EXECUTIVE COMMITTEE MEETING
YOSEMITE SEQUOIA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL

Draft Agenda

Tuesday, October 27, 2026, 1:00 PM – 2:30 PM

Join:

https://teams.microsoft.com/meet/232900831434276?p=htunqkLVrMqJOlUg5o

Meeting ID: 232 900 831 434 276
Passcode: 6dd6wP2M

- **Council Meeting Call to Order**
  Introductions, Roll Call, and Confirmation of Quorum
- **President's Opening Statement**
- **Public Comment**
  - Members of the public may address the Board on items not listed on the agenda but within the jurisdiction of Y/S RC&DC
- **Consent Agenda (A)**
  - Approval of Agenda
  - Approval of Past Meeting Minutes
    - August 13, 2026
    - September 29, 2026
    - October 12, 2026
- **Committee/Staff Reports**
  - Project & Program Report
  - Strategic Development Report
- **Discussion Items**
  6.1 Bookkeeper/Financial Reports
    - Statement of Financial Position
    - Statement of Activity

  6.2 Executive Committee

7. **Action Items**
   7.1 Resolution to authorize a grant application for the Sierra Nevada Conservancy's Wildfire & Forest Resilience Grant Program Mission Drive Fire Risk and Fuels Reduction Application (SNC #2042).
   7.2 Discussion and consideration to adopt an Employee Handbook
8. **Future Agenda Items**
   - Board member suggestions

9. **Closed Session**
   9.1 Executive Director Employment Recruitment
10. **Adjournment**

Minutes
Executive Committee Meeting
Yosemite/Sequoia Resource Conservation & Development Council
Thursday, August 13, 2026 – 11:00 am – 12:30 pm

COUNCIL MEETING CALL TO ORDER 11:03 AM

GENERAL BUSINESS

-Introductions & Roll Call

- Executive Committee:
  - Virtual: Robert "Bobby" Macaulay (BM), Jennifer "Jenni" Kiser (JK), Nathan Magsig (NM), Eddie Valero (EV)
  - Staff: Erin Capuchino (EC)
  - Contractors: Stacy Corless (SC)

-President's Opening Statement (BM)

-Public Comment

- No public comment

-Approval of Consent Agenda

- JK motioned to approve, EV seconded, all approved

-Committee/Staff Reports

-Discussion Items:

- SC presented the Sierra Sequoia Landscape Collaboration
- Succession Planning
  - Preliminary discussion on succession planning for Executive Director
  - Preliminary discussion on succession planning for Executive Committee

-Closed Session

- None

OLD BUSINESS

-None

NEW BUSINESS

-None

ADJOURN 12:07 PM

Minutes
Executive Committee Meeting
Yosemite/Sequoia Resource Conservation & Development Council
Thursday, September 29, 2026 – 10:00 am – 11:30 am

COUNCIL MEETING CALL TO ORDER 10:03 AM

GENERAL BUSINESS

-Introductions & Roll Call

- Executive Committee:
  - Virtual: Robert "Bobby" Macaulay (BM), Jennifer "Jenni" Kiser (JK), Nathan Magsig (NM), Eddie Valero (EV)
  - Staff: Erin Capuchino (EC)

-President's Opening Statement (BM)

-Public Comment

- No public comment

-Approval of Consent Agenda

- Approved

-Committee/Staff Reports

-Discussion Items:

- Listo partner payments
- Financial management and FY 2026-2027 budget
- Staff Procedures and succession planning
- Full Council meeting planning

-Closed Session

- None

OLD BUSINESS

-None

NEW BUSINESS

-None

ADJOURN 11:07 PM

Minutes
Executive Committee Meeting
Yosemite/Sequoia Resource Conservation & Development Council
Monday, October 12, 2026 – 11:05 am – 12:05 pm

COUNCIL MEETING CALL TO ORDER 11:03 AM

GENERAL BUSINESS

-Introductions & Roll Call

- Executive Committee:
  - Virtual: Robert "Bobby" Macaulay (BM), Jennifer "Jenni" Kiser (JK), Nathan Magsig (NM), Eddie Valero (EV)
  - Staff: Erin Capuchino (EC)

-President's Opening Statement (BM)

-Public Comment

- No public comment

-Approval of Consent Agenda

- Approved

-Committee/Staff Reports

None

-Discussion Items:

- None

-Closed Session

- Request for Closed Session: Employee Appointment/Employment
- No reportable action from Closed Session

