensive 401(k) plan. Eligible employees may contribute a portion of their pre-tax or post-tax income toward the Green Dot 401(k) plan up to the maximum allowable by law.

For eligible employees that are required to participate in a state retirement plan, Green Dot will not provide any employer matching option given Green Dot's contribution toward their state retirement plan. Employees eligible for Safe Harbor matching will receive an employer match contribution based on the employee's contribution after one (1) calendar year and 1,000 hours of service.

For more information on Green Dot's 401(k) plan, please visit Green Dot's benefit's website at www.mygreendotbenefits.com.

State Retirement Plans

CalSTRS

With limited exceptions, all employees whose positions directly support the instructional program (e.g., teachers, counselors, administrators) and are deemed eligible by the California State Teachers' Retirement System ("CalSTRS") automatically participate in CalSTRS. Both the employee and Green Dot are required to contribute to CalSTRS, but are not subject to social security deductions. Employee contributions are made on a tax-deferred basis. For more information on CalSTRS, such as vesting rules and retirement benefits calculations, please visit the CalSTRS website at www.calstrs.com.

CalPERS

All classified school employees automatically participate in the California Public Employees’ Retirement System (“CalPERS”). Both the employee and Green Dot are required to contribute to CalPERS in addition to social security deductions. Employee contributions are made on a tax-deferred basis. For more information on CalPERS, such as vesting rules and retirement benefits calculations, please visit the CalPERS website at www.calpers.ca.gov.

VI.C. Holidays

All regular full-time active employees will be paid for the following holidays (date observed). Regular part-time employees will be paid the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire for each holiday. Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday (unless otherwise specified in an applicable bargaining agreement). If an employee terminates service with Green Dot the day before or during a holiday, they will not be paid for that holiday.

This chart applies to Employees not subject to a bargaining agreement:

Holiday	Admin & SOMs – Paid holiday?	All Other Employees – Paid holiday?
Independence Day (Observed)	Yes	Yes
Labor Day	Yes	Yes
Veteran’s Day	Yes	Yes
Fall Break	No	No
Thanksgiving Day	Yes	Yes
Day after Thanksgiving	Yes	Yes
Winter Break	Yes	Yes
Christmas Eve/Christmas Day (Observed)	Yes	Yes
Winter Break	Yes	Yes
New Year’s Eve/New Year’s Day (Observed)	Yes	Yes
Martin Luther King Jr. Day	Yes	Yes
President’s Day	Yes	Yes
Cesar Chavez Day	Yes	Yes
Spring Break Week 1	Yes	Yes: 5 of the 10 Days
Spring Break Week 2	Yes	
Memorial Day	Yes	Yes
Juneteenth Day (Observed)	Yes	Yes

Floating Holidays

Subject to manager approval, salaried, exempt employees who are required to work on Green Dot recognized holidays and breaks may be eligible to take that time off on a different date within that fiscal year. Unused floating holiday time will not be paid out upon an employee's exit from the organization unless required by law.

Religious Observances

Green Dot supports providing reasonable accommodations for its employees' sincerely held religious beliefs. To that end, an employee may request time off for religious observances that are not listed in Green Dot's regular holiday schedule above. The employee shall make a written request for such leave to their immediate supervisor, which shall only be denied when an employee's absence from work would create an undue hardship on Green Dot's operations.

Since religious holidays are scheduled events, the employee must provide their supervisor with adequate advance notice when requesting leave under this policy. If approved, and should an employee not have sufficient available PTO/sick leave to cover the requested day(s) off, Green Dot shall grant the time off as unpaid.

VI.D. Attendance

Every job is essential to the efficient operation of the organization and employees are expected to be present and arrive on time every work day. If, for any reason, an employee is going to be late or absent from work, the employee must notify the appropriate individual(s) via the steps designated by their supervisor. If the employee's supervisor has not specifically designated the steps to take, the employee should call the supervisor directly and send an email. If that supervisor is not available, the employee should leave a message for her/him. Excessive absences and/or lateness are unacceptable and may lead to disciplinary action, up to and including termination.

Any employee who fails to report for work or contact their supervisor for three (3) consecutive work days without giving prior notice may be deemed to have voluntarily resigned from employment.

Where permitted under applicable state law, any employee who is absent due to illness or injury for three (3) consecutive work days or longer shall submit a medical authorization supporting their absence and authorizing their return to work.

Animo Classified Employees Association Employees

In the event an Animo Classified Employees Association ("ACEA") member is absent due to illness or injury for five (5) consecutive days or longer, the unit member shall submit a medical authorization supporting their absence and authorizing their return to work.

VI.E. Sick Leave and Paid Time Off ("PTO")

Green Dot offers sick leave and/or PTO to all Green Dot regular and temporary full-time and part-time active employees. Green Dot does not offer sick leave and/or PTO to seasonal, consultant, or independent contractor status unless required by applicable law. All PTO, or planned sick leave (e.g., scheduled surgery), must be requested through the employee's supervisor as far in advance as possible and submitted via Workday.

Non-exempt (typically hourly) employees who take PTO or sick leave must account for the hours they are absent from work by applying accrued PTO or sick time. In the event a non-exempt employee takes time off that is not considered PTO or sick leave, they will not be paid for that time.

Exempt (typically salaried) employees must report to their supervisor any days they are away from work during the normally scheduled workweek, so Green Dot can track PTO and sick leave usage (as applicable). Green Dot will not make deductions from an exempt employee's salary, except as otherwise expressly permitted by applicable law or collective bargaining agreement. Specifically, in any workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness, or military leave in any workweek in which the employee has performed any work.
- Any other deductions prohibited by applicable law.

However, it is not an improper deduction to reduce an employee's accrued PTO for full or partial day absences for personal reasons, or if the employee has exhausted their sick leave. If you have any questions or concerns, or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your manager and Human Resources. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

Employees who are subject to a collective bargaining agreement should consult their applicable agreement for accrual and use of PTO and sick leave guidelines.

PTO for Full-Time Regular Employees

PTO is time that is accrued and can be used for personal reasons including sick leave and vacation. PTO will begin to accrue on an employee's date of hire or rehire, and will continue to accrue each pay period the employee is employed. Accrued PTO is noted on each employee's pay stub. It is each employee's responsibility to monitor the amount of their accrued PTO. PTO cannot be used unless it has been earned. If an employee chooses to take time off without having enough time earned, the time taken will be unpaid, subject only to the restrictions regarding deductions from exempt employee pay noted above.

The maximum PTO that any employee may accrue at any time shall not exceed two hundred and forty (240) hours. It is not the responsibility of Green Dot to notify employees when they have reached the maximum. If an employee has reached this maximum, the employee will cease to accrue any additional PTO until some PTO is taken. Employees whose accrued PTO reaches the maximum hours are encouraged to make arrangements to use their PTO.

All PTO must be requested through the employee's supervisor as far in advance as possible. The supervisor will make the final determination regarding the PTO request depending on workload and scheduling needs. Management reserves the right to deny a PTO request based on business demands. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts.

Employees are responsible for reporting their PTO per the process identified by their supervisor. Failure to report PTO may result in disciplinary action, up to and including termination of employment.

When an employee changes from a position that accumulates PTO to a position that earns a different time-off benefit (e.g., sick time), or changing employment from Green Dot to another entity that owns, or is licensed to

use, the “Green Dot” brand, their PTO will be paid out based on the employee’s salary while in the position that accumulated PTO. This payout will occur at the time the employee transitions to the new position and shall not exceed the maximum balance of two hundred and forty (240) hours.

PTO benefits will not be cashed out except when an employee separates from employment, or in a special circumstance approved on an individual basis by the CEO (or designee). Special circumstances can include financial hardship or an unforeseen emergency arising as a result of events beyond the control of the employee. Payment of PTO hours will not be allowed in excess of hours accrued, or the maximum as noted above.

Sick Leave for Full-Time Regular Employees

Sick leave is defined as time (in hours) that is given to eligible employees at the start of each fiscal year.

Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners/designated person, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee or their family member, or if Green Dot or an employee’s child care provider’s business is closed due to a public health emergency.

Sick leave cannot be used as a means to supplement holiday and/or PTO. Sick leave can be accumulated without limit, and is not paid out upon separation from employment. Pay stubs shall display the total balance of an employee’s accumulated sick leave hours. Requests for the use of sick leave for any purpose not outlined in this handbook may not receive manager approval and may be considered unpaid time off.

Personal Necessity Leave (“PNL”) is a subset of Sick Leave provided to regular full-time employees who do not accrue PTO. PNL can be used for personal reasons including sick leave and vacation. All PNL must be requested through the employee’s supervisor, as far in advance as possible. Any unused PNL at the end of an annual accrual cycle does not roll over from year to year and at the end of the year will convert into sick time hours.

Employees who are eligible to participate in a state-sponsored pension with Green Dot shall be entitled to transfer sick leave accrued from previous employment in a school district, charter school or public school within the same state while participating in a state pension so long as the sick leave is verified appropriately by the prior employer. Please see Green Dot’s Human Resources Department for the “Transfer of Accumulated Sick Leave” form.

An employee is required to call their supervisor as soon as the need to be absent is known, but in no event less than ninety (90) minutes (i.e., 1 ½ hours) prior to the start of the work day, unless in the case of an emergency, to permit the employee’s supervisor to plan adequately for the absence.

PTO and Sick Leave for Part-Time and Temporary Employees

Employees who are subject to a collective bargaining agreement can find the most updated information regarding sick leave or PTO in their current collective bargaining agreement.

Regular part-time employees will receive a proportional amount of PTO and Sick Leave hours relative to the number of hours for a full-time employee in a comparable position. Regular part-time employees will receive PTO and Sick Leave hours based on the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire. Green Dot reserves the right to conduct a quarterly audit of hours worked to ensure the accuracy of accrued hours to be paid. Any fluctuation that exceeds a 10% change will be notified in writing (email is acceptable) that the expected hours worked moving forward will be adjusted at a specific identified date.

Temporary and Seasonal employees will accrue one hour of Sick Leave for every 30 hours worked.

