



THE CENTER FOR  
**Election**Science

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We make **democracy** smart.

## **Employee Handbook**

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## INTRODUCTION

### **WELCOME TO THE CENTER FOR ELECTION SCIENCE!**

We're very happy to welcome you to our Company. Thanks for joining us! We would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has made history in the space of voting methods. Credit for this goes to every one of our employees. We hope that you will find meaning and take pride in your work here.

### **HISTORY**

CES originated from an online collective of passionate reformers with diverse backgrounds including engineering, mathematics, political science, law, computer science, game theory, and others. CES incorporated in 2011 and received its 501(c)3 status in 2012. CES operated at a low-budget level and brought attention to voting methods, particularly cardinal methods for several years. CES also used this time to organize an advisory board and create a repository of voting method information on its website. At the end of 2017, CES received its first major grant permitting it to take on more ambitious projects and bring on staff. In 2018, CES helped the city of Fargo become the first to implement approval voting. In 2019, CES received a three-year grant for \$1.8M, a renewed grant from Open Philanthropy Project, indicating confidence in our work.

### **MISSION**

The Center for Election Science advances smarter electoral systems to improve social good in the public and private sectors by providing scholarship, election-related resources, and informed advocacy.

### **CORE VALUES**

CES believes that smarter voting methods should be used for important decisions. Given that some of these decisions involve electing those who decide national and international policy and spending, we believe the impact of smarter voting methods can be enormously beneficial. Additionally, private organizations—particularly those with high potential impact—also stand to benefit substantially from smarter voting methods.

### **HANDBOOK PURPOSE**

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would the Company want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Company depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Company a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Company and our policies, and refer to it whenever questions arise. Employees are also welcome to suggest policies, perks, and benefits to the executive director.

## EMPLOYMENT

### **EQUAL EMPLOYMENT**

It is the policy of the Company to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Marital or family status
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Child or spousal support withholding
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, owners, and third parties, including clients. The Company takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

### **BACKGROUND CHECKS**

Prior to making an offer of employment, or after making a conditional offer, the Company may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background, and/or credit checks, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

### **AT-WILL NOTICE**

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without

prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

#### **ANNIVERSARY DATE AND SENIORITY**

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at the Company. Should employees leave the Company's employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days. Days may be counted uniquely based on the situation. See specific sections for details.

#### **IMMIGRATION LAW COMPLIANCE**

All individuals hired by the Company will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Company will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

#### **INTRODUCTORY PERIOD**

The employee's first 90 days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Company's activities. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment and employees can evaluate the Company as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Company may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees

now have a contract of employment with the Company, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than one year is considered an introductory employee during their first 90 days following rehire.

#### **EMPLOYMENT CLASSIFICATIONS**

The Company has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

##### Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 20 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.

##### Regular Part-Time Employee

An employee who is scheduled to work less than 20 hours in a workweek and may be eligible for some benefits.

##### Temporary Employee

An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.

##### Intern

An intern is a student employee who is hired to work for a specified period of time on Company projects that relate to their career and educational goals. The intern will be paid but will not receive any benefits unless specifically authorized in writing.

##### Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

##### Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Company are non-exempt.

**PERSONNEL RECORDS**

The Company will maintain various employment files while individuals remain an employee of the Company. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. The Company will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or manager. Employees may review their personnel file by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file.

**EMPLOYEE REFERENCES**

The Company makes strict provisions regarding information provided to people outside the Company for current and former employees. This information is restricted to the employment dates and positions held in the Company for that person. This is done to protect the Company and its employees. This information will only be released by authorized management.

**JOB TRANSFERS**

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by the Company.

## CONDUCT AND BEHAVIOR

### GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of the Company requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the "at-will" employment relationship between the Company and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA). The Company views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness or inconsiderate treatment of Company clients and/or their matters/files.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Company, or any client or employee; removal of same from Company premises without authorization.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to clients or employees.
6. Changing or falsifying client records, Company records, personnel or pay records, including time sheets without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a client, the Company or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Conduct that is illegal under federal, state, or local law.
11. Use of abusive language.
12. Any rude, discourteous or un-businesslike behavior, on or off Company premises, which is not protected by Section Seven of the National Labor Relations Act (NLRA) and which adversely affects the Company services, operations, property, reputation or goodwill in the community or interferes with work.
13. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
14. Use of intoxicating beverages or narcotics, marijuana or drugs (under state, federal or local laws) during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.

15. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time is not restricted so long as such activity does not interfere with the orderly and regular conduct of the Company business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of the Company is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets within the Company.
16. Falsification of one's employment application, medical, or employment history.

#### **SEXUAL & OTHER UNLAWFUL HARASSMENT**

Sexual harassment and unlawful harassment are prohibited behavior and against Company policy. The Company is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

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

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Company, such as clients, customers or vendors.

#### Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Refusing to recognize another person by the sex they identify as, including their preferred pronoun;
- Retaliation for reporting harassment or threatening to report harassment.

#### Retaliation

It is against Company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

#### Enforcement

All managers and supervisors are responsible for:

- Implementing the Company policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand the Company policy;
- Reporting any complaints of misconduct to the designated company representative, executive director (or Board Chair, if there is a conflict with the Executive Director), so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and; Conducting themselves in a manner consistent with the policy.

#### Harassment Complaint Procedure

The Company's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the Company's ability to conduct a good faith and thorough investigation.

If the Company determines that prohibited harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The Company recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. The Company encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

#### **ABUSIVE CONDUCT**

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors

and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process the Company will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

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*“Be excellent to each other.” -Bill S. Preston, Esq.*

#### **COMPLAINT PROCEDURE**

The Company subscribes to the open door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, the Company has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or manager or if they feel they would not provide an impartial resolution to the problem. Also, if there is a conflict of interest with the Executive Director or if the Executive Director is unresponsive, then complaints are to be made to the Board Chair.

##### Step 1

The complaint should be submitted in writing to a supervisor, manager or designee within three working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

##### Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the Executive Director. Such a request should be made within three working days following the receipt of the Step 1 resolution. The Executive Director will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or manager (if appropriate), and any other employee of the Company whom the aggrieved employee chooses. The Executive

Director or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

#### **CORRECTIVE ACTION**

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the Company so elects. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Company may elect to administer disciplinary action.

#### **GENERAL STAFF FEEDBACK**

From time to time, there will be opportunities to receive formal evaluations as well as to provide formal feedback. While these opportunities are useful, their frequency will never be sufficient to provide all necessary feedback in a timely fashion.

Consequently, it's necessary that all staff feel comfortable providing direct candid feedback to other staff in a timely fashion—including feedback concerning their supervisor. It is the responsibility of any supervisor and staff to accept staff feedback as an act of good faith to benefit staff relationships and the organization's mission. All parties are asked to provide feedback so that it is sensitive to the other person while not omitting any of the necessary information necessary for the feedback to be effective.

Some staff may verbalize preferences for how they receive feedback. To the extent practicable, these preferences should be honored. These preferences are an important component of clear feedback and comfort with communication.

## COMMUNICATIONS

### MODES OF CONTACT

As a virtual organization, we rely heavily on various modes of contact to communicate with one another and complete our work. Most typically, we use the following communication tools:

- Gmail
- Google Hangouts
- Zoom
- Signal Messaging
- Skype
- Phone

### GENERAL EMPLOYEE COMMUNICATION

Employees are encouraged to block their time on tasks whenever possible. It's therefore necessary to allow employees uninterrupted focus time whenever possible. Email is preferred over instant communication because it is the least likely to disrupt workflow. If communication is time sensitive and email is not sufficient, only then should more instant communication lines such as messaging and texts be used. Please use this as the default unless the recipient employee specifies otherwise.

Additionally, please be mindful to only include staff on email that is relevant to them. Policy recommendations that affect all staff are to be directed to the executive director.

### STAFF MEETINGS

#### Intra-team Meetings

Employees are encouraged to schedule meetings with any other employee, including the ED, that are not capable of being handled over email.

#### Weekly ED/Individual Staff Meetings

Each employee will have an opportunity to meet weekly with the ED. These meetings are an opportunity for the employee to communicate their progress, strategize, and discuss obstacles.

#### Group Staff Meetings

Employees will be given an opportunity to regularly meet with the director-level staff and ED. These meetings are an opportunity for staff to share information about their work activities and progress so that the staff is mutually informed on relevant topics.

#### **COMMUNICATION TO EMPLOYEES DURING TIME OFF**

When employees are out of the office, it is important to respect their time off and ensure that they don't receive alerts about non-urgent work-related messages. If it is necessary to send a non-urgent message to an employee who has the day off, the message should only be sent through Gmail.

When possible, employees should schedule emails to send after the off-duty recipient has returned from their time off. Employees should also adjust their notification settings so that they do not receive Gmail push notifications to their phones, since they may continue to receive work-related communications to that channel when out of the office.