OLD BUSINESS

-None

NEW BUSINESS

-None

ADJOURN 12:04 PM

Yosemite/Sequoia Resource Conservation and Develop
Statement of Activity

	Actual 2022-23	Actual 2023-24	Actual 2024-25	Actual 2025-26 as of 9/22/26	Term Grant Balance Unbilled/(over ex Budget 2026-27
Revenue					
43400 Donations & Contributions	2,266.57	3,250.00	43,687.60	6,735.98	3,000.00
47000 Grant Income	2,473,807.36	994,426.41	1,700,060.66	430,715.82	3,140,686.28
48001 Refund of Grant Advance		-43,640.73			-
49000 Other Types of Income	351,225.96	4,000.00	92,474.98	245.00	-
Membership Income		500.00		250.00	-
Unapplied Cash Payment Revenue	0.00	181.04	-181.04	0.00	-
Uncategorized Revenue				13,549.75	-
Total for Revenue	**2,827,299.89**	**958,716.72**	**1,836,042.20**	**451,496.55**	**3,143,686.28**
Expenditures					
62000 Grant Project Expenses			46.00	73,000.00	
62010 Outside Contract Services	2,147,259.66	742,022.51	1,819,720.93	300,365.69	2,554,460.00
62020 Monitoring	62,152.91				-
62030 Outreach	613.92	572.74	5,800.00		-
62040 Insurance	1,500.00	4,233.00	6,908.00	3,821.42	3,000.00
62050 Supplies and Materials	7,911.59	4,479.35	1,512.36	1,595.15	11,119.88
62080 Indirect Costs		0.00	7,889.99	2,499.86	0.00
62081 Repair & Maint				70.00	-
Total for 62000 Grant Project Expenses	**2,219,438.08**	**751,307.60**	**1,841,877.28**	**381,352.12**	**2,569,479.88**
62060 Salaries & Wages					
62061 Worker's Comp Insurance	1,333.35	1,528.71	1,950.00	1,477.95	1,600.00
62062 Payroll Taxes	37,652.88	18,011.75	16,953.11	13,330.67	18,475.00
62063 Payroll Wages	164,609.92	228,220.04	215,836.65	169,858.69	220,730.00
62064 Employee Benefits	9,830.55	5,486.51	5,210.14	1,273.17	55,883.63
Total for 62060 Salaries & Wages	**213,426.70**	**253,247.01**	**239,956.56**	**185,938.48**	**296,688.63**
65000 General Operating Exp					
65010 Advertising & Promotion	3,670.18	1,111.39	623.67	5,071.88	1,000.00
65020 Bank Fees	698.88	322.36	210.90	340.40	300.00
65021 Finance & Interest Charges		3,598.61	4,660.67		-
65040 Office Expense	8,906.36	5,817.74	4,795.36	6,885.30	3,000.00
65050 Telephone, Telecommunications	3,320.43	3,553.22	2,915.05	1,516.10	4,932.00
65051 IT & Internet Expenses	1,450.00	2,309.99	2,570.00	600.00	3,120.00
65052 Software Exp		219.90	535.90	2,820.27	7,500.00
65053 Membership Dues & Subscriptions		6,237.14	3,452.10	2,220.78	1,500.00
65060 Rent (Storage)	910.00	870.00	940.00	1,000.00	1,000.00
65080 Tax & Licensing	256.90	201.50	300.00		300.00
Total for 65000 General Operating Exp	**19,212.75**	**24,241.85**	**21,003.65**	**20,454.73**	**22,652.00**

Yosemite/Sequoia Resource Conservation and Develop
Statement of Activity

	Actual 2022-23	Actual 2023-24	Actual 2024-25	Actual 2025-26 as of 9/22/26	Budget 2026-27
67000 Professional Fees		1,204.17	2,000.00	10,000.00	5,000.00
67010 Accounting Fees	8,274.84	7,492.90	5,961.25	7,672.95	7,500.00
67020 Legal Fees				52.00	-
Total for 67000 Professional Fees	**8,274.84**	**8,697.07**	**7,961.25**	**17,724.95**	**12,500.00**
68000 Travel and Meetings				105.00	
68310 Meetings & Conference	2,303.49	1,918.40	604.80	824.86	900.00
68320 Travel Lodging	1,734.08	3,568.34	4,053.16		4,000.00
68330 Travel Transportation	4,099.50	1,007.81	1,294.22	132.24	1,000.00
68340 Travel Meals	845.66	963.60	509.44	41.33	800.00
68350 Fuel & Mileage Expenses	2,346.26	4,481.67	5,065.58	3,987.00	9,748.08
Total for 68000 Travel and Meetings	**11,328.99**	**11,939.82**	**11,527.20**	**5,090.43**	**16,448.08**
Purchases				1,596.92	
Reimbursements		1,063.12		6,566.77	
Uncategorized Expenditure				3,787.39	
Total for Expenditures	**2,471,881.36**	**1,050,496.47**	**2,122,325.94**	**622,511.79**	**2,917,768.59**
Net Operating Revenue	**355,618.53**	**-91,779.75**	**-286,283.74**	**-171,015.24**	**225,917.69**
Other Revenue					
90100 Interest Income	285.03	428.61	463.26	331.62	300.00
Total for Other Revenue	**285.03**	**428.61**	**463.26**	**331.62**	**300.00**
Net Revenue	**355,903.56**	**-91,351.14**	**-285,820.48**	**-170,683.62**	**226,217.69**

Term Grant Balance
Unbilled/(over ex

Yosemite/Sequoia Resource Con Yosemite/Sequoia Resource Conservation and Develop

Statement of Activity **Budget by Grant**

New Sources

	ongoing	7/2026-6/2027	1/30/26-3/31/26	8/2/23-3/15/26	6/2025-3/15/27	8/31/24-2/22/27	5/1/25-3/31/27	pending	12/9/25-12/31/27	5/15/25-12/31/26	10/1/25-12/31/26	7/15/26-7/15/27	1/9/26-2/15/29	10/1/26-9/30/26	pending	pending
		26,087.00	615,175.71	466,315.57	74,232.28	65,662.00	33,234.69	249,999.65	415,178.75		84,734.12	2,700.00	825,599.98	479,262.50	49,862.00	414,700.00
	pensed)	-	252,266.70	-	2,883.77	43,868.00	-	67,494.65	-	-	-	-	0.10	114,252.50	-	181,792.25

