

## Alcohol and Drug Free Work Environment Policy

The goal of Source2 is to provide customers with the highest level of service and our employees are the key to the achievement of this goal. Increased awareness of the cost of alcohol and drug abuse and abuse in the work and concern for the well-being of our employees have compelled Source2 to define our stand on employee alcohol and drug use. Source2 requires all employees to report to work without being under the influence of any alcohol, illegal or mind-altering substances, and no employee should report to work with any illegal substance in his/her system. Source2 also will not tolerate employees using, possessing, manufacturing, distributing, or making arrangements to distribute illegal drugs while at work or on Source2 property. Employees should inform their supervisor when they are taking prescribed medication which might affect their ability to work.

## Confidentiality Policy

All Source2 materials entrusted to an employee during the course of his/her employment will be returned to Source2 on the last day of his/her employment, regardless of the reason employment ends. Employees agree and understand that they will not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm or corporation, in any manner whatsoever any confidential information concerning any matters affecting or relating to the following: the business of Source2, its customers, the process it attains or has attained from the sale of its products or services, its manner or operations, its plans or other "proprietary information." The above list is not meant to be all-inclusive and does not limit the generality of the foregoing.

## Confidentiality Policy (HIPAA)

In the performance of their duties and responsibilities, certain employees may have access to and be involved with discussing confidential medical information. It is the obligation of such employees to maintain confidentiality of this information at all times, both at work and off duty. Any unauthorized disclosure of confidential medical information may result in disciplinary action, up to and including termination, and cause the employee to be subject to legal action for breach of patient confidentiality, pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## Misconduct

The following examples of misconduct are listed for the guidance of all employees. This list is not intended to be a comprehensive list of all prohibited activity. It is only a list of examples of conduct that may result in discipline, up to and including termination: **HOWEVER, YOU AT AN AT-WILL EMPLOYEE AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

- Falsifying your employment application or other employment records such as time sheets, expense reimbursement sheets or medical and/or worker's compensation records regardless of when the falsification is detected.
- Excessive or habitual absenteeism or tardiness from work.
- Using obscene, abusive or threatening language or gestures while on Source2 property.
- Failure to maintain the confidentiality of Source2, its customers or client information.
- Willfully violating a known policy of Source2.
- Possession or consumption of any alcoholic beverage, illegal drugs or the illegal use of drugs on Source2's property.
- Insubordination.

- Carrying weapons of any kind of Source2's premises unless specifically authorized by Source2 to do so.
- Any type of harassing behavior.
- Sleeping on duty.
- Loitering or loafing during working hours.
- Reporting to work under the influence of alcohol, illegal drugs or the illegal use of drugs.
- Taking more than the specified time for meals or break periods.
- Filling in another employee's time sheet or clocking another employee in/out; permitting another employee to fill in your time sheet or clocking you in/out.
- Smoking or using tobacco while performing duties for Source2.
- Excessive use of Source2's telephones for personal matters.
- Repeated failure to be at your workstation ready to begin work at the appointed starting time.
- Performing personal work on Source2's time.
- Unauthorized possession of or removal of, or cooperation in the unauthorized possession of or removal of confidential information, property or possessions belonging to co-workers, customers or Source2, or applying to your own use, any property, record or document of Source2 or of co-workers or customers.
- Failure to report a violation of Source2's harassment, EEO or Work Place Violence policies.
- Willfully violating a provision(s) of the Confidentiality Policy.

The above list does not include all possible actions that may be unacceptable. If an employee engages in behavior that Source2 considers detrimental to the interest of Source2, or threatens the well being of other employees or patrons, Source2 may terminate the employee immediately.

### **Nepotism**

A father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister may not appoint, employ, promote, advance or advocate for appointment, employment, promotion or advancement, any of the above-named relatives.

### **Solicitation and Acceptance of Gifts**

Employees shall not accept anything of value, including a gift, loan, reward, promise of future employment, favors, or service that:

1. Would cause a reasonably prudent person to be influenced in the discharge of official duties; or
2. Is based upon any understanding that the judgment of the employee in carrying out his/her employment responsibilities would be influenced thereby.