All other forms of communication, such as Skype, Google Hangouts, and Signal, should **not** be used to send a non-urgent message to an employee on their day off, as employees should keep push notifications turned on for these messaging services.

Under certain rare but urgent circumstances, it may be necessary to contact an employee on their day off. In these cases, Google Hangouts, Signal, Skype, or a phone call may be used to contact the employee.

#### **STAFF/BOARD COMMUNICATIONS**

Having clear board and staff separation is important for the organization to run smoothly. The ED is responsible for communicating to the board on behalf of the staff. Board policy is to not instruct staff activities. There is also an open-door policy between staff and the board of directors.

#### **MEDIA COMMUNICATIONS**

Having a consistent and accurate voice for the organization is important when interacting with the media. Staff other than the ED are not permitted to provide interviews with the media unless the ED gives explicit permission.

## COMPENSATION & PERKS

### **PAY PERIODS**

The standard seven-day payroll workweek for the Company will begin at 12:00 AM. Saturday. The designated pay period for all employees is semi-monthly. Paydays are the 1<sup>st</sup> and 15<sup>th</sup> of each month. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

### **TIMEKEEPING (NON-EXEMPT)**

All non-exempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to clock in/out for time off and other leave tracking purposes.

Employees should clock in no sooner than five minutes before their schedule shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's manager. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Should an employee miss an entry into the timekeeping system, the employee will notify their manager as soon possible for correction. Employees may not ask another employee to clock in/out for them.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

### **OVERTIME (NON-EXEMPT)**

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

## **PAYROLL DEDUCTIONS**

The Company is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

Deductions may also be made for office expenses on assets that depreciate in value. These deductions may be made when an employee leaves the company before the asset has fully depreciated.

### Exempt Employee Payroll Deductions

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

The Company is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

Deductions may also be made when an employee makes reimbursable office expenses for items that are depreciable such as simple furniture, books, software, or hardware. See personal possessions and return of company property section. Employees will also receive a pay deduction when they leave within six months of completing a continuing education course where they've been reimbursed.

### What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor, or to the person responsible for payroll processing.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS**

The Company is most interested in providing maximum opportunity for employee advancement within the Company, if advancement opportunities are available. Accordingly, present employees of the Company may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the Company retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

All pay increases are based upon merit, market factors, and the economic status of the Company. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with the Company.

#### **PERFORMANCE EVALUATION**

Employees will generally receive an appraisal of their job performance as scheduled. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or manager.

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

#### **WORK ASSIGNMENTS**

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

#### **EXPENSE REIMBURSEMENT (INCLUDES PERKS)**

This policy establishes the reimbursement procedures for travel, entertainment, and other business expenses ("business expenses") incurred during the conduct of Company business. It is Company policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of Company business. Directly related means:

- There is the expectation of deriving some current or future benefit for the Company

- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or
- There is a clear business purpose for entertainment

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management. An employee can never approve their own expense reimbursement.

The following expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips between 15-25%
- Business telephone calls
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Car rental
- Personal mileage
- Tolls
- Conference and convention fees
- Business entertainment expenses
- Parking
- Other reasonable and necessary business expenses, not specifically excluded by this policy, and with prior approval

Employees who utilize personal cars for business travel will be reimbursed at the per mile rate determined by the IRS.

The following expenses are not reimbursable under this policy:

- Child care costs
- Airline club dues
- Barber/hairstylist
- Toiletries
- Traffic fines
- Tips in excess of 25%
- Hotel room movies and other forms of personal entertainment
- Luggage, briefcases (not to be confused with adding luggage to flight)
- Alcohol
- First class airfare (coach should always be the default) unless traveling by train and the overall cost is comparable to flying coach

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be incurred. When

prior approval is required, managers are responsible for using professional judgment to determine if an unlisted expense is reimbursable under this policy.

### Continuing Education

CES encourages its employees to continue their education to increase their skillset.

Following the introductory period, employees may request to have reimbursed up to \$2,000 in educational materials including books, online materials, certification exams, and classes. Employees are encouraged to first utilize their public library and other free sources.

Following a full calendar year of employment starting from January 1 to December 31, employees may request to have reimbursed up to \$5,250 for continuing education. Note that travel, lodging, and meals are not reimbursable to attend continuing education.

Any courses costing over \$250 must be preapproved by the Executive Director and have a clearly stated business purpose. Any course over \$2,000 by any employee including the Executive Director requires giving notice to the board, though not requiring a vote. Employees must receive a grade of B or better (or passing if pass/fail) to be reimbursed for a course. Reimbursement for courses is not made until the course is complete and a grade is given. Employees must stay employed at least six months following a continuing education course completion where a reimbursement was made; otherwise, the reimbursed amount will be deducted from the final paycheck.