	1 Indirect	American Water Foundation 2026	BLM:Black Mountain L26AC00017	Boyer 5GG22143	Cal OES Listos LN24178901	Dinkey Collab	Epic Biomass	Fresno CWPP	HFTA – Port Nor Biomass	Madera Co. Firesafe	Roots Catalyst CRM55720	Temper of the Times	Walker Grade 5GG25223	Whiskey Flat 1945 RT	NFF	OHV
Revenue																
43400 Donations & Contributions	3,000.00															
47000 Grant Income		26,087.00	362,909.01	466,315.57	71,548.51	21,994.00	33,234.69	182,505.00	415,178.75	-	84,734.12	2,700.00	825,599.88	365,010.00	49,862.00	232,907.75
48001 Refund of Grant Advance	-															
49000 Other Types of Income	-															
Membership Income	-															
Unapplied Cash Payment Revenue	-															
Uncategorized Revenue	-															
Total for Revenue	**3,000.00**	**26,087.00**	**362,909.01**	**466,315.57**	**71,548.51**	**21,994.00**	**33,234.69**	**182,505.00**	**415,178.75**	**-**	**84,734.12**	**2,700.00**	**825,599.88**	**365,010.00**	**49,862.00**	**232,907.75**
Expenditures																
62000 Grant Project Expenses																
62010 Outside Contract Services	24,000.00	17,700.00	348,000.00	413,015.97	58,193.88	18,794.00	4,765.00	150,000.00	341,000.00		14,716.15	2,000.00	678,800.00	300,000.00	23,250.00	160,225.00
62020 Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
62030 Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
62040 Insurance	3,900.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
62050 Supplies and Materials		5,500.00	75.00	700.00	594.88	500.00	250.00	-			-	300.00	1,000.00	-	1,200.00	1,000.00
62060 Indirect Costs	(323,114.36)	-	1,934.87	49,882.38	9,882.47	-	5,834.38	23,805.00	54,153.56		6,946.58	-	88,457.13	47,610.00	4,542.00	30,184.00
62061 Repair & Maint		-	-	-	-	-	-	-	-	-	-	-	-	-		
Total for 62000 Grant Project Expenses	**(295,214.36)**	**23,200.00**	**350,009.87**	**463,678.35**	**68,471.23**	**19,294.00**	**10,849.38**	**173,805.00**	**395,153.56**	**-**	**21,664.73**	**2,300.00**	**768,257.13**	**347,610.00**	**28,992.00**	**191,409.00**
62060 Salaries & Wages																
62061 Worker's Comp Insurance	1,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
62062 Payroll Taxes	18,475.00															
62063 Payroll Wages	10,369.87	2,887.00	9,450.50	1,544.50	2,482.40	2,200.00	21,804.18	6,000.00	12,940.00		42,534.00	400.00	54,342.75	12,000.00	13,500.00	28,275.00
62064 Employee Benefits	-	-	3,118.73	526.72	-	-	581.13	2,500.00	5,823.00		19,140.30	-	-	5,400.00	6,070.00	12,723.75
Total for 62060 Salaries & Wages	**30,444.87**	**2,887.00**	**12,569.23**	**2,071.22**	**2,482.40**	**2,200.00**	**22,385.31**	**8,500.00**	**18,763.00**	**-**	**61,674.30**	**400.00**	**54,342.75**	**17,400.00**	**19,570.00**	**40,998.75**
65000 General Operating Exp																
65010 Advertising & Promotion	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65020 Bank Fees	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65021 Finance & Interest Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
65040 Office Expense	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65050 Telephone, Telecommunications	4,932.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65051 IT & Internet Expenses	3,120.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65052 Software Exp	7,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65053 Membership Dues & Subscriptions	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65060 Rent (Storage)	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
65080 Tax & Licensing	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total for 65000 General Operating Exp	**22,852.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**		

Yosemite/Sequoia Resource Con Yosemite/Sequoia Resource Conservation and Develop

Statement of Activity **Budget by Grant**

																New Sources	
	ongoing	7/2026-6/2027	1/30/26-3/31/26	8/2/23-3/15/29	6/2025-3/15/27	8/31/24-2/22/27	5/1/25-3/31/27	pending	12/9/25-12/31/27	5/15/25-12/31/26	10/1/25-12/31/26	7/15/26-7/15/27	1/9/26-2/15/29	10/1/26-9/30/28	pending	pending
		26,087.00	615,175.71	466,315.57	74,232.28	85,662.00	33,234.69	249,999.65	415,178.75		84,734.12	2,700.00	825,599.98	479,262.50	49,962.00	414,700.00
	pensed)	-	252,266.70	-	2,683.77	43,666.00	-	67,494.65	-	-	-	-	0.10	114,252.50	-	181,792.25
	1 Indirect	American Water Foundation 2026	BLM:Black Mountain L26AC00017	Boyer 5GG22143	Cal OES Listos LN24178901	Dinkey Collab	Epic Biomass	Fresno CWPP	HFTA – Port Nor Biomass	Madera Co. Firesafe	Roots Catalyst CRM55720	Temper of the Times	Walker Grade 5GG25223	Whiskey Flat 1945 RT	NFF	OHV
67000 Professional Fees	5,000.00															
67010 Accounting Fees	7,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
67020 Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total for 67000 Professional Fees	**12,500.00**	-	-	-	-	-	-	-	-	-	-	-	-	-		
68000 Travel and Meetings																
68310 Meetings & Conference	900.00															
68320 Travel Lodging	4,000.00															
68330 Travel Transportation	1,000.00															
68340 Travel Meals	800.00															
68350 Fuel & Mileage Expenses			329.91	566.00	594.88	500.00		200.00	1,262.20		1,395.09		3,000.00		1,400.00	500.00
Total for 68000 Travel and Meetings	**6,700.00**	-	329.91	566.00	594.88	500.00	-	200.00	1,262.20	-	1,395.09	-	3,000.00	-	1,400.00	500.00
Purchases																
Reimbursements																
Uncategorized Expenditure																
Total for Expenditures	**(222,917.69)**	**26,087.00**	**362,909.01**	**466,315.57**	**71,546.51**	**21,994.00**	**33,234.69**	**182,505.00**	**415,178.75**	-	**84,734.12**	**2,700.00**	**825,599.88**	**365,010.00**	**49,962.00**	**232,907.75**
Net Operating Revenue	**225,917.69**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue																
90100 Interest Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total for Other Revenue	**300.00**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Revenue	**226,217.69**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE YOSEMITE SEQUOIA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL FOR AUTHORIZATION OF THE GRANT APPLICATION FOR THE SIERRA NEVADA CONSERVANCY'S WILDFIRE & FOREST RESILIENCE GRANT PROGRAM MISSION DRIVE FIRE RISK AND FUELS REDUCTION APPLICATION

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said applications to the SNC; and

WHEREAS, the Yosemite/Sequoia RC&D Council (the Council), if selected, will enter into an agreement with SNC to carry out the project; and

WHEREAS, the Council has identified the SNC #2042 Mission Drive Fire Risk and Fuels Reduction application as valuable toward meeting its mission and goals.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Council:

- Approves the submittal of an application for the Mission Drive Fire Risk and Fuels Reduction Application and
- Certifies that the Council understands the assurances and certification requirements in the application; and
- Certifies the Council or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application, or it will secure the resources to do so; and
- Certifies that the Council will comply with all legal requirements as determined during the application process and

PASSED AND ADOPTED by a majority vote of the Executive Committee of the Yosemite/Sequoia Resource Conservation & Development Council on _____.