### **No Solicitation/No Distribution Policy**

No solicitation of any kind, including solicitations for memberships or subscriptions, will be permitted by employees during work time, including by email. Solicitations are permissible only during an employee's non-working time, such as lunch breaks and before and after work. No solicitations of any kind will be permitted in such manner or at a time that would interfere with the work of others. No distribution of any kind, including circulars, emails or other printed materials, is permitted in any work area at any time. Any employee who violates these rules will be subject to discipline. Non-employees are prohibited from soliciting or distributing any materials or literature at any time on Source2 property.

### **Conduct and Appearance**

As an employee of Source2 for the County, you have accepted the responsibility to conduct yourself in a courteous, conscientious and considerate manner at all times. Employees must at all times treat other employees, customers and the general public respectfully, with dignity, and in a manner so as not to offend their sensibilities. Your attire should be appropriate for your assigned duties. In order to promote a professional public image and in order to promote safety, visible body piercings are prohibited while on duty. An exception to this rule may be normal jewelry worn in the ear which does not constitute a safety hazard. Management reserves the right to use reasonable discretion in determining what is appropriate and what is not appropriate relative to the earring exception. There are positions throughout the County service which require specific uniforms, including hats and special footwear. Hats worn with uniforms must be plain (no emblems, words, etc.) or County issued. You are expected to adhere to these requirements, but should you have any questions, please ask your immediate supervisor. Each Department/Division is responsible for determining what is appropriate attire including the proper use of assigned uniforms. Uniforms furnished by the County are not to be worn after working hours. Employees are expected to take reasonable care of uniforms and will be held responsible for misuse or loss of uniforms due to neglect.

### **Casual Dress on Fridays**

Except for those employees required to wear uniforms, and except for certain outside meetings or gatherings, employees may wear casual attire on Fridays. Although each client work location is responsible for determining what appropriate attire is, the following are Source2 basic guidelines:

#### **Men**

Professional office attire (coat and tie) is optional, except when attending meetings or other gatherings outside the work place where such attire would be appropriate. Casual attire appropriate to a professional office setting may be worn. Jeans may be worn if they are a solid color and not form-fitting. Pullover shirts with collars (not tee-shirts) may also be worn if they are tucked in at the waist and are otherwise in good taste.

#### **Women**

Professional office attire is optional, except when attending meetings or other gatherings outside the work place where such attire would be appropriate. Casual attire appropriate to a professional office setting may be worn. Jeans may be worn if they are a solid color and not form-fitting. Slacks may be worn if they are not leggings. Skirt, skort or dress length should be not shorter than just above the knees. Pullover shirts with collars (not tee-shirts) may also be worn if they are tucked in at the waist and are otherwise in good taste.

### **Safety at Work Policy**

The physical condition of the work area strongly affects an employee's productivity in his/her job. For this reason, Source2 takes steps to provide as clean and safe a work environment as possible.

Safety is also an employee's personal responsibility. Any unsafe practices or conditions should be reported to his/her supervisor or Source2 Program Manager immediately. This responsibility includes following the standards set by his/her supervisor to prevent accidents and injuries. If an employee's behavior includes such actions as smoking or using tobacco products where prohibited or playing dangerous practical jokes on co-workers, disciplinary actions will be taken, up to and including termination.

Accidents can occur even when safety standards are met. Should an employee be injured on the job, he/she should report the injury or accident to his/her supervisor immediately, no matter how

small the injury appears to be. On-the-job injuries are covered under the Workers' Compensation laws. The employee or the employee's supervisor should contact Source2 Program Manager within 24 hours for assistance in obtaining the necessary forms and medical treatment.

### **Smoke and Tobacco Free Environment Policy**

Source2 has established its facilities as a smoke and tobacco free environment for the health and well being of employees and customers. The use of any type of tobacco products is prohibited within Source2 or our client's facilities.

### **Promotions/Transfers**

Source2 realizes that employees are interested in job advancement and Source2 encourages everyone to compete for opportunities. Source2 posts vacancies on numerous websites including the client's and our website. You are encourage to frequently visit our website at [www.Source2.com](http://www.Source2.com) an also this particular client's website @ [www.polk-county.net](http://www.polk-county.net) .

### **Timekeeping Procedures**

Regular office hours are 8:30 a.m. to 5:30 p.m. Your schedule may differ depending on your approved work schedule. You must receive approval from your manager if your daily work schedule differs from this. If you are an hourly employee, you are responsible for and required to accurately and completely record your attendance on a computerized Source2 time record. Your time record must show the time you reported for the Assignment, the time you took for a meal break, any other time taken away from the Assignment during work hours, and the time you completed your work hours for the day. You are required to personally complete your time record and submit it to your supervisor for his/her signature. Address changes noted on timesheets are not acceptable for changing payroll records. To change your address, please contact the Payroll Department at 800.557.6704, extension 875.