PTO and Sick Leave Chart

All PTO and sick leave outlined below is provided per year for all full-time regular employees.

Position Type	Tenure with Green Dot	PTO	Sick Leave
Full-year salaried and hourly employees eligible for a State pension (except Principals & Assistant Principals)	0 months – 36 months	5 Days (1.67 hours per pay period)	10 Days (of which 7 days are PNL for School Operations Managers)
	36+ months – 72 months	10 Days (3.33 hours per pay period)	
	72+ months	15 Days (5.00 hours per pay period)	
Principals (220 Day Work Year) and Assistant Principals (217 Day Work Year)	N/A	5 Days (1.67 hours per pay period)	10 Days (of which 7 days are PNL)
Full-year and non-full year salaried and hourly employees NOT eligible for State pension	0 months – 36 months	15 Days (5.00 hours per pay period)	N/A
	36+ months – 72 months	20 Days (6.67 hours per pay period)	
	72+ months	25 Days (8.33 hours per pay period)	
Non full-year salaried employees eligible for State pension	N/A		10 Days of which 7 days are PNL
ACEA Classified Employees	Please refer to applicable collective bargaining agreement		
AMU Certificated Employees	Please refer to applicable collective bargaining agreement		

Donation of Sick Leave

Sick leave is non-transferrable, and as such all at-will employees are prohibited from donating or requesting donation of sick leave from any other Green Dot employee. Employees who are subject to a collective bargaining agreement should consult their applicable collective bargaining agreement for guidelines on donating sick leave to other members on leave.

VI.F. Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official statewide election, the employee may take off a reasonable amount of time to vote. Unless otherwise mutually agreed between

the employee and the employee's manager, 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 enable the voter to vote. Under these circumstances, an employee will be allowed a maximum of two (2) hours of paid time off during an election day. When possible, an employee requesting time off to vote shall give their manager at least two (2) days' prior notice. Employees may be asked to provide appropriate proof of voting.

VI.G. Time Off for Jury Duty

An employee's manager and Green Dot's Human Resources Department should be promptly notified when an employee receives a summons for jury duty. Green Dot will continue a non-exempt employee's full salary and benefits for up to five (5) working days for jury duty. For exempt unrepresented employees, Green Dot will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. If the employee is called to jury duty, they must give their manager reasonable notice so that accommodations can be made to manage the workload. If an employee seeks to be excused from jury duty, it is their responsibility to request to be excused in accordance with those exemptions provided for in applicable law. It will be the responsibility of the employee, when possible, to request a call in program for performing their jury duty and to submit the required information reflecting their jury duty service in Workday.

Any compensation, less any mileage expenses, received for serving as a juror shall be endorsed over to the school site or Home Office so that the employee's compensation for any days of absence for the above purposes shall not be in excess of nor less than, their regular pay, unless required by applicable law.

VI.H. Bereavement Leave

All employees may be granted up to three (3) days off from work at the regular base pay rate for bereavement of a member of their immediate family (spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, or stepsister) without deduction from other leave benefits. This leave may be extended to five (5) days if travel of more than two hundred (200) miles (roundtrip) is required. Subject to manager approval, an employee desiring additional time off to attend services may use accrued PTO or sick time.

Green Dot may require employees to submit a death certificate that justifies the use of any bereavement leave.

VI.I. School Appearance and Activities Leave

All employees who are parents or guardians (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, shall receive up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care; find, enroll, or re-enroll a child in a school or licensed child care provider; or address a child care provider or school emergency. If more than one (1) parent or guardian is an employee of Green Dot, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advance notice of the planned absence. The employee must use accrued but unused paid leave (e.g., PTO or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification to their supervisor or Green Dot's Human Resources Department of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

VI.J. Emergency or Weather Shutdown

In the event of severe weather conditions, natural disasters or other emergencies, Green Dot may be closed. The decision to close Green Dot may be made by the CEO (or designee) of Green Dot. Employees should expect to be contacted directly to know Green Dot's decision for the particular day. Any compensation for employees throughout the duration of such closures will be subject to the decision of Green Dot's CEO or designee to the extent allowable under applicable law.

For exempt employees, no loss of pay will occur as a result of missed or truncated days for these reasons as long as they are on active duty at the time of the event (i.e., not on a leave of absence, taking PTO, etc.). Additionally, if exempt employees report to work and find that Green Dot is unexpectedly closed due to an emergency, no loss of pay will occur for that day.

VII. LEAVES OF ABSENCE

It is Green Dot's policy to grant leaves of absence to all eligible employees on a non-discriminatory basis. A leave of absence ("LOA") will be granted for all legally mandated leaves as required by Federal and State laws, which may include any of the following:

- Family/Medical Leave
- California Pregnancy Disability Leave
- Military and Exigency Leave

Personal unpaid leaves may also be granted. Please contact Human Resources for more information on leaves of absence.

Employees may be eligible for leaves of absence pursuant to an applicable collective bargaining agreement that at the time of the request. For further details, please refer to the applicable collective bargaining agreement. Where applicable, leaves outlined in this policy will run concurrent with any leaves mandated by the applicable collective bargaining agreement.

Unless specified in the individual policies outlined below, the following addresses various issues related to leaves of absence:

Request for Leave

Requests for a LOA should be provided thirty (30) days in advance, or as far in advance as practically possible. All leave requests must be submitted, in writing, to Green Dot's Human Resources Department using the appropriate Request for Leave of Absence form available on Connect.

Compensation

Compensation during a LOA is not provided by Green Dot unless required by applicable law. An employee may be eligible for wage replacement through Green Dot's Supplemental Disability Insurance Administrator and/or state programs. Employees may also elect to replace lost wages with accrued sick leave or PTO while on leave. Payout of any sick leave or PTO will be pro-rated and coordinated with disability payments and/or state provided payments so as not to exceed an employee's base rate of pay.

Employment Status

While an employee is on an approved LOA, the employee will be placed on inactive status. During inactive status, employees do not continue to accrue benefits based on hours worked including paid holidays, PTO, sick, and retirement benefits.

Health Benefits

Green Dot will continue an employee's health insurance policies while on an approved leave of absence in accordance with applicable law or up to 30 days while on a non-job protected leave of absence not to exceed the applicable law maximum. If an employee has exhausted a job protected leave of absence, but qualifies for another job protected leave of absence within 30 days, Green Dot will continue benefits coverage. Employees on leave are responsible for paying their employee benefit contributions that they would otherwise have deducted from their paycheck. Please refer to the arrears policy in the payroll section of the employee handbook. On the first of the month following exhaustion of previously stated applicable leave of absence, Green Dot will offer employees COBRA benefits at their own cost (full premium plus administrative fee) who no longer qualify for continued benefits coverage as stated above. Employees who waive medical benefits

during this period will continue to receive a waiver benefit reimbursement to be paid upon return from a LOA. It is the employee's responsibility to make this request for reimbursement. This is not meant to be an exhaustive description of possible leave of absence scenarios. It is, however, meant to provide general guidance.

Green Dot reserves the right to evaluate benefit eligibility associated with an employee's leave of absence on a case by case basis.

COVID-19 Pandemic

In order to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable, Green Dot complies with all Federal, State and local mandates. Integration and coordination with other Green Dot leaves may apply. **For the most updated COVID-19 leave information applicable to you, please consult Human Resources for more information.**

Green Dot will continue to adhere to and monitor these Federal, State and local mandates and update this policy in accordance with Federal, State and local laws.

VII.A. Family and Medical Leave

Family and medical leave shall be provided in accordance with federal and state laws and any applicable collective bargaining agreement.

NOTE: The following FMLA provisions and all references to FMLA in this Handbook and in school policy are applicable only to employees eligible for FMLA

For employees not subject to a collective bargaining agreement, the following policy demonstrates Green Dot's compliance with the Family and Medical Leave Act ("FMLA") which requires employers to grant twelve (12) unpaid work weeks of FMLA leave in a twelve (12) month period to eligible employees for certain medical and family-related reasons. Green Dot abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws. Green Dot has adopted the rolling calendar period for the purpose of calculating time off under FMLA. Using this method, time off under FMLA is measured backward twelve (12) months from the commencement of the applicable current leave of absence. Each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months. Each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by Green Dot for at least twelve (12) months, must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and must work at a location where the employee has at least 50 employees within 75 miles of the employee's worksite.

Events That May Entitle an Employee to FMLA Leave

Twelve workweeks of leave in a twelve (12) month period for:

1. The birth of a child and to care for the newborn child within one year of birth;

2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions of their job, including a serious health condition resulting from an on-the-job illness or injury;
5. For qualifying exigencies related to the deployment or military service of a family member who is the employee's spouse, child, or parent, as discussed in section VII.C.

Leave Designation. If an employee does not expressly request FMLA leave, Green Dot reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers' compensation, and/or any other leave where permitted by state and federal law.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under Green Dot policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on a legally recognized job protected leave of absence. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA or other job protected leave. Note: If an employee is unable to return to work after the expiration of federal or state job protected leave, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA), state law or in certain workers' compensation cases.

Seniority

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority they had when the leave commenced, if applicable.

Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by completing a Request for Leave Form and submitting it to their Supervisor. An employee asking for a Request for Leave Form will be given a copy of Green Dot's current Leave of Absence Request Packet.
2. If the need for the leave is foreseeable (i.e., for planned, non-emergency medical treatment), the employee must give a minimum of thirty (30) days advance notice to Green Dot. If an employee fails to provide the requisite thirty (30) days advance notice for foreseeable events without any reasonable excuse for the delay, Green Dot reserves the right to delay the taking of the leave until at least thirty (30) days after the date the employee provides notice of the need for leave, up to denial of the leave request except if the need for FMLA was an emergency and was unforeseeable. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Green Dot's operations.
3. The leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
4. If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with their supervisor to schedule the leave so as not to unduly disrupt the organization's or school's operations. The employee may be transferred temporarily to an available alternative position for which they are

qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

5. Green Dot will respond and provide a notice of eligibility to a FMLA leave request within five business days of acquiring knowledge that the leave is being requested for an FMLA-qualifying reason. If a FMLA leave request is granted, Green Dot will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Medical Certifications

1. An employee requesting FMLA leave because of their own or a family member's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Green Dot. (The term "family member" shall be as defined in the FMLA.) Failure to provide the required certification within fifteen (15) days of the leave request may result in denial of the leave request until such certification is provided.
2. If Green Dot has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Green Dot may request a second opinion by a health care provider of its choice (paid for by Green Dot). If the second opinion differs from the first one, Green Dot will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Re-certifications may also be required every 30 days upon the request of Green Dot. Failure to submit required re-certifications can result in termination of the leave.