Ayes: 0 Noes: 0 Abstentions: 0

Signed and Approved By: _____

Robert Macaulay
President, Executive Committee
Yosemite/Sequoia Resource Conservation & Development Council

Yosemite/Sequoia Resource Conservation & Development Council

Employee Handbook — 2026 Review Draft

Original 2021 handbook preserved in full, with 2026 review notes. Pending Board review and approval.

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Appendix B. Board Summary of Changes and Decisions

1.0 Introduction — Welcome to the Yosemite/Sequoia Resource Conservation and Development

Council. The Yosemite/Sequoia Resource Conservation and Development Council (Y/S RC&DC) is a nonprofit, charitable, tax-exempt organization, which was founded in February of 2001 to serve the needs of our communities to protect our environment, and to enhance the quality of life of the people of the area through leadership, education, volunteerism, and action. The RC&D Area includes Mariposa and the foothill and mountain portions of Madera, Fresno, Tulare and Kern Counties.

The Y/S RC&DCs' sponsors include the four county's Boards of Supervisors, five Resource Conservation Districts, five Tribal Governments, and five non-profit and economic development organizations. Sponsor representatives established the YSRC&DC's mission and policies, and works with a Program Manager and staff to implement them.

As a staff member of the Y/S RC&DC, you will have an opportunity to learn, contribute and grow professionally. The Y/S RC&DC recognize the importance of each employee's contribution to the organization's success. These contributions are most effective when all staff members work together as a team. The team's goal is to provide the best service possible. Your loyalty and dedication to furthering the reputation and integrity of the Y/S RC&DC is of utmost importance.

2.0 Purpose of This Guide

This Handbook is intended to provide information concerning important Y/S RC&DC policies, procedures, benefits, privileges and responsibilities which are yours as an employee. Please read it thoroughly. Although this is not a book of rules, many of the Organization's regulations and principles are included. The need for these regulations, for the most part, is self-evident, understandable and necessary. Proper individual conduct and consideration for your fellow employees will help us to keep policies, procedures and regulatory controls to a minimum.

The policies in this Employee Handbook are not promises and this Handbook does not create contractual rights, nor should the employee construe its contents as a contract. Only Executive Council members have the authority to enter into any employment contracts, and that must be in writing. It is within our discretion to change our policies, procedures and practices. Although we will strive to announce changes, this may not always be feasible therefore some changes may be made without notice. Similarly, although consistency is a high priority of ours, policies, procedures and/or practices may be altered from time to time to meet the needs of the Y/S RC&DC or individual employees, and to comply with legal requirements.

We welcome you as a new member of the Y/S RC&DC staff and hope that your stay with us will be long, mutually pleasant and rewarding.

3.0 At-Will Employment Relationship

Your employment with the Y/S RC&DC is voluntarily entered into, and we recognize that you are free to resign at any time. Similarly, the Council is free to terminate the employment relationship at any time without cause.

4.0 Equal Employment Policy

Y/S RC&DC provides equal employment opportunity and prohibits discrimination, harassment and retaliation in recruitment, hiring, compensation, assignments, promotion, discipline and separation. Protected characteristics include race (including traits historically associated with race, such as hair texture and protective hairstyles), color, ancestry, national origin, religion, age (40 and older), disability, medical condition, genetic information, sex, pregnancy, childbirth and related conditions, reproductive health decision-making, sexual orientation, gender identity and expression, marital status, military or veteran status, and other characteristics protected by applicable law. Employees may raise concerns with their supervisor, the Executive Director, or any Executive Committee member; when the Executive Director is involved, report directly to the Executive Committee Chair or another uninvolved member. Complaints will be reviewed promptly, impartially and as confidentially as practicable. Retaliation for good-faith reports or participation in investigations is prohibited.

5.0 Employment Types

Y/S RC&DC may hire employees as needed, and as funding allows, or Y/S RC&DC may contract for staff services as needed. Full-time and/or part-time employees; permanent or temporary employees, may be hired. The Council may also work with independent contractors and/or volunteers who are not considered Council employees and are not covered under this handbook.

The following information is used to describe different classifications of employees:

- Exempt: Exempt employees are those who are exempt from the overtime and minimum wage provisions of the federal Fair Labor Standards Act and applicable California laws.
- Non-Exempt - Non-exempt employees are those who are subject to the overtime and minimum wage provision of the federal Fair Labor Standards Act and applicable California laws.
- Regular Full-Time (RFT) - A RFT employee is one who is regularly scheduled for at least thirty (30) or more hours per week on a continuous basis. RFT employees are eligible for insurance benefits, paid time off ("PTO") and holiday pay, as well as other benefits described herein.
- Regular Part-Time (RPT) - A Regular Part-Time employee is one who is regularly scheduled for less than thirty (30) hours per week on a continuous basis. Regular Part-Time employees are eligible for paid sick leave, but not insurance benefits, PTO, holiday pay or any equity incentive plan(s).
- Temporary – A Temporary employee is one who is hired to perform a job or to work on a project that has a limited duration. Temporary employees are eligible for paid sick leave and benefits mandated by law, but not insurance benefits, PTO, holiday pay or any equity incentive plan(s).

6.0 Employee Supervision and Introductory Period

The Y/S RC&DC Executive Committee will be responsible for providing guidance to the RC&D Program Manager and or Program Administrator.

