

# LLPS

## Labor Law Poster Service

LLPS, Inc.

## Policy Procedures Manual

Updated 08/22/10

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## **POLICY**

Section:

Policy: Foreword

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service believes that it is important to keep you fully informed about its policies, procedures, practices and benefits, and what you can expect from the organization and the obligations you assume as an employee. These practices are designed to provide consistent and equal treatment of employees. We urge you to become familiar with them and if you have any questions on any matter pertaining to your employment, please contact your supervisor or the HR Manager.

## **PROCEDURES**

The human resource policies and practices statements, which are included in this Policy & Procedure document, reflect a great deal of care and concern for the people who make it possible for Labor Law Poster Service to exist...ITS EMPLOYEES. These policies may change with time or they may need to be clarified, amended, supplemented or revoked. This organization maintains the responsibility and the right to make these changes at any time and will advise you when this happens. The President of Labor Law Poster Service has authority to establish other policies, procedures, rules and benefits, which are deemed necessary to implement management decisions.

Should the description in this Manual differ with formal agreements or documents involved, the formal and complete plans are to be considered correct. As noted above, human resource policies and practices are subject to change.

Please consult with your supervisor or the HR Manager if you have questions related to any of the information supplied in this Policy & Procedure document.

## **POLICY**

Section:

Policy: "At-Will" Employment

Origination Date:

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Nothing contained in any materials or information distributed by the organization creates a contract of employment between an employee and Labor Law Poster Service. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any or no reason, with or without notice, and Labor Law Poster Service retains the same right. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or other officer can make a contrary agreement, except the President of Labor Law Poster Service, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the President.

## **PROCEDURES**

All employees will be required to read, understand and execute a Handbook Acknowledgment form that tells them that an "at-will" employment relationship has been established for their employment with Labor Law Poster Service

## **POLICY**

Section:

Policy: Open Communication/Dispute Resolution

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

At Labor Law Poster Service, we believe that communication is the heart of good employee relations. Employees should share their concerns, seek information, provide input and resolve work-related issues by discussing them with their supervisors until they are fully resolved.

## **PROCEDURES**

It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at that level, the employee is welcome to discuss the issue with the manager of his/her department. The supervisor should set up a time for both of them to meet with the manager.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and/or harassment, Labor Law Poster Service has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment and Discrimination Policy.

## **POLICY**

Section:

Policy: Equal Employment Opportunity Policy Statement

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Labor Law Poster Service will be based on merit, qualifications and abilities. Equal employment opportunity is not only good practice, it's the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, layoff and recall, termination, compensation and benefits.

As an equal opportunity employer, Labor Law Poster Service does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, age, disability, veteran status or any other basis that would be in violation of any applicable federal, state or local law.

## **PROCEDURES**

Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their immediate supervisor or the HR Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **POLICY**

Section:

Policy: Unlawful Harassment / Discrimination

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, Labor Law Poster Service prohibits discrimination and/or harassment that is sexual, racial or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability or veteran's status. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization.

## **PROCEDURES**

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep his or her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment, it may also be considered harassment.

Labor Law Poster Service expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should firmly and clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive and should stop at once. The employee also should report any discrimination and/or harassment to his/her immediate supervisor, department head or Human Resources. That person will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

Labor Law Poster Service will conduct an investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate disciplinary action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subject to disciplinary action up to and including termination.

## **POLICY**

Section:

Policy: Drug Free Workplace & Substance Abuse

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The use of illegal drugs and alcohol, and the abuse of legal prescription pharmaceuticals, account for tremendous losses in efficiency and attendance. These abuses also diminish the safety of all employees and visitors, impair the reputation of Labor Law Poster Service, and violate state and federal laws. In addition, the use and abuse of drugs and alcohol can have severe health consequences and lead to the destruction of family unity. For these reasons, Labor Law Poster Service has adopted a zero tolerance drug and alcohol policy. With this policy, it is the intention of the company to use every lawful means to establish and maintain a drug and alcohol free workplace.

## **PROCEDURES**

Illegal drugs are substances that are controlled or outlawed, are not obtainable by lawful methods, or are legally obtainable but were not obtained in a lawful manner.

This policy prohibits the use, sale, manufacture, distribution or possession of alcohol or illegal drugs, drug paraphernalia or any combination thereof, on any company premises or at any location where the employee is performing his/her job duties. Violation of this policy will subject the employee to disciplinary action up to and including immediate discharge, and may have legal consequences.

Labor Law Poster Service shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:

1. Post-Accident – Where the employee was involved in an accident that resulted in property damage or physical injury, requiring professional medical treatment beyond first aid, to any person.
2. Reasonable Suspicion – Upon the belief of management that the employee may have alcohol or illegal drugs in his system while at work or while performing his job duties away from the workplace.

This list is not meant to limit the circumstances under which a drug or alcohol test may be required. Labor Law Poster Service can test for the presence of alcohol or illegal drugs for other lawful purposes.

For purposes of this policy, a positive or failure of a drug or alcohol test shall consist of the presence of any detectable amount of an illegal drug or alcohol in the employee's system when tested. Similarly, refusal to submit to a drug or alcohol test when requested by the company, or any attempt to interfere with the test or alter the sample, also constitutes failure of the test and will result in a candidate being removed from the applicant pool, and will make an employee subject to discipline up to and including discharge.

## **POLICY**

Section:

Policy: Drug Free Workplace & Substance Abuse (con't)

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **PROCEDURES**

If an employee is using medication prescribed by a licensed physician, he or she is responsible for obtaining assurances from that physician that the medication will not impair the employee's judgment or ability to safely and efficiently perform job duties.