Should the employee not complete and return the Leave of Absence paperwork and/or submit the appropriate medical certifications in alignment with this policy and the guidelines set forth in the Leave of Absence packet their leave request may be viewed as an unauthorized absence that could result in disciplinary action up to termination of employment.

Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee, as defined in the FMLA, whose reinstatement would cause serious and grievous injury to Green Dot's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. Before an employee will be permitted to return from FMLA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
3. If an employee can return to work with limitations, Green Dot will evaluate those limitations and, if reasonable, will accommodate the employee as required by law.

Limitations on Reinstatement from FMLA Leave

1. Green Dot may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to Green Dot's operations. A "key" employee is an exempt salaried employee who is among the highest paid ten percent (10%) of Green Dot's employees within seventy-five (75) miles of the employee's worksite.
2. A "key" employee will be advised, in writing, at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that they qualify as a "key" employee and the potential consequences

with respect to reinstatement and maintenance of health benefits if Green Dot determines that substantial and grievous injury to Green Dot's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, Green Dot will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause Green Dot to suffer substantial and grievous injury. If Green Dot realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment During FMLA Leave

An employee on FMLA leave may not accept employment with any other employer without Green Dot's written permission. An employee who accepts such employment will be deemed to have resigned from employment at Green Dot.

VII.B. Pregnancy and Parent Leave

California Pregnancy Disability Leave

Pregnancy disability leave ("PDL") shall be provided in accordance with federal and state laws and the applicable collective bargaining agreement. For those employees not subject to a collective bargaining agreement, this policy explains how Green Dot complies with the California Pregnancy Disability Leave Act, which requires Green Dot to give each female employee an unpaid LOA of up to a maximum of four months, as needed, for the period(s) of time an employee is actually disabled by pregnancy, childbirth, or related medical conditions. California PDL runs concurrently with any leave the employee is eligible for under the Family and Medical Leave Act (FMLA). When the PDL ends, the employee may be eligible to take up to twelve (12) additional weeks of unpaid leave for baby bonding, under the California Family Rights Act (CFRA).

Employee Eligibility Criteria

To be eligible for PDL, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

The four-month PDL allowance includes any time taken (with or without pay) for any of the following reasons:

- The employee is unable to work at all or is unable to perform any one or more of the essential functions of the job without undue risk to the employee, the successful completion of the pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- The employee needs to take time off for prenatal care.

Duration of PDL

PDL may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four (4) months. For a full-time employee who works five eight hour days per week, four months means eighty-eight (88) working and/or paid eight (8) hour days of leave entitlement based on an average of twenty-two (22) working days per month for four (4) months.

Seniority

An employee on PDL remains an employee of Green Dot and a leave will not constitute a break in service. When an employee returns from PDL, they will return with the same seniority they had when the leave commenced.

Procedures for Requesting and Scheduling PDL

1. An employee must request PDL by completing a Request for Leave form and submitting it to her supervisor. An employee asking for a Request for Leave Form will be referred to Green Dot's then current PDL policy.
2. Employees should provide not less than thirty (30) days or as short of notice as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for PDL was an emergency and was otherwise unforeseeable. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Green Dot's operations.
3. PDL may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
4. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
5. In most cases, Green Dot will respond to a PDL request within two days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten days of receiving the request. If a PDL request is granted, Green Dot will notify the employee in writing and leave will be counted against the employee's PDL entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Medical Certifications

1. An employee requesting PDL must provide medical certification from the healthcare provider on a form supplied by Green Dot. Failure to provide the required certification within fifteen (15) days of the leave request may result in a denial of the leave request until such certification is provided.
2. If Green Dot has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Green Dot may request a second opinion by a health care provider of its choice (paid for by Green Dot). If the second opinion differs from the first one, Green Dot will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certifications can result in termination of the leave.

Should the employee not complete and return the Leave of Absence paperwork and/or submit the appropriate medical certifications in alignment with this policy and the guidelines set forth in the Leave of Absence packet their leave request may be viewed as an unauthorized absence that could result in disciplinary action up to termination of employment.

Return to Work

1. Upon timely return at the expiration of the PDL period, an employee is entitled to be reinstated to the same position, unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, the employee must be reinstated to a comparable position unless there is no comparable position

available, and filling that position with the returning employee would substantially undermine Green Dot's ability to operate the business safely and efficiently. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. Before an employee will be permitted to return from a PDL of three days or more, the employee must obtain a certification from the healthcare provider that the employee is able to resume work.
3. If the employee can return to work with limitations, Green Dot will evaluate those limitations and, if possible, will accommodate the employee as required by law.

Employment During Pregnancy Leave

An employee on PDL may not accept employment with any other employer without Green Dot's written permission. An employee who accepts such employment will be deemed to have resigned from employment with Green Dot.

California Family Rights Leave

For employees not subject to a collective bargaining agreement, the following policy demonstrates Green Dot's compliance with California Family Rights Act ("CFRA") (Gov. Code, § 12945.2) leave requirements, both of which require Green Dot to permit each eligible employee to take up to twelve (12) work weeks of CFRA leave in a rolling twelve (12) month period under certain circumstance in accordance with state laws. CFRA leave will run concurrently with all other appropriate leaves applicable under federal and state law including FMLA.

Employee Eligibility Criteria

To be eligible for CFRA leave, the employee must have been employed by Green Dot for at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the CFRA leave.

Events That May Entitle an Employee to CFRA Leave

The CFRA provides time off for the purpose of:

- The birth of an employee's child for purposes of bonding
- Placement of a child in the employee's family for adoption or foster care
- For the serious health condition of the employee's child, parent, parent-in-law, or spouse
- For the employee's own serious health condition

Amount of CFRA Leave Which May Be Taken

CFRA leave can be taken in one or more periods, but may not exceed twelve (12) work weeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve work weeks" means the equivalent of twelve of the employee's normally scheduled work weeks. For a full-time employee who works five eight-hour days per week, "twelve work weeks" means sixty (60) working and/or paid eight-hour days. The "twelve (12) month period" in which twelve (12) weeks of CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any CFRA leave.

When CFRA leave is taken for the birth, adoption, or foster care placement of a child Green Dot will grant time off for a minimum of two weeks. Green Dot may grant time off for lessor duration on any two occasions.

In addition, leave taken for the birth, adoption, or foster care placement of a child must be completed within one year of the qualifying event.

Seniority

An employee on CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from CFRA leave will return with the same seniority they had when the leave commenced, if applicable.

Procedures for Requesting and Scheduling CFRA Leave

1. An employee should request CFRA leave by completing a Request for Leave Form and submitting it to their supervisor. An employee asking for a Request for Leave Form will be referred to Green Dot's then current CFRA policy.
2. An employee should generally provide thirty (30) days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee should provide notice to their immediate supervisor as soon as practicable. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt unduly Green Dot's operations.
3. If CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
4. If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with their supervisor to schedule the leave so as not to disrupt unduly Green Dot's operations. The employee may be transferred temporarily to an available alternative position for which they are qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave other than the employee's regular position.
5. If a CFRA leave request is granted, Green Dot will notify the employee in writing that the leave will be counted against the employee's CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Medical Certifications

1. An employee requesting CFRA leave because of their own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Green Dot. Failure to provide the required certification within 15 days of the leave request may result in denial of the leave request until such certification is provided.
2. If Green Dot has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Green Dot may request a second opinion by a health care provider of its choice (paid for by Green Dot). If the second opinion differs from the first one, Green Dot will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

Should the employee not complete and return the Leave of Absence paperwork and/or submit the appropriate medical certifications in alignment with this policy and the guidelines set forth in the Leave of Absence packet

their leave request may be viewed as an unauthorized absence that could result in disciplinary action up to termination of employment.

Return to Work

1. Upon timely return at the expiration of the CFRA leave period, an employee (other than a “key” employee whose reinstatement would cause serious and grievous injury to Green Dot’s operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee’s CFRA leave.
2. Before an employee will be permitted to return from CFRA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
3. If an employee can return to work with limitations, Green Dot will evaluate those limitations and, if possible, will accommodate the employee as required by law.

Employment During CFRA Leave

If an employee on CFRA leave accepts employment with any other employer without Green Dot’s written permission, the leave of absence will be denied and the employee will be deemed to have resigned from employment at Green Dot.

VII.C. Military Leaves of Absence

Military Service Leave of Absence

Green Dot supports the military obligations of all employees and grants leaves without pay for uniformed service in accordance with Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). Any employee who needs time off for military service should immediately notify the Human Resources Department and their supervisor and provide a copy of the official orders or instructions. Additionally, the employee must submit a Leave of Absence request form to Human Resources, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

If military leave is for thirty (30) or fewer days, Green Dot shall continue the employee’s health benefits. For service of more than thirty (30) days, the employee shall be permitted to continue their benefits at their expense through COBRA. Employees are entitled to use accrued paid time off as wage replacement during time served, provided such time accrued prior to the leave.

Green Dot will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service. If returning from active duty, the employee must apply within ninety (90) days after release or within such extended period, if any, as required by law. For those employees serving in the National Guard the employee must apply for reemployment within forty (40) days of being released from active duty (if left as a full-time employee) or with five (5) days (if left as a part-time employee). Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Qualifying Exigency Leave

If your military relative is on covered active duty, you may be able to take FMLA leave under the following circumstances. Please note that all circumstances that arise due to military service of an employee or their eligible family member will be considered on a case by case basis and determined on their own merit depending on both Federal and State laws at the time of request.