The day to day supervision of the employee is addressed in the applicable job description, and/or may also be addressed in contracts between the Y/S RC&DC and

other funders; however, all RC&D employees serve under the guidance of the RC&D Council and are responsible for carrying out the directives of the RC&D Council.

Every newly hired employee is considered an introductory employee for the first 90 days of employment. This period allows the Y/S RC&DC to evaluate the new employee and allows the employee to become comfortable with their new work conditions. The Council may; at its' discretion, extend the introductory period one or more times.

Periodic meetings will be scheduled during the probationary period with the new employee and direct supervisor for the purpose of reinforcing positive performance, correcting any areas that need improvement, and answering any questions the new employee may have. Termination can result at any time during the introductory period.

Successful completion of the introductory period does not entitle the employee to a pay increase. Nor does it alter an employees "At-Will" employment relationship.

7.0 Work/Office Hours & Location

Normal administrative availability is generally Monday through Friday, 8:30 a.m. to 5:00 p.m. Pacific time, subject to an approved individual work schedule. Work may be remote, at partner facilities, in the field, or at a Council-approved office location. Nonexempt employees must accurately record all work, meal periods and compensable travel time. Remote work does not change wage-hour, safety, confidentiality or performance requirements. The Council reimburses necessary and reasonable business expenses under California Labor Code section 2802, including required remote-work expenses; fixed internet or mobile stipends do not limit an employee's right to reimbursement of additional necessary expenses. Employees should submit documented expenses promptly and use secure, approved technology. Employees must report work-related injuries promptly, including during authorized remote work.

8.0 Reasonable Accommodations

Y/S RC&DC will engage in a timely, good-faith interactive process regarding reasonable accommodation for disabilities, sincerely held religious practices, pregnancy-related conditions, and lactation needs, as required by law. Requests may be made orally or in writing to the Executive Director or Executive Committee Chair. Medical information will be maintained separately and disclosed only as permitted by law. Employees have the right to request pregnancy disability leave and other legally protected accommodations and leave. The Council will provide a private lactation space other than a bathroom, reasonable break time and other protections required by California law; employees may report concerns without retaliation.

9.0 Wage and Hour Policy

Employees will be paid at least the applicable California or local minimum wage, and exempt employees will be classified and compensated only when all applicable duties and salary tests are satisfied. Nonexempt employees must accurately record all time worked, including remote work, travel time when compensable, and after-hours communications. Off-the-clock work is prohibited but all work actually performed must be reported and paid. Overtime and double time will be paid when required by California law; advance authorization is required where practicable, but lack of authorization does not forfeit wages. Payroll and final wages will be provided in accordance with California law. Employees should immediately report payroll errors to the Executive Director or Executive Committee Chair without fear of retaliation.

Shift length (hours worked)	Rest breaks (paid)	Meal periods (unpaid) and timing
Less than 3 hr 30 min	None	None

3 hr 30 min–5 hr	One 10-minute break	None
More than 5–6 hr	One 10-minute break	One 30-minute meal by end of fifth hour; may be waived by mutual consent if shift is no more than 6 hours
More than 6–10 hr	Two 10-minute breaks	One 30-minute meal by end of fifth hour
More than 10–12 hr	Three 10-minute breaks	Two 30-minute meals: first by end of fifth hour, second by end of tenth hour. Second may be waived by mutual consent if first was taken and shift is no more than 12 hours
More than 12–14 hr	Three 10-minute breaks	Two 30-minute meals: first by end of fifth hour, second by end of tenth hour; no second-meal waiver

10.0 Business Expenses

Reimbursements must be submitted via ZOHO with back up doumentation.

10.1 Meal and Travel Expense Guidelines
Reasonable travel, meal, and accommodation costs while attending meetings and conferences on RC&D business will be paid, as provided for in the annual budget. For expenditures over the budgeted amount, the employee must present a request for payment to the RC&D Council and/or Executive Board, prior to incurring the expense.

LODGING
Maximum lodging rates are the same as the allowable Federal travel rates plus applicable taxes. Receipts are needed for all lodging expenses.

MEALS
Maximum per diem rates for meals are the same as allowable Federal Travel rates. Meals may be reimbursed for attending official business of the RC&D Council and/or program. An annual budget is established for the reimbursement of meals and reimbursement is subject to the budgeted amount. Receipts are needed for all meal expenses.

MILEAGE
Employees use their own automobiles on RC&D business may be paid mileage at the current Federal travel rate.

Employees must plan for mileage reimbursement in the annual budgeting process, and budgeted amounts must be approved by the RC&D Council prior to reimbursement.

OTHER Travel Expenses:
Employees may occasionally incur other travel expenses for training programs, meetings, or conferences. Such expenses may be in the form of registration fees, and/or travel other than by automobile. Allowances are made for registration fees to training and/or conference events, and are established within the annual budgeting process. Reimbursement of such fees is subject to these provisions. In most cases, registration for training and/or conferences is paid directly by Y/S RC&DC.

Training events and conference attendance for the upcoming year should be anticipated early on and requests presented to the RC&D Council at the annual business meeting when discussing the annual budget. Y/S RC&DC recognizes that

training and conference opportunities will come up which are not budgeted for. Requests to such events should be made on a case by case basis.

10.2 Other Expenses

Internet Reimbursement
When an employee is telecommuting more than 50% of their work hours, they are entitled to a monthly reimbursement for Internet service of $40. The employee will pay the remainder of the costs.

Cell Phone Reimbursement
When a business cell phone is not provided, employees are entitled to a $50 monthly reimbursement for mobile service for up to 1 mobile device. In the case where the service cost exceeds the amount the employee will pay the remainder of the costs.

11.0 Job Description

Each employee will be provided with a written job description of his/her position. The job description will be reviewed with the employee annually or as otherwise needed by the employee's immediate supervisor and/or the RC&D Council for any changes in duties.

The job description will indicate the essential functions of the job, who is responsible for the day to day supervision of the employee, and whether or not the employee is considered an exempt or non-exempt employee.

