



# StaffScapes

*Human Resource Solution Center*



## EMPLOYEE HANDBOOK

Revised August 2016

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# STATEMENT OF PURPOSE

Welcome to StaffScapes, Inc., a Professional Employer Organization (PEO) that provides human resources, payroll, benefits, and workers' compensation services to small businesses. The purpose of a PEO is to minimize the nonproductive costs involved in employee administration, and allow the worksite employer to focus on its "core" business. This concept allows small business owners to provide their employees with benefits they might not be able to provide on their own.

It is the philosophy of StaffScapes that:

*"People are our most important asset,  
and their safety and well-being is our greatest concern."*

Safety, quality, and productivity are the operating principles of StaffScapes and the worksite company. In order to achieve these goals and objectives, you must have a clear understanding as to your responsibilities to StaffScapes and the worksite company and to your co-workers.

This employee handbook provides a quick and convenient way of informing employees of basic policies and procedures. However, this handbook is not a contract or agreement, including a contract for employment for any specified period of time. This version of the handbook is meant to work in conjunction with your worksite company's handbook, and is the only valid version in use in regards to the policies and procedures addressed within. Any other handbooks or guides given to you by your worksite company remain in effect regarding any items not addressed in this handbook, in as much as they do not contradict the policies and procedures within. Any items not addressed in this handbook are the sole responsibility of your worksite company.

It is also the employee's responsibility to abide by the policies, rules, and regulations established by StaffScapes and the worksite company.

The worksite company will be responsible for scheduling and assigning work; direction of the work force; expanding, reducing, controlling, and determining the location of operations, including when and where and by whom work will be performed; and the method and means, processes, scheduling, and standards of productivity.

For purpose of this handbook, the term "we", "our", or "us" will refer to StaffScapes Inc. and the worksite employer. In addition, the term "human resources" refers to the Human Resources Department at StaffScapes Inc.

## **At- Will Employment Policy**

Your employment with StaffScapes is a voluntary one and is subject to termination by you or StaffScapes at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of StaffScapes employees. This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President of StaffScapes.

# EQUAL EMPLOYMENT POLICIES

## **Equal Employment Opportunity Statement**

StaffScapes provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. StaffScapes complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

StaffScapes expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of StaffScapes employees to perform their expected job duties will not be tolerated.

## **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

It is the policy of StaffScapes to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The worksite company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship.

To request an accommodation to perform the essential functions of an employee's job, the employee needs to notify their immediate supervisor, Human Resources or submit a written request to Human Resources. Once the company is aware of the need for an accommodation, it will engage with the employee in an interactive process to identify possible accommodations.

## **Pregnant Workers Fairness Act**

It is the policy of StaffScapes to comply with all federal and state laws concerning the employment of persons with a condition related to pregnancy and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with a condition related to pregnancy in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

To request an accommodation to perform the essential functions of an employee's job, the employee needs to notify their immediate supervisor, Human Resources or submit a written request to Human Resources. Once the company is aware of the need for an accommodation, it will engage with the employee in an interactive process to identify possible accommodations.

Accommodations may include modification of a work station, change in job duties or schedule, reassignment to another position, or time off (with or without pay), provided that such exceptions do not pose a direct threat to the health or safety of these individuals in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship.

# WORKPLACE SAFETY

## Drug-Free Workplace

StaffScapes has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, StaffScapes is committed to the elimination of drug use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified drug use in the workplace. This policy applies to all employees and all applicants for employment at StaffScapes. The Human Resource department is responsible for policy administration.

## Employee Assistance and Drug-Free Awareness

Illegal drug use has a number of adverse health and safety consequences. Information about those consequences and sources of help for drug problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems. In addition, we encourage employees to use the resources provided by our Employment Assistance Program (EAP). For more information please refer to your benefit packet or contact human resources.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

## Work Rules

The following work rules apply to all employees:

- 1) Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
  - a) Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b) Being under the influence of alcohol or an illegal drug or controlled substance.
- 2) The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- 3) Employees will not be allowed to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

## Required Testing

The company retains the right to require the following tests:

- **Pre-employment:** If required by your worksite, all applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human resources must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees requiring off-site medical attention may be subject to testing when they cause or contribute to accidents that damage company property, themselves, or another employee.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

We reserve the right to conduct an inspection at any worksite for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

## **Anti-harassment Policy and Complaint Procedure**

StaffScapes is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, StaffScapes expects that all relationships among employees will be business-like and free of bias, prejudice and harassment.