When a family member is deployed to a foreign country in the armed forces, your life can change very quickly. Many of these changes can require prompt attention. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse, child, parent, domestic partner, or in loco parentis of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces or the reserve component of the Armed Forces and may use their twelve (12) week FMLA entitlement to address certain qualifying circumstances. Qualifying circumstances may include but are not limited to deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

Military Caregiver Leave

The federal FMLA also includes a special Military Caregiver Leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single twelve (12) month period. Eligibility includes working at least 1250 hours within the last 12 months. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or in loco parentis caring for a covered military service member or veteran with an honorable discharge recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Military R & R Leave

An employee may spend up to 15 days with a military member who is on Rest and Recuperation (R & R) leave during covered active duty.

Post Deployment Activities Leave

An employee may attend post-deployment activities for up to 90 days following the termination of the military member's covered active duty.

Military Spousal Leave During Conflict

Green Dot shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide Green Dot with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

VII.D. Organ and Bone Marrow Leave

California Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) paid workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to thirty (30) paid workdays and five (5) unpaid workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by Green Dot for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to Green Dot that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any period of time during which an employee is required to be absent by reason of being an organ or bone marrow donor is not a break in the employee’s continuous service for the purpose of the employee’s right to salary adjustments, sick leave, vacation, paid time off, annual leave, or seniority.

An employee may first use up to five (5) days of their earned but unused accrued time for bone marrow donation and up to two (2) week’s worth of earned but unused accrued time for organ donation unless doing so would violate the terms of any applicable collective bargaining agreement. If the employee does not have sufficient accrued time to meet these requirements, it will need to be unpaid. If the employee has an insufficient amount of accrued time available, the accrued time must be taken as unpaid before paid leave is provided.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. Green Dot may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

VII.E. Domestic Violence Leave

California Victims of Abuse Leave

Green Dot provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, or other injunctive relief, to help ensure the employee’s own health, safety or welfare, or that of the employee’s child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide Green Dot with as much advance notice as practicable under the circumstances, unless advance notice is not feasible. If advance notice is not possible,

the employee requesting leave under this policy should provide Green Dot one (1) of the following certifications within a reasonable time after the absence:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or that the employee's immediate family member¹ is deceased as the direct result of a crime.
2. A court order protecting the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing's treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, Green Dot will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work.

A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position. To request an accommodation under this policy, an employee should contact Human Resources. Green Dot will engage the employee in a timely, good faith and interactive process to determine effective reasonable accommodations.

Green Dot will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

VII.F. Victims of Crime Leave

¹ "Immediate family member" means a person who is any of the following:

(A) Regardless of age, a biological, adopted, or foster child, stepchild, or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or a person to whom the employee stood in loco parentis when the person was a minor.

(B) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner, or a person who stood in loco parentis when the employee or the employee's spouse or domestic partner was a minor child.

(C) A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.

(D) A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling.

(E) Any other individual whose close association with the employee is the equivalent of a family relationship described in subparagraph (A), (B), (C), or (D).

Victims of Crime Leave

An employee who is themselves a victim, immediate family member, or domestic partner of a victim of a violent felony or serious felony may be granted unpaid time off from work in order to attend judicial proceedings related to the crime. An employee requesting leave under this policy may be required to provide written notice and/or certification verifying the need for leave.

Green Dot will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

VII.G. Emergency Services Leave

An employee may take unpaid time off to perform training or emergency duty as a volunteer firefighter, reserve peace officer, volunteer emergency rescue personnel or civil air patrol.

Employees may take up to ten (10) days of unpaid leave for civil air patrol duty each calendar year and up to fourteen (14) days of leave per calendar year for the purpose of engaging in fire or law enforcement training. However, civil air patrol leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by Green Dot. Please alert your supervisor that you may have to take time off for emergency duty. An employee must give advance notice, when possible, and no later than the end of the first day of leave when the need for leave is an emergency.

VII.H. Personal Leave

Any employee requesting a personal leave of absence without pay must submit a Request for Leave Form to their immediate supervisor and Green Dot's Human Resources Department as far in advance as possible. The request will be reviewed on a case-by-case basis by the Human Resources Department in coordination with the employee's supervisor. The decision to approve or disapprove is based on the applicable law, circumstances, length of time requested, employee's job performance and attendance record, reasons for the leave, effect the employee's absence will have on the work in the department, and the expectation that the employee will return to work when the leave expires. Employees on unpaid leaves will be re-instated, if possible, upon return from such approved leaves. While Green Dot will make reasonable efforts to find a suitable available position, such position cannot be guaranteed. If a position becomes available, it may be different in terms of job duties and compensation from the position vacated at the start of the leave.

Employees have the choice of using existing PTO or sick leave for a leave under this policy. If no such leave is available, leave under this policy will be unpaid. During the time that an employee is on a personal leave of absence, the employee is not eligible to accrue PTO. Personal leaves of absence may not exceed 30 days, unless otherwise approved by Green Dot and allowable under applicable law, or applicable collective bargaining agreement. Employees on a personal leave of absence for one month or less will continue to be enrolled in eligible Green Dot health and welfare benefits plans subject to all employee contributions per Green Dot's arrears policy. Employees on an approved personal leave longer than one month will have the option to convert to COBRA at their own expense (full premium plus an administrative fee) or elect an insurance policy independent of Green Dot. Unemployment insurance benefits cannot be collected while on a personal leave of absence.

VII.I. Short Term and Long Term Disability Plans

All Green Dot full time regular employees are eligible for two (2) disability plans provided by Green Dot.

1. Green Dot's Short Term Disability Program – Green Dot's Short Term Disability plan provides coverage beginning the 1st day, subject to a state mandated waiting period, and continues through the 90th day of a disability with doctor certification. Through a combination of state disability insurance payments (where applicable) and Green Dot's insurance carrier's payments, the employee will receive 60% of pre-disability earnings to a maximum of \$1,500 per week.
2. Green Dot's Long Term Disability Program – Green Dot's Long Term Disability plan provides coverage beginning on the 91st day of a disability with doctor certification. The employee will receive 60% of pre-disability earnings to a maximum of \$10,000 per month. Coverage will continue for the length of the maximum benefit period as defined by Green Dot's insurance carrier.

Green Dot's Human Resources Department must be notified of the need for a leave of absence due to a medical condition. Before any payments will be made to the employee under this plan, a certificate of disability from their health care provider certifying the disability must be provided to the disability insurance carrier. The employee may be required to provide periodic updates of their status, such as the expected date of, and intent to, return. During the leave, the employee may be asked for additional information certifying the need for the leave within the limits of applicable law. Prior to returning to work, the employee must provide Green Dot's Human Resources Department with a written release to return to work from the health care provider who is treating the employee.

This Disability Policy is not intended to supersede, change or modify an employee's eligibility for a protected leave of absence under applicable law, including FMLA. If approved, disability benefits run concurrently with any protected leave of absence under applicable law, including FMLA, and any applicable state pregnancy/parental leave laws.

VIII. OTHER EMPLOYMENT POLICIES AND PRACTICES

VIII.A. Safety and Emergency Preparedness

Green Dot is committed to providing a workplace for all employees that is safe, healthy and pleasant. In order to provide such an environment, employees should familiarize themselves with all of the following safety policies. Failure to follow any of the safety policies may result in discipline, up to and including termination of employment.

Workplace Security

It is critically important that employees follow security procedures established at each work location for the protection of all employees and stakeholders, and the facility and the assets contained in that facility. The following are a set of important security principles.

- Employees who are issued keys, access cards, and/or gate clickers ("Access Items") should maintain those items in a safe and secure place and should not allow others to borrow those items. If an item has been misplaced or stolen, employees must report those items missing to their immediate supervisor within twenty-four (24) hours and may be responsible for the cost of the replacement. When an employee leaves Green Dot, Access Items must be returned to their immediate supervisor within twenty-four (24) hours or as soon as practicable thereafter.
- Employees who are issued security codes to access facilities on off-hours must not share their code with anyone else.
- Any employee who believes they may be the last to leave the premises for the day should make sure all external entrances and windows are secured and properly locked.
- Employees who would like to have someone visit a Green Dot work location should follow the visitor procedures for that location. All locations should have procedures requiring visitors to sign in and out.
- Employees should secure any valuable items (e.g., computers, LCD projectors) at the end of each day in a locked desk, cabinet, or closet.
- Employees should contact their location's security or their supervisor immediately if they observe any suspicious activity, including, but not limited to unidentified visitors, persons loitering, or other potential security risks.
- Employees are discouraged from bringing any personal property onto a Green Dot facility, unless authorized pursuant to a duly executed agreement or an applicable collective bargaining agreement. Except as noted directly below, Green Dot is not responsible for any lost, damaged, or stolen personal property brought onto a Green Dot site. Green Dot is also not responsible for any damages resulting from any use of unauthorized personal property while on a Green Dot facility or within the scope of employment.
- Notwithstanding any applicable provision in a collective bargaining agreement, on a case-by-case basis and as determined by Green Dot's Chief Business Officer (or equivalent position) or designee, Green Dot may provide reimbursement or partial reimbursement to an employee for personal property that is stolen or damaged while at a work site or work-related activity by means of no negligence by the employee. Such personal property must be reasonably foreseeable to be present with the employee on a work site or work-related activity (e.g., personal cell phone, technology for classroom instruction authorized in advance by an immediate supervisor). Further, the employee shall bear the burden to show that the personal property was in working order prior to the theft or damage, and that the theft or damage occurred through no negligence of the employee.

ALICE Training

Green Dot is committed to the well-being and safety of its employees and students. ALICE (Alert, Lockdown, Inform Counter and Evacuate) is the nation's leader in preparing everyone with pro-active, options-based strategies for a violent intruder event while remaining age and ability-appropriate. Green Dot recognizes that active shooter events have severe consequences and that as an organization, has a responsibility, in alignment with applicable law, to protect students and staff by providing and facilitating trainings that educate and prepare individuals to respond appropriately in the event of an active shooter situation. Although all Green Dot employees are not expected to engage an active shooter, this policy applies to all full-time Green Dot employees, and part-time and temporary employees with frequent work at school sites. Volunteers, unless required by law, are not required to adhere to this policy, but Green Dot may make available training regarding the active shooter modules to volunteers as necessitated.