Any employee who knows or believes that there is unlawful involvement by other employees, vendors or guests with illegal drugs or alcohol contrary to this policy, should immediately refer this information to his/her supervisor or to the HR Manager. Labor Law Poster Service will utilize all lawful investigative techniques in response to this information. Evidence obtained by the company of the unlawful use, manufacture, trafficking, distribution or possession of controlled substances will be provided to the appropriate law enforcement authorities.

All employees must, as a condition of employment, abide by the terms of this policy and must report any convictions under a criminal drug statute for violations occurring on or off company premises. This report must be made within five days of a conviction and is mandated by the Drug Free Workplace Act of 1988.

This policy does not limit the right of the company to invoke disciplinary action for any unauthorized activity not enumerated above.

## **POLICY**

Section:

Policy: Tobacco Use

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The use of tobacco products including, but not limited to cigarettes, cigars, tobacco pipes and all forms of smokeless tobacco, is prohibited inside any of the organization's facilities or vehicles. The use of such tobacco products will be allowed in designated areas only outside any facility. Smoking is only permitted in the back of the building.

## **PROCEDURES**

Appropriate signage will be placed at entrances to all buildings advising employees and visitors that Labor Law Poster Service maintains a tobacco-free environment. This policy related to all work areas at all times, including before and after normal working hours.

## **POLICY**

Section:

Policy: Weapons

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Despite some state laws that allow people to carry firearms in public, Labor Law Poster Service prohibits anyone from possessing or carrying weapons of any kind on company property, in company vehicles or while on company time. This prohibition against weapons includes:

- Any form of weapon or explosive;
- All firearms; and
- All illegal knives or knives with blades that are more than six (6) inches in length.

## **PROCEDURES**

If an employee is unsure whether an item is covered by this policy, please contact the HR Manager. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

While the organization has a policy prohibiting weapons, nothing in this statement shall be construed as creating any duty or obligation on the part of Labor Law Poster Service to take any actions beyond those required of an employer by existing law.

## **POLICY**

Section:

Policy: Violence in the Workplace

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The safety and security of all employees is of primary importance at Labor Law Poster Service. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers or other individuals by anyone on Labor Law Poster Service property will not be tolerated. Violations of this policy will lead to accelerated disciplinary action, not corrective action, up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Labor Law Poster Service can and will take any necessary legal action to protect its employees, customers and property.

## **PROCEDURES**

Any person who makes threats, exhibits threatening behavior or engages in violent acts on company premises shall be removed from the premises as quickly as safety permits and shall remain off company premises pending the outcome of the investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior that they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a company-controlled site or is connected to company employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

## **POLICY**

Section:

Policy: Right To Search / No Privacy Expectations

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Access to Labor Law Poster Service premises is conditioned upon its right to inspect or search the person, vehicle or personal effects of any employee or visitor. This may include any employee's office, desk, computer & related equipment, file cabinet, closet, locker, lunchbox, clothing or similar place. Employees should have no expectation of privacy in connection with any of these listed places. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to others in the company.

## **PROCEDURES**

Any prohibited materials (or materials that may be found to be prohibited) that are found in an employee's possession during an inspection or search will be collected and retained by management. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee but may be turned over to the appropriate authorities.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the company (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) shall be grounds for disciplinary action, up to and including termination.

## **POLICY**

Section:

Policy: Confidential & Proprietary Information

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Employees of Labor Law Poster Service will receive and have access to information that is confidential in nature to the organization, its customers and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization; or (b) any person outside the organization unless management has expressly stated in writing that the information can be disclosed to that person. This obligation exists after the employee leaves the organization

## **PROCEDURES**

The organization has developed certain proprietary processes that are unique to the organization. Keeping such information from competitors plays an important part in our success. The organization protects proprietary information by restricting employee and visitor access to certain designated areas and access to documents to only those who have business reasons to view them.

All employees are asked to sign an agreement at the beginning of employment that prohibits the disclosure of any matters affecting or relating to Labor Law Poster Service's business including, but not limited to, the names of and confidential information concerning Labor Law Poster Service's clients, debtors, trade secrets, manner of operations, electronic data processing systems, insurance rates or any other information concerning Labor Law Poster Service's business, except as required in employee's duties to Labor Law Poster Service.

Upon termination of employment, Employee will promptly deliver to Employer all manuals, identification cards, health cards, letters, notes, notebooks, reports and all other materials of a secret or confidential nature relating to Employer's business and which are in possession of the Employee.

## **POLICY**

Section:

Policy: Ethics & Conflicts of Interest

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. Labor Law Poster Service requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

## **PROCEDURES**

Labor Law Poster Service recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Labor Law Poster Service as "standard practice", that is by no means sufficient reason to assume that such practice is acceptable at our organization. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets of this policy outline some basic guidelines for ethical behavior at Labor Law Poster Service. Whenever employees are in doubt, they should consult their manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from competitors, vendors, potential vendors or customers of the organization. Gifts may only be accepted if they have a nominal value and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products or materials acquired from the organization. Employees may engage in outside business activities, provided such activities do not adversely affect the organization or the employee's job performance and the employee does not work for a competitor, vendor or customer. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of Labor Law Poster Service. Employees may not use proprietary and/or confidential information for personal gain or to the organization's detriment, nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor or customer of the organization, the employee must disclose this fact in writing to Human Resources. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, Labor Law Poster Service may be forced to ask the employee to tender his/her resignation. Labor Law Poster Service has sole discretion to determine whether such a conflict of interest exists.

