

**Arizona Addendum**

This addendum contains provisions required by state and/or local law that apply only to the Organization’s Arizona employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization’s employees outside of Arizona. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

**E-Verify**

SJVCi is committed to employing only people who are legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986. Every new employee at SJVCi is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. Additionally, SJVCi utilizes E-Verify to provide further eligibility verification of employment.

**Open Door Policy Regarding Constructive Discharge**

An employee is encouraged to communicate with the Organization whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the Organization in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Organization. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

**Medical Marijuana in the Workplace**

Employees who have been legally issued medical marijuana cards will not be discriminated against in the workplace.  However, employees may not be under the influence of marijuana to the extent they are impaired in the workplace.  Smoking or possessing marijuana during work hours on the employer's or customer/client premises is strictly prohibited.  Being impaired in the workplace during work hours may lead to discipline up to and including termination of employment.  Some positions are designated "safety sensitive" positions. The Organization has determined that any position that involves driving, repairing vehicles, operating power tools, firearms training, or operating any equipment that could cause injury, death or property damage is a "safety sensitive" position. If the employee is in a safety sensitive position, medical marijuana card protections are not applicable. It is critical that an employee be able to safely perform the essential functions of his/her job at all times.