All Green Dot employees are required to participate in the ALICE Active Shooter Response training within the first six (6) weeks of employment and on an annual basis for the length of their employment thereafter or as otherwise required by their worksite. However, a lack of training does not excuse any one from being able to act to save your life and the lives of others in your care during an active shooter situation. Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

Workplace Facilities

Respecting Green Dot facilities is important in creating a pleasant place to work. All employees are asked to do their fair share in keeping work areas, offices, bathrooms and common areas neat and attractive. Below is a set of important principles related to facilities:

- Employees consuming food or beverages in personal work areas or common areas should dispose of the related trash in a timely manner.
- Hazards, such as wet or slippery floors, leaks, plumbing problems, exposed wiring, or anything else that may promote an unsafe condition should be reported to the designated facilities liaison at the site or to the employee's immediate supervisor immediately.
- Employees should ensure paths of travel and doorways are clear from any blockage and no electrical or other cords are used in a manner in which they would create a tripping or other hazard.
- Employees should alert their immediate supervisor, school administration, or building maintenance immediately upon discovering any open or broken building entrances/exits, including, but not limited to, fences, doors, and windows.
- Employees whose job requires the use of hazardous materials and/or equipment may be required to complete annual training to ensure full knowledge of safety standards.
- Employees shall not alter any portion of a Green Dot facility, (e.g. painting of walls, doors), without appropriate approval by their immediate supervisor and Green Dot's Director of Facilities or equivalent position.
- Employees shall not bring any personal furniture items, such as refrigerators, space heaters, couches, and other furniture or appliances, without prior approval by their immediate supervisor.

Occupational Safety and Health Administration Statement (OSHA) Policy

Green Dot will maintain its facilities and conduct operations consistent with OSHA rules and regulations. Consistent with federal OSHA requirements and to protect the well-being of employees, Green Dot recognizes a need to limit the potential harmful effects of occupational exposure to blood and other potentially infectious bodily fluids where exposure to these materials could result in infection, primarily hepatitis B and human immunodeficiency virus (HIV/AIDS), illness or death of employees. The OSHA

policy covers all Green Dot employees, but particularly those who may reasonably anticipate coming into contact with these materials as a result of their job duties.

Please contact Human Resources at ca.hr@greendot.org for additional information.

Reporting Serious Injuries

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, Green Dot will orally report the fatality/multiple hospitalization by telephone or in person to the area office of OSHA and the DOL, that is nearest to the site of the incident. If the area office is not reachable, the school may call the OSHA toll-free central telephone number, 1-800-321-6742.

Reporting Procedures

Green Dot complies with all Federal and State mandates.

Bloodborne Pathogens

All Green Dot employees are required to complete annual bloodborne pathogens training within 6 weeks of hire and annually within the first 6 weeks of the new school year.

Bloodborne pathogens are microorganisms (e.g., viruses) transmitted through blood, or other potentially infectious material (such as certain bodily fluids like vomit or feces, or tissues).

In the event of an injury resulting in the release of blood or other body fluids that could contain pathogens (e.g., HIV, HBV), the first step is to treat the injured party. Employees should familiarize themselves with their location's first response team for this matter.

Spilled blood or body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case in which spilled body fluids need clean-up, this procedure must be followed by all Green Dot employees, as follows:

1. Inform the Principal, Assistant Principal, or supervisor on duty. The informed supervisory individual should be aware of the individual(s) doing the actual clean-up and the purpose of the clean-up.
2. Clean up the spilled blood or body fluids, as follows:
 - a) Put on protective gloves (latex, vinyl or other leak-proof material).
 - b) Spread the absorbent material (use paper towels when possible) on the spilled blood or body fluids, or use the Emergency First Responder Pack kit located in the school's medical supply cabinet.
 - c) Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for fifteen (15) minutes.
 - d) Place all potentially contaminated materials in a leak-proof plastic bag.
 - e) Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
 - f) Clean sweep/mop materials with hot, soapy water.
 - g) Remove gloves from inside-out and place in the bag.
 - h) Secure the bag, place a biohazard sticker on it and discard it properly.
 - i) Wash hands thoroughly in hot, soapy water.

3. After all activity is completed and checked by the supervisory individual, the supervisor should complete an incident report.

Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

Emergency Preparedness

Green Dot employees shall follow all applicable emergency preparedness plan(s) and each Green Dot location shall conduct safety drills as required by law. Employees shall familiarize themselves with the appropriate plans, including, but not limited to:

- Emergency Communication Codes;
- Evacuation routes and procedures;
- Lock down codes and procedures;
- Locations of alarms and fire extinguishers, and procedures for using them if the need should arise;
- Location of emergency supplies; and

Infectious Disease Outbreak Policy

Green Dot will take proactive steps to protect all employees in the event of an infectious disease outbreak. It is the goal of Green Dot during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Green Dot will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans and consult with your supervisor and/or Human Resources.

All business travel during an infectious disease outbreak may be suspended.

Green Dot may temporarily suspend worksite attendance, and utilize telecommuting as an alternative during an infectious disease outbreak. If attendance in the worksite is continued, it is critical that employees do not report to work while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The Center for Disease Control and Prevention should be referenced for their health guidelines during an infectious disease outbreak. Employees who report to work ill will be sent home in accordance with these health guidelines.

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought. Our policy is to treat any medical information as a confidential medical record. Any disclosure of

medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

In the event of an infectious disease outbreak, Green Dot may implement social distancing guidelines to minimize the spread of the disease among the staff. These guidelines may include:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and email in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

As in the case with COVID-19, check with your manager and/or Human Resources for specific guidance.

Workers' Compensation

Workers' Compensation is designed to ensure that employees who are injured, become ill, or are disabled on the job are provided with needed medical care and wage-loss protection. Employees with a work-related injury must immediately notify (within twenty-four hours of the incident) their immediate supervisor and Green Dot's Human Resources Department.

Employees may not qualify to see their personal physician under Green Dot's Workers' Compensation insurance.

Employees should work with Green Dot's Human Resources Department to follow appropriate reporting processes and determine which doctors qualify prior to seeing a doctor. However, in case of an emergency, employees should call 911 or go to the nearest hospital emergency room for treatment.

Time off for the purpose of a work related injury or illness, including treatment, will be considered time off under the FMLA and any other applicable federal or state mandated leaves. While they engage in the Workers' Compensation process, in accordance with law and the guidelines provided by Human Resources, employees may have the ability to use accrued sick leave or PTO.

Green Dot has a legal obligation to notify the insurance company of any concerns of false or fraudulent claims.

Driver Safety Rules

All employees driving during the course of conducting business on behalf of Green Dot shall adhere to the following Driver Safety Rules. Failure to adhere to these rules may be cause for discipline, up to and including termination of employment.

1. Driving on company business while under the influence of intoxicants which could impair driving ability is forbidden.

2. Cell phone use while driving should be kept to a minimum and in accordance with applicable law. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a vehicle when their ability to do so safely has been impaired by, including but not limited to, illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a vehicle while on Green Dot business must wear seat belts, even if airbags are available.
5. Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
6. All Green Dot employee drivers shall maintain a current and valid license and proof of insurance. In the event of a change (suspension, insurance lapse, etc.), Green Dot employees must notify their supervisor and Human Resources immediately.
7. All State and Local laws must be obeyed.

VIII.B. Technology Policies

Acceptable Use Policy

Technology is an integral part of classroom instruction, school operations, and organizational efficiency. Green Dot aims to provide the tools and infrastructure for its employees to leverage technology efficiently and to provide the best service possible to Green Dot’s stakeholders.

This acceptable use policy lays out Green Dot’s guidelines for the following aspects of technology use:

- Use of Green Dot’s Network
- Internet Safety, Content Filtering & Monitoring
- Organizational Data & Privacy
- Electronic Communication
- Social Media
- Mobile Phones
- Asset Management

Employees shall also refer to the Acceptable Use of Technology section of the Student Policy Manual, which explains the role of staff in supervising student use of technological resources.

For specific questions, contact Green Dot’s technology helpdesk, NerdFone, at 323-565-1650 or nerdfone@greendot.org. A representative will work with Green Dot’s Information Technology (“IT”) Department or Knowledge Management (“KM”) Department to provide an answer.

Use of Green Dot’s Network

The Green Dot network is the backbone of connectivity in all regions. This includes WAN, LAN, wireless, Internet, VOIP, IP speakers/clocks, IP security cameras, and Green Dot’s core applications, including PowerSchool, Tableau, and other hosted systems.

Use of Green Dot's network should be limited to professional activities only and take into account shared use of this network among all Green Dot regions. Green Dot reserves the right to monitor all communications and network usage for improper use. Examples of improper use include:

- Accessing other users' files or accounts, including email.
- Using Green Dot's applications & data systems to promote unethical practices or any activity prohibited by law.
- Transmitting material via Green Dot's applications & data systems that is threatening, obscene, disruptive or sexually explicit, or that could be construed as libel, slander, threats of bodily harm, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Downloading and/or using copyrighted material without the author's permission.
- Vandalism or hacking of any applications & data systems. This includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

Internet Safety, Content Filtering, & Monitoring

Green Dot provides content filtering on a region-by-region basis. Content, including SPAM mail, is filtered based on the following criteria:

- Content poses a risk to staff and student safety (e.g., Facebook, Twitter, Instagram, Snapchat).
- Content poses a risk to the integrity of all network and IT systems (e.g., file sharing, phishing).
- Content violates Children's Internet Protection Act (CIPA), which dictates that Internet access to minors must be filtered from content that is inappropriate, unauthorized, unlawful, and/or harmful.