Should any employee become aware of what he or she believes to be unethical or illegal action with any connection to the organization or its' business associates, that employee has the duty and responsibility to immediately report that information to management for investigation. Failure to do so will subject the employee to discipline up to and including termination. Employees may contact Human Resources to report anything that they cannot discuss with their manager.

## **POLICY**

Section:

Policy: Solicitation & Distribution

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Solicitation by a Labor Law Poster Service employee of another employee is prohibited during the working time of either person. Working time is defined as time when an employee's duties require that he/she be engaged in work tasks. Distribution of printed material or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of Management. Solicitation and/or distribution of material on company property by persons not employed by Labor Law Poster Service are prohibited at all times.

## **PROCEDURES**

Any employee who becomes aware of either solicitation or distribution taking place by either another employee or a person not employed by the organization in violation of this Policy is required to bring it to the attention of a member of management.

## **POLICY**

Section:

Policy: Bulletin Boards

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The organization uses bulletin boards to communicate important business information such as safety rules, job postings, statutory and legal notices, company policies and management memos. Each employee has the responsibility to read the information that is posted. Your manager or supervisor can give you the location of the bulletin board nearest your work area. Employees may not post material on bulletin boards without the approval of Human Resources.

## **POLICY**

Section:  
Policy: Background Checks  
Origination Date: 8/22/10  
Revision Date: 7/25/2013

### **STATEMENT OF POLICY**

The position an individual applies for and the information he/she gives during the interview process will determine which contingencies may apply to an offer of employment. All employees applying for any position with Labor Law Poster Service may be subject to reference checks with former employer and/or managers. Unless required by law, reference checks will not be shared with the potential employee. Individuals who claim to possess certain educational credentials and/or work experience, either in writing or in an interview, are subject to verification.

### **PROCEDURES**

Any individual being considered for or offered a position with the Labor Law Poster Service has a responsibility to disclose current and/or prior criminal charges brought against them. If an individual is found to have submitted misleading, or false information or has omitted relevant information, whether on an application or during the interview process, this individual will be subject to termination or removed from the applicant pool.

Information gained from any of the above background checks will be held in confidence and shared with management individuals only on a need-to-know basis.

## **POLICY**

Section:

Policy: Employment Eligibility Documents

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Philosophically, Labor Law Poster Service, as an equal opportunity employer, is committed to employing persons legally entitled to work in the United States without regard to citizenship, ethnic background or place of national origin.

Federal regulations require Labor Law Poster Service to comply with the Immigration Reform and Control Act of 1986. All new employees must complete W4 forms and provide proof of their identity and ability to work in this country.

## **PROCEDURES**

The Hiring Manager is responsible for obtaining the completed W4 forms and verifying the eligibility to work in the United States. Employees will be expected to complete the W4 forms during their first three (3) days of work. If a new employee is unable to provide the necessary documentation within this three (3) working days period from the date of hire, he or she must provide proof that he or she has applied for the required documents. If this proof is not provided, the employee will be terminated.

Additionally, any employee younger than eighteen (18) years of age will be required to present proof of age and certification required by state or federal law.

## **POLICY**

Section:

Policy: New Employee Orientation

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

In an effort to insure a smooth transition into Labor Law Poster Service, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's supervisor and the Human Resources Department. Human Resources will be responsible for providing new employees with:

- A history of the organization;
- An explanation of the operations of the organization; and
- An overview of the organization's policies, procedures and benefits.

## **PROCEDURES**

All new employees must attend an orientation session. During the orientation session, the employee will receive a Policy Procedures Manual and will be given an opportunity to ask questions about any information contained in the Policy Procedures Manual.

The new employee's supervisor is responsible for ensuring that each employee attends an orientation session. In addition, supervisors are responsible for all job training. Supervisors should ensure that they talk often with new employees during the first few weeks of their employment.

## **POLICY**

Section:

Policy: Hours of Work

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The standard workweek is forty (40) hours. Thirty two (35) hours per week is considered full time status. The standard workday is eight (8) hours for nonexempt workers. Workday lengths for exempt employees are determined primarily by the hours required to accomplish their current workloads. General business hours are from 8:00 a.m. to 8:00 p.m. daily.

## **PROCEDURES**

As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his or her department.

A paid meal period is provided to any employee who works a minimum of six (6) hours per day (minors five (5) hours). The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. The length of the meal period will be thirty (30) minutes. Non-exempt employees, when leaving company premises, may be required to clock out for their lunch periods.

Non-exempt employees receive two ten-minute paid break periods for each full workday, one approximately a quarter of the way into the workday and one approximately three quarters into the workday. Labor Law Poster Service can modify an employee's starting and quitting time as well as the number of hours worked to accommodate business needs.

## **POLICY**

Section:

Policy: Attendance & Punctuality

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

At Labor Law Poster Service we recognize the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Employees may qualify for a leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, a workers' compensation injury or military and/or guard duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness and/or leaving early causes other employees within the organization to have to bear the burden of filling in for the absent employee.

## **PROCEDURES**

Employees who are not on an approved leave of absence and are absent from work will be addressed through the normal corrective action process.

The following corrective action steps that can be used to address attendance-related problems are:

First Incident ..... Written Warning with Documentation to File

Second Incident..... Second Written Warning about Attendance Problem

Third Incident..... Final Written Warning

Fourth Incident..... Termination for Excessive Absenteeism

Consecutive days of absence for the same reason may be deemed to be one incident. If the employee is absent for more than two (2) consecutive days, he/she must bring a health care provider's certification of the absence for those days to be counted as one incident.