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran. StaffScapes prohibits any such discrimination or harassment.

Reporting of all perceived incidents of discrimination or harassment is encouraged. It is our policy to promptly and thoroughly investigate such reports. Retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such report is prohibited.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example; a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to StaffScapes (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, any member of management, or human resources at (303) 466-7864 or (800) 551-7607.

When possible, individuals who believe they are being subjected to such conduct are encouraged to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. However; we recognize that an individual may prefer to pursue the matter through complaint procedures.

Prompt reporting of complaints or concerns is encouraged so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action up to and including termination.

## **Violence in the Workplace**

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Company resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. StaffScapes treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources, or a member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

All reports of threats of violence or incidents of actual violence and of suspicious individuals or activities will be promptly and thoroughly investigated. The identity of the individual making a report will be protected as much as possible. We will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of the investigation, we may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination.

## **Workplace Bullying**

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. StaffScapes considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## **Safety**

Employees must conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each

facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction or refusal to follow company safety or health guidelines may result in employee disciplinary action up to and including termination. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety

The Health and Safety Committee shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Each employee will work with the worksite company toward making the facility a safe and efficient place in which to work. Therefore, it is essential for everyone to understand and comply with these rules and instructions.

### **Safety Rules and Instructions**

Accident and incident prevention is essential to a successful operation. It is the responsibility of every employee to observe all health and safety rules, to use good housekeeping practices, to use safe work practices, and to properly use all safety equipment supplied for the type of work being performed. Every employee is to participate in the accident prevention program by being alert for unsafe or potentially substandard conditions or acts, and take immediate action to correct the situation by reporting any such conditions or acts to his/her supervisor.

The following health and safety rules and instructions are established for the purpose of maintaining an orderly and efficient operation. They are not all inclusive; additional rules and procedures may be discussed and added or amended by the worksite company. Supervisors will be responsible to communicate such changes.

As such, the following rules and instructions are to be observed at all times:

1. In case of sickness and injury, no matter how slight, report at once (but no later than the end of your shift) to your supervisor for first aid. He or she will inform the Risk Management department and inform you of your rights, duties, and obligations under the law.
2. Personal protective equipment must be worn as provided for the performance of duties, or in compliance with established facility policies.
  - a. The use of hearing protection is mandatory in designated areas. Hearing protection, such as ear plugs, will be provided to each employee.
  - b. The use of safety glasses with side shields is mandatory in designated areas. The use of specific eye protection will also be required for specific job duties (i.e., safety glasses with face shields are mandatory in areas where the work entails grinding, sanding, buffing, welding, cutting, and all similar work where flying particles may be present). Chemical resistant goggles are required when working with acids, caustics, and like materials.
  - c. Appropriate footwear is required at all times. Check with your supervisor regarding appropriate footwear.
  - d. Head protection (hard hats) must be worn when working under any other work in progress and/or when required by the general contractor.