In the event that a Green Dot employee wishes to have a specific website or application reviewed, they should follow the steps below:

- Document the URL (e.g., www.website.com), the type of content on the website, and why they need access to that particular website.
- Present this request to their school site administrator (Principal or Assistant Principal) or immediate supervisor.
- Administrators/Supervisors will review the request and provide feedback. When complete, they may submit to NerdFone.
- NerdFone will review the request with Green Dot's IT Department and determine the risk associated with the request and the effect of the request on other schools in the region.
- When complete, NerdFone will notify all participating parties of the decision. Appropriate changes will be instituted if changes are deemed applicable.

Organizational Data & Privacy

Green Dot takes seriously the task of ensuring the security of its data systems and applications. All Green Dot enterprise systems, including those hosted internally and externally, are restricted and inaccessible without Green Dot-provided access. Access can only be provided to Green Dot employees and, when applicable, third-party vendors providing services to Green Dot.

Employees and students should be aware that all content and communications over Green Dot-affiliated electronic networks, including email, phones, and data systems, are not private. Green Dot reserves the right

to access employee and student accounts and information via multiple systems and methods including, but not limited to:

- Office 365 & Exchange (e-mail)
- Google Apps for Education & Google Drive
- Student Information System (i.e. PowerSchool, etc.)
- Tableau
- Curriculum Software
- Assessment Platforms
- Green Dot issued Employee & student computers & devices
- Employee & student files

Employees who violate Green Dot's organizational data security guidelines will be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Violations include:

- Sharing personal login information to Green Dot applications & data systems.
- Accessing other users' personal files or accounts, including email.
- Additional violations as stated in the *Use of Green Dot's Network* section.

Violations of these policies should be reported to Green Dot's IT Department immediately.

Passwords

Password Use Rules

- Never send passwords through email or in other forms of electronic communication without encryption.
- Never write passwords down.
- Never share your passwords with others including IT or NerdFone.
- Never reveal your password over the telephone.
- Never hint at the format of your password.
- Never reveal or hint at your password on a form on the internet.

Password Protection

1. Never use your corporate or network password on an account over the internet which does not have a secure login where the web browser address starts with https:// rather than http://
2. Report any suspicion of your password being compromised to the information technology department or NerdFone.
3. If anyone asks for your password, refer them to NerdFone.
4. Don't use common acronyms as part of your password.
5. Don't use common words or reverse spelling of words in part of your password.
6. Don't use names of people or places as part of your password.
7. Don't use part of your login name in your password.
8. Don't use parts of numbers easily remembered such as phone numbers, social security numbers, or street addresses.
9. Don't use word or number patterns for parts of passwords like abcdefg, 123456, 654321, or zzyyxxww.
10. Change your passwords immediately from the default password initially assigned.
11. Be careful about letting someone see you type your password.

12. Do not use the same password for organizational accounts that you use for external accounts such as external email accounts, passwords for ISP accounts, and other internet web site accounts.
13. Be aware that passwords stored on handheld devices and computers unencrypted are very vulnerable and are easily compromised. Even passwords stored in a reversible encrypted format can be cracked.

Computer and O365 Password Requirements

The following password requirements will be set by the IT department:

1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
2. Minimum Length - 14 characters
3. Minimum complexity - Passwords should use three of four of the following four types of characters:
 - a. Lowercase
 - b. Uppercase
 - c. Numbers (Base 10 digits, 0 through 9)
 - d. Special characters such as !@#\$\$%
4. Passwords are case sensitive and the user name or login ID is not case sensitive.
5. Password history - Require a number of unique passwords before an old password may be reused. The password history is set to 3.
6. Maximum password age - 365 days
7. Account lockout threshold - 10 failed login attempts
8. Computer lock timer set to 30 minutes for school site employees, 15 minutes for Home Office employees. Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of leaving their computers locked (they can press the CTRL-ALT-DEL keys and select "Lock Computer").

Student Usernames and Passwords

Student usernames and passwords are set by the district's IT and Knowledge Management staff. Student usernames are set to their first initial from their first name + first 13 letters of their last name *until* space/punctuation + student ID

Example for Jon Smith (student ID 12345) would be "jsmith12345" and Elver Sandoval-Bustamante (student ID 33257) would be esandoval33257.

Students can change their passwords independently for certain systems. For those that do not support self-service password resets, they should notify their teacher so the teacher can contact Green Dot's technology helpdesk, NerdFone, or the technology department to request a password change.

Electronic Communication

Green Dot may provide its employees with access to electronic communication accounts (e.g., e-mail, text messages). Green Dot will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, harmful to minors, or otherwise inappropriate over Green Dot's network. Green Dot may monitor users' online activities and access, review, copy, store, or delete any electronic communication or files, and disclose them to others as it deems necessary (consistent with FERPA, the Health Insurance Portability and Accountability Act of 1996, or other applicable law). Users have no reasonable expectation of privacy, during or outside of work hours, regarding their use of Green Dot

technology, including, but not limited to, any electronic communication. System security features, including passwords and delete functions, do not neutralize Green Dot's ability to access data at any time. Employees must be aware that the possibility of such access always exists.

All Green Dot employees must use Green Dot electronic communication for ethical, professional communication purposes, adhering to the following:

- Access to, and use of, Green Dot electronic communication accounts is limited to conducting Green Dot business and educational activities.
- Personal electronic communication accounts should not be used for communicating with students and/or parents/guardians.
- The use of the Green Dot electronic communication accounts is permitted outside of work hours by exempt employees so long as such use is consistent with all Green Dot policies.
- Communication by electronic means must reflect professional standards at all times.
- When any e-mail correspondence with students, parents, and/or guardians has the potential to escalate, the e-mail communication should immediately be discontinued. The staff member should contact the school administrator for next steps. (For additional information regarding e-mail communication with students, please refer to Section IV.C., "Professional Boundaries: Staff/Student Interaction Policy", of this Employee Handbook)
- Green Dot's e-mail accounts may not be used for political or personal gain.
- Green Dot's e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- Green Dot staff members may not delete, copy, modify, or forge other users' names, emails, files, or data.
- Employees should not use personal devices or email accounts for Green Dot-related communications. Such communications should only take place using Green Dot-issued devices and via the employee's Green Dot email account.

When any employee becomes aware of another employee having violated Green Dot's Code of Conduct by means of electronic communication, the following steps apply:

- If the observed behavior appears minor, they may speak to this employee or report the matter to an appropriate supervisor in a timely manner; or
- If the observed behavior appears significant, they must report the matter to an appropriate supervisor as soon as practicable.

A supervisor receiving the report shall keep the matter as confidential as possible under the circumstances. It is the duty of the supervisor receiving the report to ensure that the matter is investigated and resolved to the extent possible under the circumstances.

AMU/ACEA Union Business Policy

AMU and ACEA members may engage in union business using Green Dot technology and on the Green Dot network outside of the professional work day consistent with each respective applicable collective bargaining agreement. Content of emails should follow professional guidelines as outlined in this Employee Handbook and any applicable collective bargaining agreement.

Social Media

Individual Use

Social media, including applications such as Facebook, Twitter, Instagram, and Snapchat, are not accessible while on the Green Dot network. Employees may request access from Green Dot's IT Department to specific applications based on their job description and responsibilities.

Green Dot employees are encouraged to limit their use of these types of applications, including use on personal devices and connections, during work hours, except in cases specific to one's job responsibilities.

Green Dot employees should be mindful that all information posted to or uploaded to the Internet is ultimately accessible to users around the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social media they choose to use. Employees should also be aware that information posted online, despite privacy protections, is often easily accessible and may be seen by students, parents, Green Dot administration, and other Green Dot stakeholders.

Educational Use

Green Dot recognizes that social media may have educational value to further Green Dot's mission and values, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

Definitions

"Social media" means an online platform for collaboration, interaction, and active participation (e.g., sites for social networking, media sharing, blogs, microblogs, wikis, and virtual worlds).

"Social networks" are online spaces that allow users to create customized profiles and form connections with other users based on shared characteristics and interests (e.g., Instagram, Facebook, Twitter, LinkedIn).

"Media sharing" are online spaces that allow users to post and share videos, audio files, and/or photos, which may be searchable (e.g., Instagram, YouTube, Flickr, Picasa, Shutterfly).

"Blogs" are online logs or journals in which authors and users can post textual, audio, or video content (e.g., BlogSpot).

"Microblogs" are online spaces that allow users to post short blog entries (e.g., Twitter, Facebook, Foursquare).

"Wikis" are online resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher (e.g., Wikipedia).

"Virtual worlds" are online or software-based platforms that allow users to create avatars (i.e., a graphical image that represents a person) to meet, socialize, and transact with other users.

Social Media Approval Process

Any Green Dot teacher, staff member, coach, or volunteer who seeks to establish social media for Green Dot-related purposes must submit a written request to the Director of Communications or designee for approval. The request must include:

1. The online tools the requestor desires to use;
2. The social media platform's purpose;
3. How the platform will comply with this policy; and
4. The name of a proposed individual who will be responsible for monitoring the social media platform's content.
5. Access to management and oversight of the accounts in question

Approval of the proposed social media platform shall only be granted upon written confirmation from the Director of Communications or designee, who must designate the individual responsible for monitoring the content posted to the social media account.

A social media account that is created by a parent-teacher organization, a booster club, or other Green Dot-connected organization, or a student's or an employee's personal site, is not considered to be a Green Dot-approved social media platform. Employees should not create social media accounts that use Green Dot's (or school's) brand, either in explicit or implicit reference (e.g., "GreenDotGroup", "AnimoCounseling", and GDPS-Pencils).

Guidelines

A Green Dot-approved social media platform shall be used only for its stated purpose(s) and in a manner consistent with this policy. A Green Dot-approved social media platform does not create a limited public forum or otherwise guarantee an individual's right to free speech.

All Green Dot-approved social media platforms shall be regularly monitored by Green Dot designees, Green Dot's Information Technology Department, and Green Dot's Communications Department. Example of posts that may be removed include, but not limited to, posts that violate Green Dot's policy or content guidelines, posts that violate laws against discrimination or harassment, or posts that are unrelated to the purpose of the particular social media platform. To this end, users must be informed of the social media platform's purpose and the limited nature of any potential discussion.