If at any time an employee corrects his or her excessive absence problem and has no unexcused absences during a six-month period, corrective action, if it becomes necessary again, will not accelerate to the next step in the process but will repeat the last step taken.

If an employee, who has been with the organization for less than 90 working days, exceeds six (6) points in any month he/she will be issued a Final Written Warning. If they exceed six (6) points again, after the Final Written Warning, within his or her first 90 days of employment, the employee will be terminated. If a new employee has no further incidents during his/her first 90 work days of employment, the Final Written Warning will be rescinded and treated as a Verbal Warning with Documentation to their File for any further corrective action required for excessive absences.

Periodically, special circumstances may occur that warrant an employee being excused from work. (example: highly contagious illness).

## **POLICY**

Section:

Policy: Attendance & Punctuality (cont.)

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **PROCEDURES**

To ensure fairness throughout the organization, these types of requests require the approval of Management.

Occasionally an employee will exhibit a pattern of absenteeism that must be corrected. (Example: consistently missing a specific day of the week or the day before or after a holiday or scheduled vacation). Such cases will be reviewed with the HR Manager before issuing any corrective action.

Employees who are going to be absent, tardy or leaving early from work are responsible for notifying their supervisors as soon as possible, but at least one hour before their scheduled arrival time or at least one hour prior to leaving early. Employees who are absent and fail to so notify their supervisors will be immediately placed on attendance probation for failure to notify. If employee is already on attendance probation they will be terminated. Employees who have been absent for two (2) days (No Call / No Show) without direct notification to their supervisor or Human Resources will be considered to have voluntarily terminated their employment. All attendance policies and procedures are subject to change without notice. Please refer to the LLPS Point System for more information regarding attendance.

## **POLICY**

Section:

Policy: Introductory Period

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Labor Law Poster Service uses this period to evaluate employee capabilities, work habits and overall performance. Because of the "at-will" relationship entered into for employment at Labor Law Posters, Inc., either the employee or Labor Law Poster Service may end the employment relationship "at will" at any time during or after the introductory period, with or without reason, cause or advance notice.

## **PROCEDURES**

All new employees work on an introductory basis for the first ninety (90) days of work after their date of hire.

## **POLICY**

Section:

Policy: Employment Records

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service is required to keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations and to make certain that important mailings reach all employees. The company considers the information in employment records to be confidential.

## **PROCEDURES**

Employees must inform Labor Law Poster Service of any necessary updates to their personnel file information such as change of address, changed telephone numbers and emergency contact information. Employees should also inform their supervisor or the HR Manager of any outside training, professional certifications, education or any other change in status.

Labor Law Poster Service will only verify dates of employment, rehire eligibility and job titles to outside agencies inquiring by telephone about an employee. No other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law.

All current employees will be permitted to review their personnel files at reasonable times after reasonable advance notice of wishing to so review.

## **POLICY**

Section:

Policy: Dress Code

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Neatness and good taste in your dress and manner contribute to a great part of the impression you make on fellow employees.

## **PROCEDURES**

Labor Law Poster Service's dress code is casual. Men may wear reasonably fitting jeans (no sagging pants and no holes), shorts, dress pants or casual dress pants and a collared shirt or t-shirt and sandals, flip flops or dress shoes. Women may wear jeans (no holes), dress pants, casual dress pants, Capri pants or skirts (knee length) with a blouse, dress shirt or t-shirt and sandals, flip flops, dress shoes or dress sandals.

Clothing should be clean and pressed. All clothing must be appropriate, free of profanities, racial statements or any wording of a sexual nature. This dress code is subject to change, if deemed necessary by the company President.

## **POLICY**

Section:

Policy: Performance Review

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

In order to ensure that all employees receive regular feedback on their performance, supervisors should evaluate the job performance of every employee who works for them on a regular basis. Performance reviews establish a performance history with the organization and are used in performance, promotion, transfer and merit increase decisions.

## **PROCEDURES**

All original Performance Review Forms are maintained in the employee's personnel file in the Human Resources Department.

Supervisors should conduct regular, timely performance reviews. Exempt employees and non-exempt working in an office environment should be reviewed at least annually in conjunction with the standard review period. A performance evaluation is not necessarily linked with a salary increase. Supervisors may review performance more often than is required by the performance review policy.

Supervisors should use a coaching approach to help an employee grow in his/her position. Part of this process involves regular reviews to evaluate performance. Some factors considered are dependability, quality and quantity of work, interpersonal skills and judgment. The purpose of this evaluation is to guide an employee's progress in his/her current position, to discuss ways in which their performance can be improved, and when appropriate, explore his/her potential for advancement. These formal performance reviews are in addition to the informal meetings supervisors should have with employees throughout the review period.

Goals and objectives should be reviewed with the employee at the beginning of the review period to ensure that he/she understands all performance criteria. All new employees should be given goals and objectives within 90 days of beginning employment. The employee's performance should be reviewed periodically with feedback and direction regarding all performance criteria.

All Performance Review Forms should be reviewed with the supervisor's manager before the performance review conference takes place with the employee. The supervisor's manager should sign the Performance Review Form before it is reviewed with the employee to signify the manager's agreement with the contents of the Performance Review Form. When the Performance Review Form has been reviewed with the employee, the employee and the employee's supervisor need to sign it. An employee's signature on his/her performance evaluation only acknowledges that it has been reviewed with the employee. Employees should be encouraged to attach any written comments they wish to their performance reviews. The Performance Review Form with any employee comments will become a part of the employee's personnel file. The completed form should be forwarded to the Human Resources Department and a copy provided to the employee.