Employees must stay employed at least one year following the purchase of any book where a reimbursement was made; otherwise, the reimbursement will be deducted from the final paycheck.

### Home Office Supplies

Employees may be reimbursed for reasonable office supply expenses as a consequence of their home office. This includes reasonable expenses of basic furniture such as desk chair and simple desk. Other examples are computer hardware and software.

Employees are asked not to purchase MS Office Suites due to use of Google Docs and availability of software like LibreOffice. Note that if the software desired is virtual and can easily be shared or transferred, the employee may request that the Company purchase the software directly. Examples of this may be accounting software or group management software. Employees are encouraged to seek discounts and coupon codes when available, including nonprofit discounts from organizations such as TechSoup. Employees are encouraged to consider on-site repair warranties to minimize potential computer downtime. Employees will not be reimbursed for easily transferable items such as cameras and projectors.

After the introductory period, employees will be allowed up to \$500 in reimbursement prorated for the remainder of the year. At the start of each following year, employees

will be allowed up to \$500 in home office supplies reimbursement. An additional \$1,000 is allotted if an employee uses the reimbursement towards a computer, which the employee may use no more than once every three full years. There is no carry-over for any annual home office supply reimbursement allotment.

See section on company property near the end of this handbook for depreciated time periods applying to final paycheck deduction. There, you'll see how long you'll need to remain at the company to keep items without reimbursing the company back.

#### Phone & Internet

Employees are asked to use their home phone and internet for work. Therefore, employees are reimbursed up to \$40 for phone and up to \$50 for internet, both per month. Employees are asked to get high-speed internet due to video conference calls and the nature of the work required.

#### Pay Deductions following leaving the company

If an employee leaves the company within a specified time period following a reimbursed expense concerning continuing education or another reimbursable item, then this may trigger the employee receiving a deduction from their pay. See relevant sections for pertinent time periods.

#### Credit Cards

The Company-issued credit cards are to be used for purchases on behalf of the Company and for any travel expenses incurred while traveling on Company business only. At no time may an employee who is in possession of a Company issued credit card use this card for purchases intended for personal use. If a Company card is accidentally used for a personal purchase, then that employee must notify their supervisory immediately and take urgent steps to assure the mistake is not repeated. That purchased amount will then be immediately deducted from the employee's pay.

All expense reporting guidelines are to be followed for submitting expenses charged to the Company issued credit card.

#### Documentation

Requests for reimbursement of business expenses and requests for payment of credit card bills must be submitted on the appropriate form.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. If a receipt is not possible, then a credit card statement identifying the purchase is necessary. Requests for exceptions to this policy should document extenuating circumstances and be approved by management.

The Company complies with IRS regulations which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the originator.

### Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. Please do this within 30 days of the expense unless requested otherwise. In the absence of the immediate supervisor, approval from the next higher level of supervision is required. Upper management may approve expense reimbursement if the above mentioned supervisory approvals cannot be obtained due to the supervisors' absences.

Once the expense reimbursement has been approved by the employee's manager it should be submitted for processing no later than 30 days after the request. Supervisors approving expense reports are responsible to ensure the following:

- Expenses reported are proper and reimbursable under this policy
- The expense report has been filled out accurately and with the required documentation
- The expenses are reasonable and necessary

### **ADVANCES AND LOANS**

The Company does not give salary advances or loans to its employees.

## BENEFITS

### PAID TIME OFF

The Company believes that its employees are the key to what makes a great Company. While work makes up a large portion of an employee's life, we believe that a balance between work and leisure is essential in maintaining quality performance and a fun atmosphere in which we work.

To help foster this idea, the Company has an unlimited paid time off plan (PTO). PTO is designed to give employees time needed away from their everyday work schedule. For simplicity, CES has no scheduled holidays. Eligible employees include:

- Full-time exempt
- Full-time non-exempt
- Part-time exempt
- Part-time non-exempt

To avert a race-to-the-bottom for PTO use, the Company requires each employee to use 21 PTO days per year at minimum, pro-rated as applicable due to start times in the year.

Employees must refrain from taking more than 16 sequential calendar days (weekends included) without working through use of PTO. Employees must be considerate of work deadlines and events when planning PTO. Reasonable notice is requested when an employee expects to be unavailable through PTO for more than three sequential days. Employees are asked to track their own PTO to meet their minimum.