Each Green Dot-approved social media platform shall prominently display:

- The purpose, along with a statement that users are expected to use the platform only for those intended purposes.
- A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on Green Dot premises, violation of Green Dot policy, or substantial disruption of Green Dot's operations.
 - Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment.

- Protocols for users include, but are not limited to, having no expectation of privacy, and communicating in a respectful, courteous, and professional manner.
- A statement that users are personally responsible for the content of their posts and that Green Dot or its schools are not responsible for the content of external online platforms.
- A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of Green Dot or its schools.
- A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by Green Dot or its schools.
- The individual(s) to contact regarding violation of Green Dot policies or guidelines regarding the use of Green Dot-approved social media platforms.

Green Dot staff and students who post inappropriate or prohibited content on Green Dot-approved social media platforms may be subject to cancellation of user privileges, and discipline in accordance with Green Dot policy and/or any applicable collective bargaining agreement.

Green Dot employees who participate in Green Dot-approved social media platforms shall adhere to all applicable Green Dot policies, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using Green Dot-approved social media platforms shall identify themselves by name and Green Dot title/position, and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of Green Dot or its schools.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employee rights under any applicable law to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Content as a Public Record

Information posted on Green Dot-approved social media platforms may be considered a public record pursuant to the California Public Records Act, Government Code section 6250 et seq.

Use of Copyrighted Materials

Users of Green Dot-approved social media platforms must comply with all applicable laws. In compliance with federal copyright laws, Green Dot and its staff and students may make fair use of materials for instructional purposes so long as they are not likely to deprive a publisher or an author of income. Users should give credit when due and not plagiarize materials. Hyperlinking to outside sources is recommended. When hyperlinking to other online resources, the user shall ensure that the linked content is consistent with this policy.

Photographs taken by professional photographers cannot be scanned or used online without the photographer's express written permission.

Privacy

Social media sites and/or any other online platforms shall not be used to transmit confidential information about students, staff, or Green Dot operations. Employees posting material to social media platforms should always abide by the terms of use of those platforms, and note particularly that users under 13 years of age are typically not permitted.

Green Dot policy contained in each school's Student Policy Manual pertaining to the posting of photographs of students and the privacy of telephone numbers, home addresses, and e-mail addresses shall also apply to Green Dot-approved social media platforms.

Mobile Phones

Green Dot may provide mobile phones to a limited number of employees during the term of their employment at Green Dot. These phones are provided to allow employees to efficiently conduct business and to allow employees to be more accessible to parents, colleagues, and community members. Green Dot-issued mobile phones are not intended for personal use. Calls, texts, and use of data not related directly to Green Dot or school business are strictly prohibited.

Terms of Use:

- Each mobile phone is the property of Green Dot and is issued to Green Dot employees for work-related business only.
- Employees are responsible for reimbursing Green Dot for any charges related to any non-business calls above and beyond the employee's service plan.
- Green Dot reserves the right to issue, revoke, or modify usage of mobile phones for employees.
- Each employee issued a Green Dot mobile phone is responsible for the safekeeping of the phone during their term of employment. Green Dot employees are expected to treat and safeguard the phone like any other personal belonging.
- By accepting a mobile phone, an employee's phone records may be viewed by Green Dot staff, including, but not limited to Green Dot's IT Department, Green Dot school site administrators, and other office personnel.
- Green Dot will pay for all approved usage (including data services and text messaging) and applicable taxes and service charges, based on each employee's service plan.
 - Employees traveling internationally on approved trips on behalf of Green Dot must request international service at least one (1) week in advance of travel from NerdFone.
 - International trips not in direct service to Green Dot will not be reimbursed/financed by Green Dot. It is the responsibility of the traveling employee to organize appropriate coverage while they are out of the office.
- Employees are responsible for reimbursing Green Dot for damage and/or abuse of their mobile phone for an amount up to the full retail cost of the mobile phone.
- Examples of *acceptable* use of Green Dot issued mobile phones include:
 - Placing or accepting calls to/from parents, administrators, or other Green Dot employees:
 - Sending or receiving texts to/from other parents, administrators, or other Green Dot employees.
 - Using data plans to access Green Dot email or online resources related to Green Dot.
 - Accessing Green Dot voicemail.
- Examples of *unacceptable* use of Green Dot issued mobile phones include:
 - Calling or texting non-school or non-Green Dot employees.
 - Calling 976, 900 or other fee-based phone services.
 - Calling 411 or directory assistance services.
 - Charging or billing other services to your cell phone account.
 - Using the data plan to access content unrelated to Green Dot.
 - Using the data plan to access personal email unrelated to Green Dot.

Asset Management

The purpose of the asset management policy is to ensure that all assets are secure and properly secured, maintained, and used. Use of Green Dot technology is a privilege. This policy applies to all Green Dot employees and any other personnel granted access to Green Dot's technology assets.

Securing Assets

Green Dot employees should, at all times, be aware of the threat of theft and take all necessary steps to safeguard their assets. Employees who demonstrate negligence are responsible for reimbursing Green Dot for the loss or damage of any Green Dot asset put under their supervision for an amount up to the full retail cost of the asset. Types of negligence include:

- Leaving assets in one's vehicle overnight.
- Leaving assets unattended in a hotel room while traveling.
- Leaving assets unattended in a public space, including airports & restaurants.
- Leaving laptops or device carts unattended or unsecured.
- Not reporting stolen equipment to one's immediate supervisor, school site administrator, and/or Green Dot's IT Department.
- Repeated loss of assets, even if accidental.

When an Asset Goes Missing

When a Green Dot-issued asset goes missing, the employee should:

- Immediately contact their immediate supervisor or school site administrator.
- Immediately contact Green Dot's IT Department.
- If advised, file a police report at their school site or regional home office.
- Submit the police report within five days of the incident to Green Dot's IT Department.

Depending on the level of negligence, the employee may have their privileges revoked.

Damage & Abuse of Assets

Green Dot aims to sustain the life of its technology assets, including those used by staff & students, as long as possible. Green Dot employees are expected to treat and safeguard this technology like any other personal belonging. As technology is frequently transferred from one employee to another, employees should refrain from personalizing any technology (e.g., placing stickers on a laptop computer) so that technology can be repurposed as needed.

As noted previously, employees who demonstrate gross negligence are responsible for reimbursing Green Dot for an amount up to the full retail cost of the asset. Types of gross negligence include:

- Intentionally damaging Green Dot's assets.
- Allowing someone else to intentionally damage Green Dot's assets.
- Repeated damage to Green Dot's assets, even if accidental.

VIII.C. Employment of Relatives

Relatives of employees may be eligible for employment with Green Dot only if the individuals involved are qualified, do not work in a direct supervisory relationship, and are not in job positions in which a conflict of interest could arise. Relatives of Green Dot employees are subject to the same procedures and requirements as any other job applicant. Green Dot employees may not interview any relative seeking to join Green Dot nor may that employee influence the decision to hire or not hire any relative who is a job applicant. Green Dot defines “relatives” as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Workplace Relationships

Consensual relationships in the workplace are discouraged. Consensual relationships between supervisors and employees and between faculty or staff and parents or students are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Moreover, consensual relationships in the workplace can lead to problems with morale, decreased productivity and increased liability. Green Dot has a strong policy against sexual harassment and is concerned that consensual relationships might potentially violate the policy. Green Dot aims to prevent sexual harassment from occurring in the workplace. To help prevent sexual harassment, employees who enter into consensual relationships should notify administration regarding the relationship, as well as review the sexual harassment policy. Moreover, employees are expected to abide by the sexual harassment policy, behave professionally at work, and not let the relationship affect their work or the workplace.

Employees involved in consensual relationships in Green Dot’s workplace are prohibited from evaluating the work performance of others with whom they have a relationship, or from making hiring, salary, or similar decisions which may impact such persons.

Violations of this policy may result in disciplinary action, up to and including termination.

The following guidelines have been developed to provide Green Dot employees with some examples of how consensual relationships in the workplace will be treated:

- Employees who allow personal relationships with co-workers to affect the working environment may be subject to disciplinary action, which may include counseling for minor problems. Failure to change behaviors and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- During non-working time, such as lunches, breaks and before and after work periods, employees are not prohibited from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a person.
- Supervisors, managers, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or Green Dot’s Human Resources Department. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- Where problems or potential risks are identified the organization will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties

involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

- In some cases more extreme measures may be necessary such as transfer to other school sites, positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.
- Continued failure to work with the organization to resolve such a situation in a mutually agreeable manner may be ultimately deemed insubordination; and therefore serve as a basis for immediate release.
- The provisions of this policy apply regardless of the sexual orientations of the parties involved.
- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.
- Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to Green Dot's Human Resources Department.

VIII.D. Personnel References and Recommendations

Green Dot employees may receive requests to provide letters of recommendation, verbal references, and/or verifications of employment ("VOE") from outside organizations, or current/former colleagues. Employees are generally discouraged from providing unsolicited references and/or recommendations. This Personnel References and Recommendations policy is intended to protect Green Dot and the individual author from liability.

Letters of Recommendation: A letter of recommendation may be placed on Green Dot letterhead or made on Green Dot's behalf only if written by a Green Dot Assistant Principal, Principal, Chief Officer (or designee), or an immediate supervisor of the requesting individual. Any such letter of recommendation may only be written by a Green Dot employee familiar with the requesting individual's work performance and, if applicable, separation from employment with Green Dot. The letter of recommendation must be written honestly and statements regarding the individual's work performance must be supported by demonstrable evidence. Statements regarding an individual's character or other personal traits cannot be exaggerated or misleading. Letters of recommendation that do not meet the guidelines in this policy may not be placed on Green Dot letterhead, or associated, or given the appearance of being associated with Green Dot in any manner.

Employees are not required to write letters of recommendation when requested. If a recommendation letter will not be written, the requesting individual should be so informed in a timely manner.