- e. Dust masks are available and should be worn when working in enclosed, dusty environments like attics, crawl spaces, etc.
- 3. Safety devices are for your protection. Never operate a piece of equipment unless all guards provided are in place. Guards shall never be removed, except when necessary to make adjustments or repairs; and they shall be replaced immediately upon completion of work requiring their removal.
- 4. No one will engage in any prank, contest, horseplay, running, or rough and boisterous conduct.
- 5. No unauthorized possession or consumption of intoxicating beverages on company premises or at the work site. Reporting to work in an unfit condition is prohibited.
- 6. No individual will possess, consume, or be under the influence of illegal drugs on company premises or at the worksite. Reporting to work in an unfit condition is prohibited.
- 7. Before using any ladder, check for good safety feet and ensure that it is free from cracks, broken rungs, and other defects. When necessary to prevent slipping, ensure that the ladder is tied off or that another employee holds the bottom of the ladder.
- 8. Never use makeshift or defective scaffolding, rigging, or stages. No uprights, braces, or supporting members of any scaffold should be removed, loosened, or weakened while any of the scaffolds planking or flooring is in place.
- 9. Do not attempt to lift or push objects that are too heavy for you. Ask for help when you need it. Be certain to lift the proper way to avoid strains. Lifting belts must be worn and properly adjusted when lifting 50 or more pounds. It is highly recommended that the lifting belt be worn at all times.
- 10. When necessary to lift manually, proceed in the following manner: Crouch down to load keeping your back straight; grasp the load by standing straight with legs, keeping back in as nearly straight up and down position as possible; turn feet in direction in which you wish to move avoiding any twisting motions; generally reverse the previous procedure when lowering the load.
- 11. Only authorized drivers are allowed to operate forklift trucks, vehicle mounted platforms, or other mobile equipment. Under no circumstances may an unauthorized person drive a forklift, vehicle mounted platform, or other mobile equipment unless authorized by the department foreman or facility supervisor as a competent operator. Mobile equipment is to be operated in the manner intended and is not to be used to transport other employees or to elevate employees without the use of properly designed cages. If employees are working in an elevated position, the authorized operator is to be in the position of control on the equipment.
- 12. Shut down equipment before cleaning, adjusting, or repairing. Lock and tag out the equipment. Be certain that all stored energy is neutralized prior to working on equipment.
- 13. Keep your work area clean and free from hazards from poor housekeeping. Put all tools, materials, and cleaning supplies in their proper place.
- 14. Learn the location of all fire exits, fire protection equipment, and alarm boxes in your work area. After a fire extinguisher has been used, make sure it is replaced. Never re-hang a partially used fire extinguisher.

15. Pile materials, skids, racks, boxes, ladders, and other equipment so as not to block aisles, exits, fire protection equipment, alarm boxes, electrical lighting, power panels, valves, etc. Fire doors must be kept clear. All materials stored in satellite areas must be neatly stored on pallets.
16. Employees are not permitted to operate any equipment until they are instructed by a supervisor or company representative in the safe and proper method of operation.
17. Do not tamper with electrical circuits or switches unless you are an electrician or are authorized to do so. All electrical hand tools must have a ground plug. Electrical extension cords must be regularly inspected and immediately replaced when signs of wear are observed. Never use electric tools with worn or frayed power cords.
18. Adherence to the facility's safety and health programs is mandatory.

### **Worker's Compensation**

It is our intent to ensure that any employee injured on the job receives the care they need. Injured employees will be referred to their supervisor for first aid, a designated workplace provider or the Emergency Room (only in life threatening circumstances). Please review the list of designated providers located on the workers compensation posters. If you have any questions about this information, please contact your supervisor or StaffScapes for more information.

If the employee receives any type of restricted duty, the details of the restriction will be reviewed by the employee and the supervisor to ensure that accommodations are clear and within the physician's recommendations. Employees should provide their supervisor with a copy of the physician's documentation to ensure that all specifications are being followed.

### **Modified Duty Program**

We have elected to adopt a Modified Duty Program with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the employee to their regular job.

To implement the program the following steps must be followed:

1. The injured employee will personally return a copy of the doctor's work status report to the supervisor within 24 hours of the medical visit.
2. The client will work with StaffScapes Safety Coordinator to list modified duty tasks, which will be performed by the injured employee.
3. The Safety Coordinator will then create a list of proposed tasks that will be sent to the doctor for approval.
4. The value of the modified duty assignment will be determined and the employee will be paid accordingly. If less than the pre-injury wage, the insurance provider may pay Temporary Partial Disability benefits.
5. The Safety Coordinator will create a job offer for the employee in accordance with any applicable state or federal rules. If the employee is unwilling to accept the modified job offer, his/her benefits may be jeopardized.
6. Modified duty will be discontinued once the treating physician determines the employee has been released to full duty without restrictions.

7. The employee will be completely released from care once they have reached maximum medical improvement (MMI).

**\*\*NOTE\*\* While on modified duty, the employee will be under all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.**

### **Non-Compliance**

If an employee disregards the established safety rules and instructions, or fails to comply with the modified duty program, disciplinary action will be taken up to and including termination. This policy does not change the ability of management to demote, reassign, or terminate employment of employees with or without cause or notice. Other types of conduct that interfere with or adversely affect the operations and interests of the company may also be prohibited. Such conduct may also be regulated in operational policies, directives and procedures.