### PARENTAL LEAVE

Our parental leave policy outlines our provisions for our employees who have children. We want everyone in our organization to be able to balance their job and family duties. Work shouldn't unduly hinder a parent's responsibilities toward their child or consistently prevent them from spending time together.

Regarding pay during parental leave, we will always follow legal guidelines where they exist. In counties or states where paid family leave isn't mandatory, we will provide paid leave according to this company policy.

#### Eligibility

All employees are entitled to paid parental leave following the birth, adoption, or foster care placement of a child. Eligibility applies to whoever has custody of the child and to employees of all sexes. To be eligible for paid parental leave, employees must have been employed by the Company for 12 months when the parental leave period begins.

#### Paid leave

Eligible employees will receive the following in connecting sequence:

- 3 pay periods (about six weeks) of **mandatory parental leave**, paid at 100% base pay,
- 1 pay period (about two weeks) of optional parental leave, paid at 75% base pay,
- 2 pay periods (about four weeks) of optional parental leave, paid at 50% base pay,
- 2 pay periods (about four weeks) of optional parental leave, paid at 25% base pay.

Total paid or partially paid leave: 4 Months

Employees may choose to work to increase their pay to 100% by working fewer than their traditional hours.

Examples:

- Working a 10 hour week with 75% base pay will result in 100% pay.
- Working a 30 hour week with 25% base pay will result in 100% pay.
- Working a 20 hour week with 25% base pay will result in 75% pay.
- Working a 0 hour week with 50% base pay will result in 50% pay.

#### Preparation

Employees must indicate before the start of a pay period the hour range that they intend to work. If parental leave starts after the fourth day of the twice/month pay period, then unlimited PTO may be used to have the total parental leave start at the next pay period. If parental leave starts within the first four days of a pay period, then the total parental leave starts at the current pay period. Taking optional parental leave is strongly encouraged. Supervisors and fellow employees must never discourage the use of optional parental leave.

Eligible employees are to apply for short-term disability benefits to cover all or part of what CES would pay. If you live in California and are eligible, part of your pay on parental leave will be provided by California Paid Family Leave for up to 6 weeks (60-70% of income, maximum \$1216/week or more as this number changes). CES will make up the remainder of your pay up to a total of 100% of your usual pay according to the leave schedule laid out above.

In addition to the period of paid parental leave, employees may request up to an additional three months of parental leave without pay, subject to the approval of their supervisor. More details regarding unpaid leave are available in the Unpaid Leave section of the Employee Handbook.

While on paid or unpaid parental leave, employees will continue to receive all employee benefits and perks, including reimbursements for health insurance premiums, on the same terms as an active employee. Employees will continue to remain eligible for salary increases and bonuses. When employees are ready to return from parental leave, the

Company will reinstate them to their former position or one with equivalent pay, benefits, and other employment terms.

### Timing of leave

For any type of parental leave, you may start the leave at any point you find reasonable.

Examples:

- When you would rather start your leave rather than continue working
- When you are declared disabled due to pregnancy-related issues by your healthcare provider.
- When labor begins, even if the child is not born that day.
- When you depart for your child's country in case of international adoption.
- If the pregnancy ends in a miscarriage after 24 weeks, or the baby is stillborn or dies after birth, you are entitled to two pay periods (about four weeks) paid leave.
- If you start leave and then want to change the timing (for example, you start leave before the expected adoption of your child, but the adoption is delayed and you want to start it a month later), we will try to accommodate this when possible. If we have already made arrangements for alternate staffing, we may require you to take the leave as originally scheduled once it begins.

### Let us know

Once you feel comfortable sharing the news, have a chat with your manager about your situation, especially if you are pregnant, as there might be health and safety issues which we should consider. If you'd rather the rest of the staff not know yet, please feel free to ask your manager not to tell anyone about the pregnancy or adoption except anyone who needs to know in order to set up your leave.

### During leave

- If you choose to work some days during your leave (once you are physically cleared to work i.e. following your disability period), this will not bring your leave to an end. If you are on intermittent leave or a reduced schedule due to disability before delivery, you will require a doctor's letter to work more than the standard limitations for disability allow.
- We will maintain reasonable contact with you from time to time during your leave. This may be to discuss changes within the organization, your plans for returning to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or to update you on developments at work during your absence.

### Returning to work

- Upon learning that you have started your leave, we will inform you in writing of the end date of your leave period.