Verbal References: Responses to requests for verbal references (e.g., phone call) from outside organizations or current/former colleagues, such responses shall only be provided by a Green Dot Assistant Principal, Principal, Chief Officer (or designee), or an immediate supervisor of the requesting individual. The person providing the response must be familiar with the requesting individual's work performance and, if applicable, separation from employment with Green Dot. Any such responses must be provided honestly and statements regarding the individual's work performance must be supported by demonstrable evidence. Statements

regarding an individual's character or other personal traits cannot be exaggerated or misleading. The person providing the response cannot make statements maliciously, with the intent to harm the interests of the requesting individual.

Employees are not required to provide responses to requests for verbal references when requested.

Verifications of Employment: Green Dot's Human Resources Department handles all requests for VOE. If an employee receives a request to provide a VOE, the employee should contact Green Dot's Human Resources Department without unnecessary delay. Green Dot's Human Resources Department can verify current employment and provide an employee's position and start date over the phone. Requests for verification of salary should be directed to Green Dot's Payroll Department at payroll1@greendot.org.

VIII.E. Employee Records

The information in a Green Dot employee's personnel file is maintained as both a convenient resource for the collection of employee information and to comply with applicable law. An employee's personnel file is always confidential, unless otherwise required by law, and must be kept current.

An employee may review and make copies of their personnel file at any time during business hours so long as they schedule an appointment, in advance, with Green Dot's Human Resources Department.

Each employee must update their information via Workday, and provide Green Dot's Human Resources Department with supporting legal documentation (as applicable), when any of the following takes place:

- Name change because of marriage, divorce or legal name change.
- New address and/or telephone number.
- Change of name of person to contact in the event of an emergency.
- Change in number of dependents because of marriage, divorce, birth or adoption.
- Change of beneficiary.

All requests for personnel record information are to be directed to and handled by the Green Dot Human Resources Department. To avoid delays, especially in medical emergencies, it is important that the emergency contact information be kept current.

Green Dot will take appropriate steps to keep employee personnel records confidential. There are certain times, however, when information may be given to persons outside of Green Dot, including, but not limited to:

- In response to a subpoena, court order, or an order of an administrative agency;
- In a lawsuit, grievance, or arbitration; or
- When required by law.

VIII.F. Employment Changes

Green Dot is a unique and special place to work, and one in which many employees may choose to establish their careers. For a variety of professional and personal reasons, employees may make a transition, either within the organization or elsewhere. Green Dot strives to make all transitions as positive as possible.

All members of a bargaining unit are governed by the provisions of their applicable collective bargaining agreement. For further details on these policies, please consult the applicable collective bargaining agreement.

Types of Employment Changes

Transfers (Site/Location changes): Any employee interested in transferring to another location within Green Dot should contact their immediate supervisor to learn of available opportunities prior to contacting the desired location. A supervisor will be able to help the employee with this transition. Transfers for bargaining unit members may be covered in the applicable collective bargaining agreement. Please note, employees should be prepared to leave any Green Dot assets issued to them from one site/location (i.e. laptop, mobile phones, etc.) and will be issued assets, as applicable, from their new site/location.

Promotions: Green Dot is committed to supporting career development for its team members, and thus actively promotes team members within the organization. Green Dot employees are encouraged to apply for open positions and will be evaluated based on their qualifications and consistent with Green Dot's Equal Employment Opportunity Policy.

Separation from Employment

Separation from employment with Green Dot can occur for several different reasons.

Resignations: Although Green Dot hopes all employment with the organization will be a mutually rewarding experience, Green Dot understands that varying circumstances cause employees to voluntarily resign from employment. Resigning employees are encouraged to provide two (2) weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Green Dot reserves the right to provide an employee with two (2) weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, Green Dot may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. The final paycheck(s) will be delivered on the last day worked or within the state-regulated timeframe. In the event Green Dot is not provided with appropriate notice of resignation, Green Dot will deliver the final paycheck within seventy-two (72) hours of receiving such notice.

Employees who resign will not be allowed to use PTO or Sick Leave hours to extend their employment, nor will employees be allowed to use their PTO once they have given notice (if sick time is used it must be in compliance with the policy listed in this Handbook).

Terminations: All at-will employees may be terminated at any time, with or without cause or advance notice. Without impairing the at-will nature of employment, Green Dot may release an at-will employee for various reasons that may include poor performance, misconduct, or other violations of Green Dot's rules of conduct. Notwithstanding these lists of rules, Green Dot reserves the right to discharge or demote any at-will employee at any time, with or without cause, or advance notice. The final paycheck(s) will be delivered on their last day worked or within the state-regulated time frame.

In the event of an involuntary termination due to a reduction in force/downsizing, change in the organization direction, job elimination or termination for performance, Green Dot may provide severance to the affected employees. This does not apply to terminations for cause, refusal to be reassigned, or refusal to be relocated.

Certificated staff members who are terminated for credential compliance issues cannot be rehired (internally or outsourced) as long-term substitutes or part-time teachers unless they have a valid ESSA compliant credential (Intern, Preliminary, or Clear).

All members of a bargaining unit are governed by the provisions of their applicable collective bargaining agreement. For further details on these termination policies, please consult the applicable collective bargaining agreement.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays may be considered to have abandoned the job without notice and/or voluntarily resigned from their position, effective at the end of their normal shift on the third day. The supervisor will notify the Human Resources Department at the expiration of the third workday and Green Dot will process the work separation as a voluntary resignation on the employee's part. Employees who are separated due to job abandonment are ineligible for rehire.

Retirement: Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least one (1) month before the planned retirement date.

Leaving Green Dot

Separating employees must return all Green Dot property at the time of separation, including cell phones, keys, PCs, security badges, and identification cards. Upon the last day of employment, all account access will be terminated and digital files (including but not limited to emails and files stored in Google Drive) will no longer be accessible by the former employee.

The separating employee's manager should contact Green Dot's Human Resources Department to provide the completed Employee Termination Form (located on Connect). From there, HR may provide an exit interview with the employee on their last day of work or another day, as mutually agreed.

Accrued PTO time (if applicable) will be paid in the final paycheck and benefits (life, medical, dental and vision) end on the last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue Medical/Dental/Vision Benefits in accordance with COBRA. Information about COBRA continued health coverage is provided during the exit process and can be pro-actively requested by contacting Human Resources.

VIII.G. Transportation and Parking

In general, a Green Dot employee's travel time to and from work is not considered part of the work day. Green Dot's transportation and parking options are voluntary and Green Dot is not liable for any injuries or harm caused by or to employees during their commute. Additionally, employees are responsible for any injuries caused to third parties while traveling to and from work. Subject to any terms in an applicable collective bargaining agreement, Green Dot is not responsible for any loss or damage to an employee's vehicle or contents while parked on Green Dot property or designated parking lots.

In the event that a Green Dot employee is required to travel during the work day as part of their job duties, employees are prohibited from using bike-share and scooter-share services (or like alternative modes of transportation). Additionally, while traveling during the work day, employees are expected to abide by all regulations, including but not limited to traffic and safety laws.

Parking

Most Green Dot locations provide ample free parking either in adjacent or nearby parking lots or via street parking. In the event that free parking is unavailable, Green Dot may issue parking permits or provide validation

to cover the cost of parking to its employees. If an employee misplaces, loses, or forgets their parking permit or validation, the employee will be responsible for covering the cost of their own parking.

California's Parking Cash-Out Program

Green Dot participates in California's Parking Cash-Out Program, and provides employees whose primary work site is at the Green Dot Home Office and who meet the following eligibility requirements to receive a monthly parking pass, a cash allowance in lieu of a parking space. Employees eligible for a monthly parking pass include positions that are required to be at the Green Dot Home Office on average of three (3) or more days of the week on a monthly basis in a calendar year. Additionally, employees must be on active status (e.g., employees on a leave of absence are considered to be on inactive status) for at least 50% of a month in order to be eligible.

Upon becoming eligible for California's Parking Cash-Out Program, such employees will be provided an opportunity either to elect to: (1) receive a monthly parking pass; or (2) waive the monthly parking pass to receive the parking cash-out incentive. If no election is made within 30 days of becoming eligible, the employee will default to receiving a monthly parking pass.

Eligible employees who elect to receive the parking cash-out incentive will receive a cash allowance paid semi-monthly on the employee's paycheck in the amount that matches the rate of Green Dot's monthly parking pass cost. The cash allowance will take effect on the first payroll processed after receipt of the election and will not be applied retroactively. Any changes to Green Dot's monthly parking pass cost will be communicated to employees as soon as practicable.

Eligible employees will also have an opportunity to elect to receive or waive Green Dot's monthly parking pass within 30 days of the following points in time:

- During an annual open enrollment in May/June to be effective July 1 of each year;
- Upon a material change in the parking cash-out incentive amount;
- Upon notification by the employee to Green Dot of a change of home address or in family child/elder care arrangements.

Changes to an employee's parking cash-out election will be administered as soon as feasible, which is dependent on Green Dot's ability to deactivate/activate monthly parking and/or Green Dot's payroll cycle. For questions about California's Parking Cash-Out Program, please contact Green Dot's Human Resources Department.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I have received my copy of Green Dot Public Schools California's ("Green Dot") 2022-2023 Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies, rules and procedures contained in the most current version of Green Dot's Employee Handbook. If I have any questions about any section of Green Dot's Employee Handbook, I understand that I am expected and encouraged to seek clarification from the Human Resources Department.

I understand that the statements contained in this Employee Handbook are not intended to create any contractual or legal obligation on the part of Green Dot.

In addition, I understand that this Employee Handbook summarizes Green Dot's policies and practices in effect on the date of publication. I understand that nothing contained in the Employee Handbook may be construed as creating a promise of future benefits or a binding contract with Green Dot for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT, AGREE TO READ THE GREEN DOT EMPLOYEE HANDBOOK, AND TO FOLLOW THE ORGANIZATION'S POLICIES AND PROCEDURES.

Acknowledgement of the Employee Handbook is done upon hire in Workday and annually each year through Green Dot's HRIS system, Workday.