12.0 Performance

You are expected to perform your assigned duties and responsibilities in a satisfactory manner as defined by your supervisor and the RC&D Council. The supervisor will be the primary person for monitoring your performance and providing feedback on how you are doing.

At least once a year, your work performance will be formally reviewed by your supervisor. Your supervisor will complete a written evaluation commenting on your work performance, your strengths, and areas for improvement or development. In addition, the RC&D Council and/or the Executive Board of the Council may also provide you with a performance evaluation. You will have a chance to provide written comment/response on your review(s). The evaluation, which is signed by your supervisor (and the RC&D Council/Executive Board when applicable), is also signed by you to indicate that you have read the material, and that it has been discussed with you. A copy of the review form is then provided to you and a copy is placed in your personnel file.

13.0 Compensation/Wage Increases

Salary increases are generally considered on an annual basis, following your performance evaluation. Salary increases are dependent upon funding availability, and should not be considered an entitlement. Salary recommendations will be provided by the Executive Committee of the Y/S RC&DC.

14.0 Training

Training is provided as needed to maintain and improve performance and skills. All training must be approved in advance by the supervisor and the RC&D Council. Training is subject to funding provisions and work schedule accommodations.

15.0 Personnel Records

The Council maintains personnel, payroll and medical/accommodation records securely, with medical information maintained separately. Form I-9 is completed within federal deadlines and retained separately or in a controlled file; payroll tax forms are completed as required. Employees and former employees may inspect or obtain copies of personnel and payroll records within the deadlines established by California law. Records will be retained for legally required periods. Requests should be directed to the Executive Director or, when that role is vacant or implicated, the Executive Committee Chair.

16.0 Public Disclosure Laws & Public Relations

Because Y/S RC&DC is a 501-C-3 nonprofit organization, much of the work of the RC&D Council is open for public inspection. Employees will comply with any disclosure laws set forth by the IRS, public meeting laws, and any other state and/or federal agency laws applicable to the organization.

Various projects benefiting the public interest may benefit from public relations efforts, or they may generate interest from the media. Before responding to media inquiries, employees must make themselves aware of any communications and/or disclosure policies regarding specific projects so that media inquiries can be directed to the proper contact person. Public information releases and other forms of communication with the media initiated on behalf of the RC&D employee, must also comply with any internal communications and/or disclosure policies regarding the release of project information. You should inquire about communication and/or disclosure policies from your supervisor before releasing information.

17.0 Political Activity

As a section 501(c)(3) charitable organization, Y/S RC&DC may not participate or intervene in campaigns for or against candidates for public office. Nonpartisan education and limited lobbying may be permissible within applicable IRS limits, grant terms and other law. Federal grant and contract funds may not be used for prohibited lobbying. Hatch Act restrictions depend on the employee's duties and the specific federal funding and program circumstances; they do not automatically apply to every employee simply because the organization receives federal funds. Employees may engage in lawful personal political activity on their own time, without Council resources or implying Council endorsement. Direct questions to the Executive Committee Chair before committing organizational resources.

18.0 Personal Conduct and appearance

Courtesy and graciousness in dealing with the public and partners is part of our service. It is important that all communications represent the Y/S RC&DC Council in a positive professional way. These attitudes are expected in all business contacts, whether with fellow employees or other individuals contacted in the course of business. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, and affect the image we present to the public. Employees are expected to present a

businesslike appearance consistent with the nature of their job. Casual attire is permitted for some positions, and on certain occasions.

19.0 Harassment

Y/S RC&DC prohibits unlawful harassment, discrimination, abusive conduct and retaliation, including conduct by supervisors, coworkers, contractors, volunteers and third parties. Employees may report concerns orally or in writing to the Executive Director, their supervisor, the Executive Committee Chair, or any uninvolved Executive Committee member. No employee is required to report to a person implicated in the complaint. The Council will respond promptly, investigate fairly, take appropriate corrective action, maintain confidentiality to the extent feasible, and prohibit retaliation. Employees may also contact the California Civil Rights Department or the federal Equal Employment Opportunity Commission. California's generally applicable biennial harassment training mandate applies to employers meeting the statutory five-employee threshold, including qualifying workers counted under the law; with three staff members the Council will reassess the threshold annually and may voluntarily provide training. The policy applies regardless of headcount.

20.0 Standards of Conduct

You are expected to maintain a proper standard of conduct at all times. Listed below are some actions which could lead to disciplinary measures, up to and including termination of employment.

- Bringing and/or using alcoholic beverages or illegal drugs or marijuana at work or reporting to work under the influence.
- Destruction, damage, or misuse of RC&D property.
- Removal of RC&D, or another employee's property without prior consent.
- Fighting on RC&D property and/or while on tour of duty at any location.
- Carrying weapons or explosives on RC&D property, or while on tour of duty at any location; or any other violation of criminal laws.
- Falsification of personnel records.
- Violation of health and safety rules which could endanger lives.
- Failure to carry out the directions of a supervisor as it pertains to your job responsibilities and/or the directives of the RC&D Council.
- Unauthorized use of the Councils' name or letterhead for personal business.
- Falsifying time reports.
- Disruptive, harassing or offensive behavior.
- Excessive absenteeism or tardiness.
- Poor attitude.
- Dishonesty.
- Theft.

21.0 Workplace Threats and Violence Policy

Y/S RC&DC prohibits workplace violence, threats, intimidation and retaliation for reporting safety concerns. Call 911 when there is an immediate threat; otherwise report concerns promptly to the Executive Director or Executive Committee Chair. The Council will assess hazards associated with field visits, remote work, public meetings, travel and partner facilities, and maintain written safety procedures, incident reporting and emergency contacts. California Labor Code section 6401.9 generally requires a workplace violence prevention plan for covered employers but includes exemptions, including qualifying workplaces with fewer than ten employees that are not accessible to the public and satisfy other statutory conditions. The Council must document whether any exemption applies to each worksite and maintain a compliant plan if required; three employees alone do not establish an exemption. All employees must follow the applicable Injury and Illness Prevention Program and field safety procedures.