- PTO will be limited to four days for the first four weeks of return. You may use your traditional flexible schedule to move a work day to a weekend if you require a weekday off that exceeds this limit. Following the first four weeks of your return, normal unlimited PTO resumes.
- If you are taking an extended leave using unpaid time off and you decide to return to work earlier or later than the expected return date, please give us at least eight weeks notice of your date of early return. This allows us to make arrangements with anyone covering your responsibilities. If you fail to do so we may have to postpone your return to such a date as will give us eight weeks notice, provided that this is not later than the expected return date.
- If you are planning on returning to work fewer than six weeks after a delivery, you are required to have a doctor's letter stating you are ready and able to work.
- If you are unable to attend work at the end of your leave due to sickness or injury, our normal arrangements for sick days will apply. In any other case, late return without prior authorization will be treated as unauthorized absence.
- When you return to work, we will make every effort to return you to the same job that you left, unless business conditions preclude it.
- If you worked full-time prior to parental leave, you have no automatic right to return to work on a part-time basis or to make other changes to your working pattern. However, all requests for part-time work or other flexible working arrangements will be formally considered in line with the operational requirements of the organization. If you would like flexible working arrangements to be considered, please write to your manager setting out your proposals as soon as possible in advance of your return date, so that there is adequate time for full consideration of your request.
- If you decide not to return to work after leave, you must give us notice of your resignation as soon as possible.

Pregnancy due date tool (for planning): <https://spacefem.com/pregnant/due.php>

#### **UNPAID LEAVE**

The Company understands that there are reasonable situations where an employee must take extended leave in addition to PTO. In these cases, unpaid leave is available. Unpaid leave must be requested with as much notice as possible in proportion to the amount of leave sought. The amount of unpaid leave must have a reasonable relationship to the rationale for the requested leave. Unpaid leave may be requested for up to three months. Granted unpaid leave allows the employee to return to their position at the end of the time frame. Evidence may be requested for the rationale of the unpaid leave. Unpaid leave must be requested in writing and indicate the reason, start date, and end date.

Reasonable requests for unpaid leave include but are not limited to:

- Maternity or paternity

- Recent adoption
- Volunteer emergency responders
- Jury services
- Witness for a legal case
- Domestic violence
- Bereavement
- Temporary disability

Leave may be paid to the extent that it is covered by any long or short-term insurance for employees that may fall under disability or paycheck insurance, depending on what the Company has purchased, if anything.

#### **INSURANCE BENEFITS**

The Company complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working at least 20 hours a week are entitled to health insurance and dental, reimbursed by the employer, up to the QSEHRA maximum \$5,250 annually (as of 2020), prorated as applicable. This is available up to the QSEHRA maximum of \$10,6000 (as of 2020) for family plans. The Company reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage after their introductory period. New employees may elect not to be covered, with the permission of the Company, provided the percentage of employees not covered is within the benefit plan specifications.

Employees working for the Company at least six months are eligible for up to \$50,000 in group term life insurance, as long as they work for the Company.

Employees working for the Company at least six months are additionally eligible for short- and long-term disability insurance.

#### **401K**

One year following the employee's start date, all salaried employees may opt into a 401K with an automatic 9% salary contribution by the Company.

The Company may shift to other retirement benefits of at least equal value.

#### **CONTINUATION OF BENEFITS**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, after experiencing a qualifying event as outlined below.

Employees and covered dependents are entitled to continuation of benefits for a period not to exceed 18 months. To qualify for continuation coverage, an employee must have

a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

If the employee's state provides greater coverage than listed above, then that coverage applies.

## **HEALTH, SAFETY, AND SECURITY**

### **REASONABLE ACCOMMODATIONS**

It is the policy of the Company to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or manager if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship. The Company will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Company undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

### **INJURY AND ACCIDENT RESPONSE AND REPORTING**

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up

will be handled by Human Resources or the designated Safety Officer. The employee may not return to work without the permission of Human Resources or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

#### **WORKERS' COMPENSATION**

The Company provides insurance for all work-related injuries or illness. The name of the Company's workers' compensation insurance carrier and other pertinent information is available upon request. The carrier governs all insurance benefits provided by the Company. These contracts may not be limited, expanded or modified by any statements of Company personnel or Company documents. Any discrepancies will be determined by reference to the insuring contracts.

#### **WORKPLACE VIOLENCE AND SECURITY**

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

## **WORKPLACE GUIDELINES**

### **FLEXTIME (EXEMPT)**

Exempt workers operate on a flexible schedule and are evaluated on their ability to deliver high-level work product in a timely manner rather than exact hours worked. While there are no set hours, exempt employees are expected to be generally available and responsive during the day. To help with this time coordination, exempt employees are asked to share their privacy-masked schedules through Google Calendar.