Payroll Processing Deadline: Timecards must be given to your team leader/supervisor on the last business day worked prior to the Monday they are submitted to Source2. It is the employee's responsibility to ensure that timesheets are received before the Payroll Processing Deadline. Without exception, if your timesheet is not received by the Payroll Processing Deadline it will be processed the following week.

### **Paychecks**

Payday is each Thursday. Paycheck Release Options are: Direct Deposit Service or U.S. Mail. If you select the Direct Deposit Service, effective the second payday after your hire date, your paychecks will be directly deposited into your bank account by 12:01 a.m. on Thursdays (some exceptions apply). You will receive a pay stub with all pertinent payroll information in the mail each week. If employees choose to have their checks mailed, the paychecks will be mailed at the close of business each Thursday. Source2 is not responsible for and cannot guarantee the timely delivery of U.S. Mail.

Replacement Checks: If you select "US. Mail", no paychecks are reissued prior to 30 calendar days after the mailing date. Replacement checks will be reissued in the next weekly payroll run after 30 calendar days. Before any replacement check is released, you will be required to agree, in writing, to return the original check if it is later received by you.

Paycheck Questions/Corrections: In the event that your paycheck is incorrect, or if you have any other questions about your paycheck, you must notify your Source2 representative at 800.557.6704, extension 875, immediately. Your question will be researched and responded to

within eight business hours of the request. Without exception, paycheck corrections, if any, will be made on the next weekly payroll run.

## **Payroll Deductions**

Certain deductions from your pay are required by law. All wages paid by Source2 are taxable for Federal Income Tax (Withholding Tax). The amount of withholding tax is dependent upon the number of deductions designated on your W4 form. On all wages paid regular full time, regular part time and temporary employees, the amount of Social Security contributions must be made by both the employee and the County for coverage under the Federal Insurance Contributions Act. As mandated by law, other deductions such as child support, wage garnishments and student loans may also be deducted from your pay.

Additional deductions which are authorized upon request by regular full time and regular part time employees are as follows: withholding tax, medical insurance premiums, additional life insurance, United Way contributions, deferred income and flexible spending accounts. If you wish to take advantage of these additional deductions contact your Program Manager.

## **Salary Advances**

Without exception, Source2 does not make salary advances.

## **Overtime**

Source2 operates under the County(client) overtime policies. Overtime is defined as time actually worked in excess of the designated pay period or work cycle. Sick leave, vacation leave, holidays, jury duty, military leave, etc., shall not be construed as time worked. Overtime is computed at the rate of one and one-half the employee's normal hourly rate of pay. Any and all overtime must be authorized in advance by the unit supervisor. When work time is paid at two or more rates, the overtime calculation will be determined by the weighted average method as defined by the Fair Labor Standards Act. The standard overtime rate (one and one-half the base rate of pay) shall apply to the following situations regardless of whether an employee has actually fulfilled the work period requirements as outlined above:

### **Emergency Overtime**

Emergency overtime shall be defined as work time that cannot be scheduled with "prior day" advance notice and requires the employee to remain on the job beyond their normal work schedule. An employee is paid at the overtime rate for emergency overtime work.

### **Call Back Overtime**

Emergency call back is defined as time required of an employee to return to the job after having left the job site upon completing his/her normally scheduled work day. The first time an employee is called back to work during a stand-by shift because of an emergency, the employee shall be paid a guarantee of a minimum of 3 hours at the overtime rate even if he/she does not actually work an entire three hours during his/her first call out. However, if the employee actually works more than 3 hours during his/her first call back in a shift, then he/she will only be paid at the rate of time and one-half for hours actually worked instead of the minimum guarantee. An employee is only permitted one 3 hour guarantee per shift. After the initial callback per shift, any additional times an employee is called back in the same shift, he/she will only be paid at the rate of time and one-half for hours actually worked. The call back overtime policy is repeated for each shift the employee is called back to work. If the employee is called back to work and the time extends into the next shift, the employee's time is continued on the same basis as he/she began the most

recent call back. The call back overtime policy will then go into effect the next time the employee is called back to work as long as the time called back is within another shift.