# **WORKPLACE EXPECTATIONS**

## **Attendance and Punctuality**

Requests for time off should be scheduled with your supervisor in advance. Patterns of absenteeism or tardiness may result in discipline. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. Disciplinary measures may be taken up to and including termination. Refer to your worksite attendance policy for more information.

## **Confidentiality**

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. Divulging sensitive business information, plans, trade secrets, confidential data, or strategies to competitors or other third parties without proper authorization is prohibited.

It is our policy that all information considered confidential will only be disclosed to external parties or to employees with a “need to know”. If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. Violations of this policy will be subject to disciplinary action up to and including termination.

## **Conflicts of Interest**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource Department.

## **Employee Personnel Files**

The company’s employee files are maintained by human resources and are considered confidential. Managers and supervisors may be permitted access to personnel file information on a need-to-know basis or when considering the hire of a former employee or the transfer of a current employee, or limited parts of it, in accordance with anti-discrimination laws.

Personnel files are to be reviewed in the human resource department. All requests for access to personnel files must be provided in writing to human resources. Personnel files may not be taken outside the department, even by managers and supervisors. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Electronic Communication, Internet Use and Social Media**

All company-supplied technology and company-related work records belong to the company and not to the employee. We reserve the right to routinely monitor the use of company-supplied technology. Inappropriate or illegal use or communication may be subject to disciplinary action up to and including termination.

## **Change in Employee Information**

All employees are required to keep StaffScapes informed of their current address and telephone number. Changes

in address or telephone number must be reported to StaffScapes promptly. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the payroll department.

**Employee Notices**

It is necessary for insurance purposes that all employees immediately notify StaffScapes of any change of name, address, telephone number, marital status, emergency contact, children's names, number of dependents, or changes in tax exemptions. Changes in beneficiaries should be promptly reported to StaffScapes' Benefits Department.

**Solicitations, Distributions and Posting of Materials**

StaffScapes prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by your worksite policy.

**Smoke-Free Workplace**

It is the policy of StaffScapes to provide a smoke-free environment within our company and worksites.

Smoking is prohibited within all areas of the building and within 15 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

# COMPENSATION

## Payment of Wages

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Employees also have the option of using a pay card in which their total check may be deposited. Please call the Payroll department for more information if you would like to sign up.

In the event of a lost paycheck, the payroll department must be notified as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

## Meal/Rest Periods

The scheduling of meal periods at your worksite is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

### Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. Employees who work at least 5 consecutive hours will be provided a meal break of at least 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

### Rest Breaks

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 10-minute rest break for each four hours of work.

# TIME OFF/LEAVES OF ABSENCE

## Holiday Pay/Vacation/Sick

Each company worksite has their own policies in regards to the observation or payment of holiday pay, vacation time, sick time and paid time off. Please refer to your internal policies/procedures manual or speak with your supervisor or manager.

## Family and Medical Leave Act

**Basic Leave Entitlement:** FMLA *may* be available to you if you work for an employer where at least 50 employees are employed at the location or within 75 miles of the location. Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Employer for at least 12 months AND worked at least 1250 hours in the last 12 months (calculation for the 12 month period is determined by the worksite employer).

**Reasons for Leave:** If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

**Military Family Leave Entitlement:** If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period.

**Notice of Leave:** If the leave is foreseeable, the employee must give the Employer at least 30 days’ notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon practicable and, absent unusual circumstances, in accordance with the Employer’s normal leave procedures

### **Medical Certification—Leave for Employee’s Own or a Covered Family Member’s Serious Health**

**Condition:** If the employee is requesting leave because of the employee’s own or a family member’s serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Employer may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee’s own illness specifying that the employee is fit to perform the essential functions of the job.

**Certification for a Qualifying Exigency:** If the employee is requesting leave because of a qualifying exigency arising out of a covered family member’s active duty or call to active duty, the employee must supply a copy of the covered military family member’s active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Employer may also request additional information pertaining to the leave.

**Certification for Service member Family Leave:** If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Employer may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Employer may also request additional information pertaining to the leave.

**Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave:** If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Employer may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Employer may request additional information pertaining to the leave.

**Substitution of Paid Leave:** FMLA is unpaid leave. If you request leave for any FMLA covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

**Benefits During Leave:** During an approved FMLA leave, the Employer will maintain the employee's health benefits as if the employee continued to remain actively employed. It is the employee's responsibility to make arrangement for payment of their portion of the premium while on leave. If payment is not made, benefits could be cancelled. Please call the Benefits Department at StaffScapes for more information.