### **HOURS OF WORK (NON-EXEMPT)**

Employees are expected to be at their work area, ready to work at their scheduled time. Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if the Company changes its operating hours, employees will be given written notice to facilitate any personal planning.

### **OFF-THE-CLOCK WORK (NON-EXEMPT)**

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours. Any possible violations should be reported promptly to a supervisor or member of management.

### **MEAL PERIODS (NON-EXEMPT)**

Half-time employees are entitled to a paid half-hour meal period each day. Full-time employees are entitled to a paid hour meal period each day.

### **LACTATION ACCOMMODATION (ALL)**

The Company provides a supportive environment to enable breastfeeding employees to express breast milk during work hours. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

### **ATTENDANCE AND TARDINESS (NON-EXEMPT)**

Employee attendance is a major concern of the Company. Unsatisfactory attendance including tardiness and leaving work early (for non-exempt employees) is unacceptable performance. Exempt employees must notify their supervisor for days they will be unavailable. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor or manager no later than 30 minutes before the start of their scheduled work day. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the Company, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent they are to advise the Company of their expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, the Company will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with the Company.

If an employee becomes ill at work they should notify their supervisor or manager immediately. If an employee is unable to perform their job tasks they may be sent home for the remainder of the day or until able to work again.

Employees must be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons.

#### **TELECOMMUTING (ALL)**

The Company considers telecommuting to be a viable alternative work arrangement for employees in appropriate situations. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to clocking in and out as applicable, working their normal schedule, and maintaining productivity.

Because employees are asked to provide for their own office space, CES reimburses according to the IRS safe harbor provision for a 300 square foot office at \$5/square foot totaling \$1,500 annually. This is paid out incrementally throughout the year and pro-rated as applicable.

## **PERSONAL APPEARANCE AND HYGIENE**

The Company requires all employees to present a professional image to the public and clients. Accordingly, employees must wear appropriate attire while conducting Company business. Casual wear is completely acceptable for within-Company video teleconferencing. More formal wear may be appropriate when interacting with certain individuals using video teleconferencing or in person. Employees should consider their level and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Tattoos that are not appropriate in content

During teleconferences and in-person interactions, professional presentation is important. Employees are expected to maintain clean and appropriate oral and bodily hygiene.

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.

## **CONFIDENTIALITY**

There must be no disclosure of any confidential information or trade secrets to anyone outside the Company without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications not made publicly available. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas and technology. In addition, always respect financial disclosure laws and third party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information through any media.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee.

When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information will be disclosed and/or discussed only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section Seven of the National Labor Relations Act (NLRA).

#### **CONFLICT OF INTEREST**

The Company is judged by the collective and individual performance of its employees. The Company has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or the Company to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Company employee. This includes the use of an employee’s position with the Company for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the Company, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval before proceeding.

#### **BUSINESS GIFTS**

The Company wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the policy of the Company that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or for any other person or entity.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than employee paychecks from the Company) for, or in connection with any transaction or business of the Company that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any member, prospective member, customer, or prospective customer for, or in connection with any transaction or business of the Company, employees are to advise their supervisor or manager at once.

#### **DONATION ACCEPTANCE**

Any donations to the organization that take the form of a check must be given to the executive director for deposit. Cash is never to be accepted. Donated physical items must be reviewed by the executive director before acceptance. Check deposits will be made by the executive director within two business days, excluding during travel. The executive director will send an image of the check to accounting and the Director of Philanthropy contemporaneously with the deposit of the check. Staff whose role involves gifts must abide by the gift policy present in the Board Policy Manual.

#### **OUTSIDE ACTIVITIES**

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor or manager in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to terminate such activity.

#### **REPORTING IRREGULARITIES**

It is the responsibility of each employee of the Company to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Company funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance.

#### **ELECTRONIC ASSETS USAGE**

Employees are encouraged to use the company e-mail and online resources appropriately.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictions on any document, computer, or computer software without the prior permission of their supervisor or manager. Any password or restriction must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Company information without the appropriate authorization is strictly prohibited
- Company internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion,

national origin, physical attributes, sexual orientation, or any other federal or state protected status are to be transmitted. Harassment of any kind is prohibited.

- Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon the Company or be contrary to the Company best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of Company information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called “plug-ins”) are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on Company drives or send over the Company’s internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Company’s name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, the Company reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Also, the internet is not secure so don’t assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

All Company-supplied technology including computer systems and Company-related work records belong to the Company and not the employee. The Company routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

#### **SOCIAL MEDIA**

The Company understands that social media can be a fun and rewarding way to share an employee’s life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of

social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the Company.

### Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's blog, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company, or the Company's legitimate business interests may result in disciplinary action up to and including termination.

### Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Abusive Conduct policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

### Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

### Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives

almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Company, fellow employees, members, customers, suppliers, and people working on behalf of the Company or competitors.

#### Post Only Appropriate and Respectful Content

- Employees should maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.
- Financial disclosure laws must always be respected. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
- Employees should not create a link from their blog, website or other social networking site to a Company website without identifying themselves as a Company employee.
- Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for the Company. If the Company is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If an employee does publish a blog or post online related to the work they do or subjects associated with the Company, they should make it clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

#### Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

#### Media Contacts

Employees should not speak to the media on the Company’s behalf without contacting the executive director. All media inquiries should be directed to them.

#### For More Information

If an employee has questions or needs further guidance, they should contact their supervisor.

## EMPLOYMENT SEPARATION

### RESIGNATION

Employees are requested to provide a minimum of three weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Company should be submitted to their supervisor or manager. An exit interview may be requested. Note that additional notice and requirements are needed to receive automatic severance.

### TERMINATION

All employment with the Company is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Company or the Company can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

### SEVERANCE

The following section on severance applies only to employees hired before 2019. A new severance policy is being created and will go into effect in 2020.

Severance pay is available to employees who separate from the company. Severance is available to salaried employees who have been employed by CES longer than three months. Severance years are calculated by the day for fractional years and are paid at the employee's most recent salary. Previous time with company is counted the same regardless of salaried or time status.

Automatic severance is conditional upon the following:

1. Agreement not to file a claim against the Company
2. Agreement to do an exit interview (and completed), and
3. Upon giving four weeks notice if resigning.

Severance is paid at different rates per year according to the following employment lengths (apply one only):

If time an employee's time with the company is greater than three months, then the following formula for severance is paid out:

Salary  $(1.5/12) * (\text{days employed}/365)$

Days employed max = 365 (If an employee has been with the company for over one year, 365 remains the largest number in this formula)

If an employee's time with the company is less than 3 months, then no severance is provided.

### **PTO PAYOUT UPON LEAVING**

Because the Company uses unlimited PTO, there is no PTO to pay out upon employee separation. This consideration is built into other benefits.

### **RETURN OF COMPANY PROPERTY, POTENTIAL REFUND TO COMPANY FOR REIMBURSED ITEMS, DEPRECIATION**

Any Company property must be returned to the Company at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Company property.

Office items such as books, computers, computer software, and other office hardware purchased through reimbursement are not returned. Instead, they are purchased back by the employee at a flat-line yearly depreciation. This required purchase back by the employee is done through deduction from the last paycheck (or additional request for reimbursement by the Company if the last paycheck's amount is insufficient). Depreciation time is computed from the time of the purchase. Depreciation years only count after full years have passed. For example, we depreciate laptops at a flat three-year rate. If you were reimbursed \$900 for a laptop and left the Company 2.5 years following when you submitted your reimbursement request, then you would have \$300 deducted from your last paycheck due to two years' depreciation of the laptop ( $\$900 - \$900 * 2/3$ ).

Phones are not taken into consideration as they are expected to be paid for over time through the employee's regular phone bill. Phones are not expected to be returned to the Company or reimbursed by the employee to the Company.

If an employee wishes to not go through this process, then the employee should instead make the personal tax deduction for a work-related purchase and not ask for reimbursement. An employee cannot both accept a reimbursement from the employer and a tax deduction from the IRS.

#### 3-year depreciation

- Laptop
- Other hardware (ex// mouse, printer)
- Basic furniture (such as basic desk and office chair)

#### 1-year depreciation

- Software (ex// anti-virus, personal task management)
- Work-related books

#### Immediate full depreciation

- Minor items (paper, folders, pens, et cetera)

**THE CENTER FOR ELECTION SCIENCE EMPLOYEE HANDBOOK ACKNOWLEDGMENT**

I acknowledge receipt of the Company’s employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the Company.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Company or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section Seven (7) of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the Company. I also understand that neither the handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment. I am aware that Company policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with the Company has been fully explained and I have been given an opportunity to ask questions regarding Company policies and my at-will employment status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date