## **POLICY**

Section:

Policy: Performance Review (cont.)

Origination Date: 8/18/10

Revision Date: 7/25/2013

## **PROCEDURES**

When the employee has been away from work due to a leave of absence greater than sixty (60) days and any part of the leave includes or occurs within the sixty (60) days immediately preceding the review date, the employee's review will be postponed. The performance review will take place sixty (60) days after the employee returns to work.

## **POLICY**

Section:

Policy: Other Employment

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

While Labor Law Poster Service does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethics concerns or necessitate long hours that may impact the employee's working effectiveness.

## **PROCEDURES**

Employees that are contemplating secondary employment are required to submit a written request for approval to their supervisor. The written request should identify the secondary employer, the nature of the duties to be performed and the anticipated hours the employee will be working. This request will be promptly answered in writing and a copy placed in the employee's personnel file.

## **POLICY**

Section:

Policy: Uses of Company Premises, Property and Materials

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Meetings held on Labor Law Poster Service premises must be for the purpose of conducting business. Meetings for other purposes are strictly forbidden.

The use of business stationery and/or the organization's postage meter for personal correspondence is also strictly forbidden.

## **PROCEDURES**

The personal use of its facsimile or copying machines also is forbidden without first receiving management approval and reimbursing Labor Law Poster Service at the current prevailing rates.

Receiving personal mail at the Labor Law Poster Service address is prohibited because it adds to an already enormous mail volume.

## **POLICY**

Section:

Policy: Use of E-Mail & Voice Mail

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Electronic mail and telephone voice mail are efficient and valuable business tools. They are also property of the organization. In short, neither of these systems is considered to be confidential, nor should they be used to meet an employee's own personal needs.

## **PROCEDURES**

If an employee receives a message that is not addressed to him/her, he/she is not authorized to read or use information contained in that message.

Employees should not say or write anything in an e-mail or voice mail that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

Labor Law Poster Service can and will access and read any and all information contained in computers, computer files, e-mail messages or voice mail messages. Employees should have no expectation of privacy with regard to these communications and will be in violation of the organization's discrimination and harassment policy if they send, receive or access discriminatory, harassing or otherwise inappropriate e-mails or voice mails.

## **POLICY**

Section:

Policy: Use of Telephones & Cellular Telephones

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The telephone in the office is a business telephone and is to be used for that purpose only. All personal telephone calls are to be made and received during your scheduled break time, unless it is an emergency.

During work time, employees are not permitted to use personal cellular telephones unless they have received prior authorization from management. **This includes sending text messages.** These personal telephones should only be used during breaks and meal times, either in the break room or out of the office.

## **PROCEDURES**

During work time, employees are not permitted to use personal cellular telephones unless they have received prior authorization from management. **This includes sending text messages.** These personal telephones should only be used during breaks and meal times. If employees fail to follow the telephone and cellular phone policy, corrective action will take place.

## **POLICY**

Section:

Policy: Use of the Internet

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

The Internet is an exciting and interesting source of information and entertainment. The organization expects that any use of the Internet will be for business purposes only. Employees should see their supervisor to discuss any questions about the use of the Internet.

## **PROCEDURES**

At the least, Labor Law Poster Service expects that employees will:

- not participate in chat groups unless their job specifically requires that they do so;
- include a disclaimer, when appropriate, explaining that their comments are their own and not necessarily those of the organization;
- not subscribe to any listserv that delivers more than 10 e-mails per day;
- unsubscribe from any listserv when they are out of the office; and
- not view any web sites that are sexual or inappropriate in nature.

In addition to e-mail, voice mail, IM and internet use, Labor Law Poster Service can and will access and review employee blogs to make sure those employees aren't posting things on their blogs that are potentially harmful to the organization. "Blog" is short for the term "Web log". It is an on-line journal or newsletter that is frequently updated and usually available publicly. Employees' on-duty and off-duty blogging will be reviewed since what you post in a blog may get more attention than what you do or say in any other forum. So if you choose to blog, be smart. If the things you say or the pictures you post would get you fired if publicly stated or displayed in our parking lot or local mall, you should expect those same things to get you fired if said or displayed on a blog.

Examples of things that you shouldn't say or post on a blog include, but are not limited to:

- Anything that potentially injures the organization's reputation;
- Anything that is not in the best interests of the organization;
- Anything that is embarrassing to the organization;
- Anything that disparages the organization's products, management or customers;
- Anything that interferes with employees' job duties or creates an undesirable work environment;
- Anything of the organization or others that are copyrighted, confidential or proprietary information, including working methods and procedures, financial and marketing strategies or plans and other sensitive business or financial information; or
- Any comments that could constitute discriminatory or harassing behavior under any policy of the organization.

## **POLICY**

Section:

Policy: Telephone Monitoring

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service may monitor employees' telephone conversations made in the normal course of business. All calls are subject to recording and monitoring according to all applicable state and federal regulations. Advanced notice will not be given prior to monitoring telephone conversations. Any employee whose telephone conversation may be monitored will be asked to sign a consent form authorizing the monitoring. This form will be completed during the employee's orientation or at the time the employee is transferred to a position where the organization wants consent for monitoring.

## **PROCEDURES**

## **POLICY**

Section:

Policy: Personal Property

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Personal belongings brought onto Labor Law Poster Service premises are the employee's responsibility. While the organization will do all it can to protect an employee's property, it cannot be held responsible for the loss or theft of personal belongings. If an employee finds property missing or damaged, he/she should report it to his/her supervisor immediately.