22.0 Drug and alcohol Free Workplace

Y/S RC&DC adheres to the Drug-free Workplace Act of 1988. Unlawful use of drugs, possession of illegal drugs, and the manufacturing and sale of drugs in the workplace is prohibited. Employees are also prohibited from reporting to work under the influence of illegal drugs or alcohol. Violators may be subject to disciplinary action that may include termination of employment.

Drug-Free Workplace Act of 1988
Requirements for Organizations

All organizations covered by the Drug-Free Workplace Act of 1988 are required to provide a drug-free workplace by taking the following steps:

1. Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who violate the policy.
2. Establish a drug-free awareness program to make employees aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
3. Notify employees that as a condition of employment on a Federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within five calendar days, if he or she is convicted of a criminal drug violation in the workplace.
4. Notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
5. Impose a penalty on—or require satisfactory participation in a drug abuse assistance or rehabilitation program by—any employee who is convicted of a reportable workplace drug conviction.
6. Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Act.

Note: A contractor or grantee who fails to comply with these requirements is subject to certain penalties.

23.0 Smoke-Free Environment

The Y/S RC&DC office is designated as a smoke-free environment. No smoking is allowed in Council buildings or vehicles.

24.0 Company Property Use Rules

Council equipment, accounts and data are primarily for authorized business purposes. Employees must use strong passwords, multifactor authentication where available, secure storage and approved file-sharing tools; promptly report lost devices, phishing and suspected data breaches. Confidential personnel, grant, financial and partner information may not be uploaded to public artificial-intelligence services or personal cloud accounts without authorization. Monitoring of Council-owned systems will be limited to lawful business purposes; the Council does not require disclosure of personal social-media passwords or unrestricted access to personal devices. Employees retain rights under applicable labor and whistleblower laws to discuss wages, working conditions and report suspected wrongdoing. Public statements on behalf of the Council require designated authorization.

25.0 Personal Belongings

The Council is not responsible or liable for personal property that is lost, stolen or damaged while on the Council premises, or in the performance of Council business at other locations.

26.0 Workstation appearance

The Y/S RC&DC does not have regular janitorial services, therefore all employees are expected to keep their workstation and office neat and orderly.

27.0 Corrective Measures

If corrective discipline is warranted, the following list of actions may occur:

- Formal Verbal Warning
  - Written Warning
  - Suspension Without Pay
  - Termination

These actions may be taken in the order listed, although this order is not mandatory and the decision may be made at the discretion of the employee's immediate supervisor. All warnings, verbal or written, should be documented.

28.0 Reporting Accidents

If you are involved in an accident or near accident, you should immediately report the incident to a supervisor or designated staff. If you see an unsafe or hazardous working condition, it is also important that you report it immediately. Review the Illness and Injury Prevention Plan for additional details.

29.0 Workers Compensation

You are covered by Workers Compensation Insurance as required by law to protect employees who are injured on the job. If a work-related accident or injury occurs, inform your supervisor immediately.

30.0 Holidays

The Council observes the following ten holidays, consistent with the original employee handbook. Six holidays are paid, as identified below. The remaining four holidays are observed but unpaid.

- New Year's Day (January 1) — PAID
- Martin Luther King, Jr.'s Birthday (third Monday in January) — UNPAID
- George Washington's Birthday (third Monday in February) — UNPAID
- Memorial Day (last Monday in May) — PAID
- Independence Day (July 4) — PAID
- Labor Day (first Monday in September) — PAID
- Indigenous Peoples' Day (second Monday in October) — UNPAID
- Veterans Day (November 11) — UNPAID
- Thanksgiving Day (fourth Thursday in November) — PAID
- Christmas Day (December 25) — PAID

Paid holidays falling on a weekend will be observed during the workweek. If an unpaid holiday falls on Saturday or Sunday, the preceding Friday or following Monday, respectively, is considered the observed holiday in accordance with the applicable federal holiday notice. Work schedules may allow employees to maintain their usual number of hours for the holiday week. The Council's observance of Indigenous Peoples' Day replaces its prior reference to Columbus Day; it does not add a holiday or change the number of paid holidays.

31.0 Sick Leave

California paid sick leave is available to eligible full-time, part-time and temporary employees. The Council uses the accrual method of at least one hour for every 30 hours worked, beginning at commencement of employment, subject to applicable eligibility and use rules. Employees generally may use accrued sick leave beginning on the 90th day of employment. Unused leave carries over, subject to a total accrual cap of no less than 80 hours or 10 days, whichever is greater. Annual use may not be limited below 40 hours or five days, whichever is greater; the Council retains the more generous 80-hour annual use allowance stated in the prior handbook, subject to available accrued balance. Leave may be used for an employee's or covered family member's diagnosis, care, treatment or preventive care, and for qualifying safety-related purposes under current law. Covered family includes the statutory categories and one designated person identified by the employee as permitted by law. Reasonable notice may be requested when foreseeable; otherwise notice as soon as practicable is sufficient. No replacement worker may be required as a condition of use. Sick leave is not paid out at separation unless legally required as part of a combined PTO bank; eligible reinstatement on rehire will be provided. No retaliation is permitted.

32.0 Paid Time Off

Paid time off (PTO) is a separate vacation-style benefit in addition to statutory paid sick leave and holidays. Eligible regular full-time employees do not accrue PTO during their first six months of employment. After six months and until completion of 24 months of service, PTO accrues at 40 hours per year, credited at 1⅔ hours (40 ÷ 24) per semimonthly pay period. After completion of 24 months of service, PTO accrues at 80 hours per year, credited at 3⅓ hours (80 ÷ 24) per semimonthly pay period. The Council uses the unrounded annual fractions for accrual calculations and may display balances rounded to two decimal

places; payroll must ensure the annual total is exactly 40 or 80 hours for 24 full eligible pay periods, respectively. Accrual for partial pay periods or changes in eligibility will be prorated based on the applicable accrual rate. The Council retains the original 80-hour maximum accrued PTO bank. Earned PTO carries over from year to year, subject to that lawful prospective accrual cap; accrual pauses at the cap and resumes when the balance falls below it. Accrued, unused vested PTO does not expire or forfeit at year-end and must be paid at the employee's final rate of pay upon separation as required by California law. Employees should ordinarily request foreseeable PTO two weeks in advance; scheduling remains subject to operational needs and applicable protected leave rights. No retaliation is permitted for exercising protected rights.