**Intermittent Leave:** Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Employer will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Employer may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

**Job Restoration:** If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

## **Jury Duty**

Employees who are required by law to appear in court as a subpoenaed trial witness, or to serve on a jury and who actually appear to testify or serve or report for jury duty, will be granted time off by the company for each day partially or wholly spent in testifying or performing jury duty, if they otherwise would have been scheduled to work.

In order to receive the time off for jury duty, employees must give the company prior notice that they have been subpoenaed to testify or summoned for jury duty and must furnish satisfactory evidence that testimony was furnished or jury duty was performed on the days for which they request off work.

Employees will be paid according to state and federal law requirements, and in accordance with the requirements of the Fair Labor Standards Act.

## **Lactation/Breastfeeding**

For up to two years after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **Military Leave of Absence**

StaffScapes is committed to protecting the job rights of employees absent on military leave. Employees taking part in a variety of military duties are eligible for benefits under this policy. Employees requesting leave for military duty should contact human resources to request leave as soon as they are aware of the need for leave.

## **Domestic Abuse**

An employee may be eligible to request or take up to three working days of leave from work in any twelve-month period, with or without pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse.

## **Voting Leave**

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees may receive up to two hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Employees may be eligible to be paid for the time off according to state law requirements, and/or requirements of the Fair Labor Standards Act.

# BENEFITS

Full-time employees who average 30 hours a week are eligible for the following benefits through StaffScapes. Initial enrollment is available on the first of the month after 60 days of employment. For more information regarding the individual plans, refer to your benefits packet or call the Benefits Department at StaffScapes at 303-466-7864. The following benefits are in effect as of the printing of this handbook but are subject to change without notice.

## Medical Insurance

Medical insurance may be available through your worksite employer. Please speak with your supervisor or contact the Benefits Department at StaffScapes for more information.

## Dental Insurance

StaffScapes offers two plans to ensure that your dental needs are met. The Humana Dental PPO plan covers preventative care at 100% and assists you with major services by covering 60% of the cost. Humana also offers an Extended Max Benefit that will continue to pay 30% coinsurance on eligible services after you reach your annual maximum. The Alpha Dental discount program has both local and national providers and offers up to a 65% discount off normal dental charges.

## Vision Plan

Our partnership with EyeMed provides you a network of thousands of optometrists, ophthalmologists, and opticians. In addition, EyeMed has low copays and substantial discounts on major services. Frames, lenses (or contacts), and exams are provided annually as part of your benefit.

## Flexible Spending Accounts

### Medical

You have the option of saving up to \$2500 each calendar year on a pre-tax basis for any expenses not covered by your medical, dental, or vision insurance (limitations exist). Please note that if eligible expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

### Dependent Care

In addition to medical expenses, you are able to contribute up to \$5000 per calendar year for eligible dependent care expenses.

## Group Life Insurance, Voluntary Life and Employee Assistance Program

As a co-employee of StaffScapes you are entitled to an employer-paid basic group term life policy along with an accidental death and dismemberment policy at no cost to you. You may enroll in the voluntary life insurance in addition to the employer paid portion. The voluntary benefit has a guaranteed issue amount of \$100,000 at your initial enrollment.

In addition to the life policy, you also have access to our Employee Assistance Program (EAP). StaffScapes provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services.

## Accident and Critical Illness

We have partnered with Humana to provide supplemental insurance coverage to our co-employees. Peace of mind and real cash benefits, Humana provides insurance plans that pay you benefits to help cover the costs associated

with unexpected bills. Premiums are affordable, claims are easy to process and you may use the cash benefit as you see fit.

### **Short-Term Disability Benefits**

The company's short-term disability plan is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work, after an absence of more than seven consecutive calendar days.

### **Retirement Options**

StaffScapes believes that it's never too late to start planning for your retirement. With that goal in mind, we offer over 30 investment options in our 401(k) plan as well as a ROTH 401(k). Speak with your supervisor or contact the Benefits Department at StaffScapes to find out if your worksite employer currently participates.

**This handbook only provides information on the basic policies and procedures and is to be used in conjunction with your worksite policies and procedures. If you have any questions please call a StaffScapes Human Resource Representative at 303-466-7864. Congratulations on your employment!**