## **PROCEDURES**

The Human Resources Department is responsible for assisting an employee who reports the loss or theft of personal property by providing organization information for purposes of filing a police report or a personal insurance claim.

## **POLICY**

Section:

Policy: Corrective Action

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service may administer corrective action for unsatisfactory conduct or performance, or violations of Labor Law Poster Service's policies, procedures and rules and regulations.

Labor Law Poster Service's own best interests lies in ensuring equitable treatment of all employees and in making certain actions; whether corrective or otherwise, are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

## **PROCEDURES**

The Employee Personal Conduct Expectations listed elsewhere in this Document includes some examples of conduct that may result in disciplinary action that results in immediate suspension or termination of employment due to the seriousness of the infraction. Violation of other policies or procedures, whether set forth in this Document or elsewhere, shall also lead to corrective action but of a more traditional manner with verbal, written and/or final warnings before termination of employment results. It is within Labor Law Posters Inc.'s sole discretion to determine the appropriate action, corrective or otherwise, in any given situation.

It is our hope that most employee problems can be corrected at an early stage, benefiting both the employee and the organization.

## **POLICY**

Section:

Policy: References

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

All inquiries regarding employees who are currently employed or who have been previously employed by Labor Law Poster Service are to be referred to Human Resources.

## **PROCEDURES**

Frequently an employer will inquire about an employee's character or abilities. This information is considered confidential and may not be released. Human Resources will only provide confirmation of information provided by the employee or former employee to a third party. That information is limited to dates of employment, job title and rehire status.

The only exception to the above statement is that Human Resources may release salary information to credit institutions when such information will assist the employee in securing credit, provided the request for salary information is made in writing and the employee authorizes release of the information.

## **POLICY**

Section:

Policy: Employment Classifications

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

It is the intent of Labor Law Poster Service to clarify the definitions of employment classifications so that employees understand their compensation and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the relationship "At-Will" at any time, for any or no reason or cause with or without notice is retained and granted to both the employee and the organization.

## **PROCEDURES**

Each employee is designated as either "Exempt" or "Non-Exempt" according to federal and state wage and hour laws. "Exempt employees" are not subject to the minimum wage and overtime requirements of state and federal law. "Non-Exempt employees" are subject to the state and/or federal wage and hour laws and are paid at least the minimum wage and a premium for all overtime work.

## **POLICY**

Section:

Policy: Payday

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Employees are paid weekly on Tuesday. New employees should be advised by their managers when they can expect their first payroll check. The weekly pay period runs from Monday through Friday. Therefore any requests for changes in payroll must be made by Friday for it to take effect the following Monday.

Commissions, performance bonuses, and contest bonuses will be paid on the weekly check after payment is received for the sale. Commission is not paid on "unpaid" sales. Unpaid sales are defined as a sale that is completed, the customer was sent the product with an invoice but the Labor Law Poster Service has not received payment on the sale yet. This commission structure will only apply to "current" employees. When employee is separated from employment no further commission will be paid. The commission structure is subject to change at any time. Employees will be notified of any changes.

## **PROCEDURES**

## **POLICY**

Section:

Policy: Time Reporting

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

All non-exempt employees must clock in and out to record their daily hours worked. Exempt employees are not required to record hours worked, except for billing purposes and are expected to work the number of hours required to complete their assigned tasks.

## **PROCEDURES**

A computer time clock program is used to compute earnings and printed off timesheets are kept as a permanent record. Each employee is responsible for accurate time reporting. Clocking another employee's time is a violation of organization policy and is grounds for immediate termination.

## **POLICY**

Section:

Policy: Overtime

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

When business conditions require, employees may be needed to work overtime. When this occurs, employees' supervisors will make every effort to provide timely advance notice. Such a need for overtime, when called for, is considered mandatory and employees are expected to fulfill overtime as required.

## **PROCEDURES**

Employees' supervisors must approve all overtime prior to an employee working the overtime.

All non-exempt employees will be paid one and one half times their regular rate for all hours worked in excess of 40 in one workweek. Hours for which an employee is paid but for which he or she does not actually work (such as holidays, sick leave, vacation, etc.) are not counted as hours worked for computing overtime payments. Exempt employees are not eligible to be paid overtime.

## **POLICY**

Section:

Policy: Holidays

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service will recognize the following days as holidays:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Fourth of July

Christmas Eve

Christmas Day

## **PROCEDURES**

Full-time employees may be eligible for holiday pay. To be paid for a holiday, employees must work their last scheduled workday before and after the holiday. Holidays occurring during the employee's scheduled vacation time are treated as holidays and are not counted as vacation days. Company holidays are subject to change.

## **POLICY**

Section:

Policy: Family and Medical Leave Act Notification of Company Procedures & Employee Obligations

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service recognizes that there will be occasions where employees need to take a leave for reasons covered by the Family and Medical Leave Act of 1993 (FMLA).

## **PROCEDURES**

Eligible employees may take FMLA leave subject to the following conditions and procedures:

1. Eligible employees may take up to a maximum of 12 work weeks of FMLA leave in a "rolling" twelve (12) month period. FMLA leave generally is unpaid. Any FMLA leave taken will reduce an employee's remaining available leave entitlement.

2. Whenever foreseeable, an employee must apply for leave, and provide at least 30 days' advance notice before taking an FMLA leave. Failure to give the required notice may result in denial of leave until 30 days after appropriate notice is given.