33.0 Resignations

Employees are encouraged to provide at least two weeks written notice of resignation.

34.0 Employee Handbook Acknowledgment

Please carefully read this Employee Acknowledgment and Agreement because it contains important information regarding your employment with Yosemite/Sequoia RC&DC.

By your signature below, you certify that:

- You have received a copy of the Handbook dated and have read and understand its contents, including the Equal Employment Opportunity and Prohibition on and Prevention of Discrimination, Harassment and Retaliation policy.
- You understand that you are required to comply with Y/S RC&DC's policies and may be subject to discipline or termination for failing to do so.
- You understand and acknowledge that the policies, rules and benefits described in the Handbook are subject to change at the sole discretion of Y/S RC&DC at any time, and without prior notice, with the exception of the at-will policy, which may only be changed as described in this Handbook.
- You understand and agree that your employment with Y/S RC&DC is at-will, which means that your employment is not for a definite period and may be terminated by you or by Y/S RC&DC at any time, for any reason, and with or without cause or notice.

If you have any questions about any of the above statements, please ask the Program Administrator.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Please return this form to the Program Administrator as soon as possible. It will be placed in your personnel file.

Appendix A. 2026 Policy Review and Proposed Amendments

31.0 Sick Leave

Replace the 48-hour/six-day accrual cap with at least 80 hours or 10 days, whichever is greater. Reconcile the current 80-hour annual use provision, qualifying uses, designated persons, and safe leave with current law. Preserve more generous benefits where lawful.

32.0 Paid Time Off

The Board has selected the original stated annual PTO totals of 40 hours (after six months through 24 months of service) and 80 hours (after 24 months). The accrual method is corrected to 40/24 and 80/24 hours per semimonthly pay period, respectively, instead of the former 1.75/3.5 hours. The existing 80-hour accrued bank cap is retained; payroll should use unrounded rates to prevent drift.

9.0 Wage and Hour

Verify current California minimum wage, exempt salary and duties tests, meal/rest premiums, accurate recording of all remote and field work, and final-pay obligations. Retain the established payroll schedule subject to verification against applicable law.

4.0 and 19.0 Equal Employment and Harassment

Refresh protected categories and complaint channels; designate a Board-level reporting option when the Executive Director is implicated. With three employees, the standard California five-employee harassment-training mandate generally does not apply; voluntary training remains recommended.

8.0 and new leave policies

Add compliant accommodation and lactation processes, California paid bereavement and reproductive-loss provisions where coverage thresholds apply, pregnancy-related rights, and other protected leaves based on applicable employer-size and eligibility rules.

21.0 Safety

Determine whether the Council qualifies for an exemption from the workplace violence prevention plan requirement; maintain an Injury and Illness Prevention Program and applicable field, heat, and wildfire-smoke safety practices.

7.0 and 10.0 Remote Work and Expenses

Keep the original $40 internet and $50 phone allowances as provisional policies; ensure reimbursement of all reasonable necessary business expenses even if higher than allowances.

30.0 Holidays

Retain the original ten observed holidays and six paid holidays. Rename Columbus Day as Indigenous Peoples' Day, retaining its second-Monday-in-October observance and unpaid status. No additional holiday or paid holiday is created.

17.0 Political Activity

Review Hatch Act applicability rather than treating all federal-grant-funded nonprofit employees as automatically covered; preserve 501(c)(3) electioneering restrictions and grant-specific lobbying limitations.

24.0 Technology and Data

Add cybersecurity, multifactor authentication, incident reporting, confidential information and approved use of generative AI, while preserving legally protected employee communications.

6.0 Governance

Clarify Executive Director and Executive Committee supervision, delegation, employee complaints and approval authority, including direct Board reporting for matters involving the Executive Director.

Yosemite/Sequoia RC&DC

2026 Employee Handbook — Board Summary of Changes

Prepared October 2026 | Board review draft

This summary distinguishes changes proposed in the current handbook draft from policies already reflected in the underlying original text. Several 2026 items remain in the policy-review appendix and have not yet been incorporated into the operative handbook sections.

PTO accrual

Board direction is to preserve the stated annual benefits of 40 hours after six months and 80 hours after 24 months, using 40/24 and 80/24 hours per semimonthly payroll period. Confirm payroll calculations, existing balances, and the 80-hour accrued balance cap.

Paid sick leave

Replace the outdated 48-hour accrual ceiling with a compliant cap of at least 80 hours or 10 days, whichever is greater. Reconcile annual usage and qualifying reasons with current California requirements.

Wage and hour

Verify current minimum wage and exempt classification thresholds, overtime, meal/rest premiums, and recording of remote and field hours.

Equal employment and harassment

Refresh protected categories and provide an alternative Board-level reporting path.

Accommodations and protected leave

Clarify accommodation, lactation, pregnancy-related protections, and employee-count-dependent leave requirements.

Workplace safety

Assess workplace violence prevention plan exemptions based on worksite conditions; maintain required injury prevention and field-safety procedures.

Remote work and expenses

Preserve existing $40 internet and $50 phone allowances while reimbursing additional reasonable necessary expenses where required.

Political activity and grants

Clarify applicability of the Hatch Act and restrictions on nonprofit campaign activity and federally funded lobbying.

Technology and information security

Add procedures for multifactor authentication, incident reporting, confidential information, and responsible AI use.

Governance

Clarify Executive Committee supervision, delegated authority, and complaint reporting during an Executive Director vacancy.