Regardless of whether or not they are officially on standby duty, occasionally employees may be called at home after their normal work shift to answer work related questions or to resolve a work related problem that does not require them to leave home and physically go to a work site. Under these circumstances the (non-exempt) employee being called will be paid a minimum guarantee of 15 minutes or time actually spent on the phone if the call lasts longer than 15 minutes. They will not be paid per the call-back policy under these circumstances and they will only be paid at the overtime rate if they actually work over 40 hours during that week, including the time spent on the telephone.

### **Part Time Employees**

Part time employees shall receive the overtime rate for hours worked in excess of 40 in a week pay cycle.

### **Overtime Exemption**

Through the application of specific Fair Labor Standards Act (FLSA) tests, some job classifications have been designated in our pay plan as "Exempt" from the payment of overtime under FLSA. Also, based upon a Department of Labor's "Special Proviso for Public Agencies", which recognizes state and local governments' needs to maintain "public accountability", the County has established the following special rules for "exempt" employees:

1. Exempt employees are normally not eligible for any overtime payments;
2. At management's discretion, permission may be given for an exempt employee to be absent from work up to, but less than, 4 hours on any given work day without having to substitute available leave. However, exempt employees are still expected to average working a minimum of forty hours per week;
3. Any exempt employee having an absence from work of 4 or more hours on any given work day must use the appropriate, available leave (annual, sick leave, PTO, etc.); however, in the event that no leave is available, then no partial day's deductions shall be made from such exempt employee's pay (except for intermittent Family Medical Leave);
4. Exempt (like non-exempt) employees must provide timely notice and get permission from their immediate supervisor for any time absent from work.

### **Shift Differential**

Employees working a full shift, with 80% of the hours worked between the hours of 3:00 p.m. and 7:00 a.m., will be paid a 6% shift differential for the full shift. In the event of leave time used within the shift qualifying for shift differential, only the actual hours "worked" will include the shift differential. Should an employee be required to work past his/her normal shift and that time can be defined as emergency overtime, the employee will be paid at one and one-half their normal rate of pay for hours worked in excess of his/her normal shift. Shift differential will not apply to those hours.

### **Standby**

Employees who are required to be on standby call shall receive \$10.00 per 8 hour shift for being available for call. If an employee is "scheduled" to work less than 3 hours and is on standby for the remaining 5 hours of that shift, he/she will be eligible for the full \$10.00. If an employee is scheduled to work between 3 and 5 hours and is on standby for the remainder of the shift, then he/she is only eligible for 2 of the standby rate (\$5). If an employee is scheduled to work more

than 5 hours, then they will not be entitled to any standby pay for being on standby for the remainder of that particular shift.

## **Salary Increases**

Source2 mirrors the client's policies.

## **Absenteeism and Tardiness**

An employee's attendance is extremely important to the success of Source2. We recognize that, on occasion, employees may not be able to come to work due to sickness or family emergencies. We also understand that sickness and other emergencies cannot always be anticipated and may require the employee to miss all or part of his/her work day. If the employee cannot report to work as scheduled, he/she must notify his/her Source2 representative and worksite supervisor or designated person as soon as possible, but no later than the end of the first hour of each scheduled workday. Employees are expected to contact both their Source2 representative and worksite supervisor or designated person themselves unless physically incapable of doing so. The employee must call in and speak to a live person each day the employee is absent.

The employee must submit documentation for absences due to illness of three (3) days or more. Generally, employees must provide documentation from their doctors or other recognized health care providers that would justify their absence. Likewise, employees will need to provide documentation justifying their return to work.

Excessive absences or tardiness (including a pattern of absences or tardiness) may lead to disciplinary action, up to and including termination. An occurrence is counted even though an employee may be permitted to use Paid Time Off (PTO) in order to be compensated for the absences.

An occurrence of absenteeism is defined as an unscheduled day, or consecutive days, of absence taken for the same illness/reason.

An occurrence of tardiness is defined as reporting to work any time after the beginning of the scheduled work hours (breaks and lunch are included).

## **Time Off Request**

Reasonable advance notice for time off must be given and approved by your worksite supervisor or designated person.

## **Notice of Resignation**

Source2 requires two weeks' notice to retain a rehire status with the company.