3. Medical certification will be required whenever an employee is requesting an FMLA leave because of the employee's, or a spouse, parent, or child's, serious health condition. Medical certification must be completed by a health care provider using a DOL Form 380, available through the HR Manager. Certification should be provided to the HR Manager prior to an employee's leave, and must be provided no later than 15 days after an FMLA leave request has been acknowledged. Failure to provide the required certification may result in denial of leave. At its expense, Labor Law Poster Service may require a second (and possibly third) health care provider's opinion certifying the existence of a serious health condition.

Re-certification may be required at 30-day intervals, or more frequently in the event of a change of circumstances.

4. Employees on FMLA leave will be required to periodically report on their status and intent to return from leave.

5. Intermittent or reduced schedule FMLA leave will be permitted only where medically necessary. The organization temporarily may alter the position of an employee on such leave, or may require an employee on such leave to transfer temporarily to an alternative position, in order to better accommodate an employee's need for such leave.

6. While on FMLA leave, employees may not engage in other employment or work of any kind.

7. Accrued vacation and other paid leaves will be applied toward any FMLA-qualified leave and

will run concurrently. After exhaustion of such paid leave, remaining FMLA will be unpaid.

8. While on FMLA leave, employees will be required to continue paying their portion of health insurance premiums. If the FMLA leave is covered by paid leave, premiums will be deducted as usual. If the FMLA leave is unpaid, the employee must remit payment at the same time due via payroll deduction. If the employee fails to make the required payments, the health insurance may be cancelled and the employee will remain responsible for the amount of the employee's share paid by the organization. The organization will take action to recover such monies.

9. Before being restored to employment, any employee who has taken an FMLA leave that was in any part attributable to the employee's serious health condition must submit to the organization a medical certification that the employee is fit for duty.

10. If an employee fails to return from an unpaid FMLA leave for reasons other than a serious health condition or circumstances beyond the employee's control, the employee is indebted to the organization for the amount of premiums paid by the employer to continue the employee's health (and any other) insurance coverage during the leave. The organization may take legal action against the employee to recover such monies. If the employee is unable to return from FMLA leave because of a serious health condition, medical certification substantiating the condition will be required.

11. Employees returning from FMLA leave will be reinstated to their former, or an equivalent, position.

12. Deductions for any hours of unpaid intermittent or reduced schedule FMLA leave may be made from the salaries of exempt or nonexempt employees.

13. Additional requirements regarding FMLA leave may apply to salaried employees among the top paid ten percent of organization employees. If you are such an employee, you will be informed by the HR Manager at the time that you request a leave of the potential consequences of taking FMLA leave.

14. Disciplinary action may be taken against employees who violate any of their obligations contained in this Notification or in the FMLA.

15. The organization may amend this Notification unilaterally at any time following notice to our employees.

## **POLICY**

Section:

Policy: Military Leave

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

A military leave of absence will be granted by Labor Law Poster Service to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **PROCEDURES**

Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.

An employee's salary will not continue during military leave unless required by law.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time.

## **POLICY**

Section:

Policy: Bereavement Leave

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service recognizes the need for time away from work for funeral preparation and funeral attendance in instances of deaths in the immediate family. Should a death occur in the immediate family of any regular, full-time employee, he or she will be granted 3 days off without pay or vacation pay (if applicable) at provided that the employee attends the funeral and/or is involved in funeral preparation.

## **PROCEDURES**

Time off without pay or vacation days (if applicable) may be granted to attend the funerals of other close relatives, in-laws or friends upon approval of the employee's supervisor.

Immediate family shall be defined as spouse, father, mother, child, brother, sister, grandparents, grandchild or parents-in-law.

Labor Law Poster Service can request all pertinent information including the deceased relative's name, the name and address of the funeral home, and the date of the funeral.

## **POLICY**

Section:

Policy: Jury Duty / Witness Service

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Full-time, part-time or temporary employees called to serve on a jury or to testify as a witness by subpoena or otherwise, may be excused from work.

## **PROCEDURES**

If employees are subpoenaed to appear in court as witnesses, but not at the request of the organization, they will be excused from work in order to comply with the subpoena but will not be paid for the time.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day he/she is normally scheduled to work or if the employee is excused before serving three (3) hours of jury duty, he/she is expected to report to work.

Employees may keep any compensation they are paid for jury duty or witness service. They will be paid their straight time base rate of pay for all hours missed due to jury duty or witness service on behalf of the organization in addition to any compensation received from the court.

## **POLICY**

Section:

Policy: Personal Leave of Absence

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

There may be a rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. Labor Law Poster Service recognizes such situations and may grant an unpaid personal leave of absence where appropriate to do so.

## **PROCEDURES**

The employee's supervisor, in conjunction with Human Resources, may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs and reason and length of the leave. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least 6 months of full-time service at the time of the request.

Employees may apply for a personal leave of absence by submitting the proper paperwork to their supervisor at least two weeks prior to the start date of the leave requested, describing the nature of the leave, the dates the employee expects to be away from work and the date the employee intends to return. If the leave is an emergency in nature, the two-week requirement may be waived by Human Resources.

Generally, a personal leave of absence shall not exceed two (2) calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

If an employee is granted and takes a personal leave of absence, his/her other benefits may be affected. The organization cannot guarantee employees their original position or an equivalent position will be available when they return.

## **POLICY**

Section:

Policy: Health and Welfare Benefits

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Once employees have met the appropriate eligibility requirements, they may be eligible to participate in the plans described below.

Medical Insurance	After <u>90</u> days of continuous employment
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Dental Insurance	After <u>90</u> days of continuous employment
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## **PROCEDURES**

This is merely a summary. More detailed information about the health plan can be found in the Plan Documents maintained by the HR Manager and in the summary plan descriptions (SPD). SPD's are the official documents regarding employee benefits plans and supersede all references to employee benefits in this Document.

## **POLICY**

Section:

Policy: Continuation of Group Health Plan Coverage (COBRA)

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Under the Consolidated Omnibus Budget Reconciliation Act, better known as COBRA, an employee who terminates employment with Labor Law Poster Service or has a reduction in hours (that brings them below the minimum requirement for health insurance) and who has participated in the organization's group health plan is entitled to continue participating in the group health plan for a prescribed period of time, usually 18 months. COBRA coverage is not extended to employees terminated for misconduct.

## **PROCEDURES**

If a former employee chooses to continue offered group health benefits under COBRA, he/she must pay the total applicable premium. Coverage will cease if the former employee fails to make the premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

Employees must notify Human Resources within 30 days of any qualifying event that would trigger COBRA eligibility for a spouse or dependent such as divorce or change in status of a dependent child.

Additional information on how employment separation will affect benefits, including information on COBRA health coverage, is available from the Human Resources Office.

If an employee elects not to participate in the group health plan at Labor Law Poster Service, the employee will not be entitled to COBRA continuation.

## **POLICY**

Section:

Policy: Injury / Illness on the Job

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

## **PROCEDURES**

It is the responsibility of all employees to report immediately in writing to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Incident Report Forms will be provided for this purpose and may be obtained from any supervisor or Human Resources. The supervisor will then complete a Supervisor's Incident Investigation Report Form. These reports should be sent to the local workers' compensation office and Human Resources. Failure to report an injury or illness as required by organization policy could result in loss of compensation benefits and possibly lead to disciplinary action, up to and including termination.

When employees sustain an injury or illness that requires outside medical treatment, the employees will also be subject to completing a screening for the presence of drugs and/or alcohol in their system. When employees are involved in a mobile equipment accident that results in significant damage, the employees will be subject to completing a screening for the presence of drugs and/or alcohol in their system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event the injury is of the nature that requires outside medical treatment, employees will be paid for their entire shift and should not clock out. If subsequent medical visits are necessary, employees should schedule those during non-work hours if possible. Employees should clock out if the appointment is during their regular work shift.

## **POLICY**

Section:  
Policy: Workers' Compensation  
Origination Date: 8/22/10  
Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service provides a comprehensive workers' compensation program.

## **PROCEDURES**

This program covers most injuries or illnesses sustained in the course and zone of employment that require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

## **POLICY**

Section:  
Policy: Security and Loss Prevention  
Origination Date: 8/22/10  
Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service has installed and maintains an elaborate security system to protect the premises from fire, unlawful entry and theft.

## **PROCEDURES**

Employees will be given the details of the system if it is determined that such knowledge is necessary to perform their job duties. Employees are encouraged to assist management in ensuring that the system is not compromised in any way. Tampering with the system, violating procedures or revealing any details about the security system to others shall result in immediate termination.

## **POLICY**

Section:

Policy: Conduct Rules

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **STATEMENT OF POLICY**

Labor Law Poster Service expects all employees to observe certain standards of behavior while at work and at company-sponsored events. Employees shall be responsible for ensuring that the conduct of any of their guests at a company-sponsored function is appropriate and not offensive to anyone in attendance. These standards are not intended to restrict employees but to ensure a consistent application of the policies and procedures for all employees.

## **PROCEDURES**

These standards include, but are not limited to:

- Completing all documents and records accurately;
- Maintaining satisfactory attendance and punctuality;
- Performing duties and operating equipment with care to protect the safety of the employee, co-workers and others;
- Carrying out assigned duties and following reasonable instructions or requests from supervisors and/or management;
- Not posting any literature, handbills, petitions, posters or other materials on the premises without the prior approval of Human Resources;
- Refraining from soliciting funds or selling any item, commodity or service;
- Not possessing weapons on the premises;
- Refraining from any manner or form of discrimination and/or unlawful harassment, regardless of whether it is sexual, racial, religious or related to another's gender, age, sexual orientation, disability or veteran status;
- Using organization property or that of another employee in an appropriate manner;
- Obtaining authorization to remove organization property or another employee's property from its location;
- Refraining from misuse, appropriation or destruction of organization time and/or property or another employee's property;
- Remaining in your work area, on the job, and awake during working hours;

## **POLICY**

Section:

Policy: Conduct Rules (cont.)

Origination Date: 8/22/10

Revision Date: 7/25/2013

## **PROCEDURES**

- Reporting for work fit for duty and not impaired by alcohol and/or drugs and refraining from using, selling or possessing illegal drugs on organization premises or while on company business. While working, employees should only possess and take drugs that are medically authorized, approved and determined by the employee, the employee's physician and the organization not to impair job performance or cause a safety hazard.
- Employees are responsible for notifying their supervisors that they are taking prescription medication if it could affect their performance on the job;
- Refraining from physical violence, threatening violence, intimidating or coercing fellow employees during working hours or at organization-sponsored functions;
- Refraining from the use of foul or inappropriate language;
- Disclosing or using confidential or proprietary information only with proper authorization;
- Refraining from removing any confidential or proprietary information (including Labor Law Poster Service electronic or hardcopy data, account information, or any property belonging to Labor Law Poster Service) from the office without proper authorization;
- Using organization telephones for organization purposes only and not for personal business other than emergency local calls; and
- Not accepting full-time employment elsewhere while you are still employed full-time by Labor Law Poster Service

Failure to observe the above standards will lead to disciplinary action, up to and including termination.