EMPLOYEE MANUAL
January 1, 2019

CSTE
COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS

Receipt and Acknowledgment of CSTE Employee Manual

This Employee Manual is an important document intended to help you become acquainted with CSTE. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of CSTE and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of CSTE. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on CSTE.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the CSTE Employee Manual.

I have received and will read a copy of the CSTE Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of CSTE at any time.

I further understand that no policy contained in this manual creates an employment contract, and that my employment is terminable at will, either by myself or CSTE, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to profit sharing benefits which provide for vesting based upon length of employment.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Executive Director of CSTE.

I am aware that during the course of my employment confidential information may be made available to me. I understand that this information is critical to the success of CSTE and must not be given out or used outside of CSTE's premises or with non-CSTE employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

I understand that, should the content be changed in any way, CSTE may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the CSTE Employee Manual.

The signed original copy of this agreement must be returned to Human Resources. It will be filed in your personnel file.

________________________________	________________________
Employee's Printed Name	Position
________________________________	________________________
Employee's Signature	Date
________________________________	________________________
Executive Director’s Signature	Date

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Section 1 - Introduction

1.1 History of CSTE

In 1951, the Council of State and Territorial Epidemiologists (CSTE) was formed to establish effective relationships among state and other epidemiologists, to consult and advise with appropriate disciplines in other health agencies, and to provide technical advice and assistance to the Association of State and Territorial Health Officials.

The national headquarters of CSTE is located in Atlanta, Georgia and works closely with programs of the Centers for Disease Control and Prevention and other Federal agencies. The headquarters office was established in 1992 and has grown several orders of magnitude in ability and activity level since then. The establishment and "rapid" expansion of the national headquarters was the culmination of work over half dozen years by members and officers of CSTE. It began as an idea of Greg Istre and Rick Vogt; Dale Morse gave the idea shape, putting forward the first concrete parts. Dale, together with Larry Foster, developed the first cooperative agreement application, marshaled support for it, and got it approved. All along there was support and involvement of members and invaluable support from CDC. The establishment of the national headquarters has provided a new focus for epidemiologic and other public health issues. CSTE works to promote effective public health surveillance, promote epidemiologic practice, and facilitate effective epidemiologic training in state and territorial health agencies.

Today, CSTE has a growing membership with surveillance and epidemiologic expertise in a broad range of communicable diseases, immunizations, environmental and occupational disease surveillance, injury control, and cancer and chronic diseases. There are four officers, six at large members who serve as the CSTE Executive Board, and numerous other members who serve on committees and as consultants on specific topics.

Each year at the CSTE Annual Conference, there are lively discussions and debates on a wide variety of public health topics. The membership adopts position statements on many of these issues, which are viewed by the public health community as important and in need of action.

1.2 Mission

- Promote effective use of epidemiologic data to guide public health practice and improve health
- Support effective public health surveillance and epidemiologic practice through training, capacity development, and peer consultation
- Develop standards for practice
- Advocate for resources and scientifically-based policy

1.3 Vision

Using the power of epidemiology to improve the public's health.

1.4 Values

Commitment to Service, Teamwork and Excellence through Integrity, and Respect for All.

1.5 Strategic Plan

The CSTE Strategic Plan is normally updated every three years with current information available on the CSTE website at www.cste.org.

1.6 Employee Relations

CSTE's established employee relations policy is to:

- Operate an economically successful organization so that a consistent level of steady work is available.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual orientation, or disability that does not prohibit performance of essential job functions.
- Pay all employees according to their effort and contribution to the success of CSTE.
- Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
- Provide paid vacations and holidays to all eligible employees.
- Provide eligible employees with medical, disability, retirement and other benefits.
- Dedicate CSTE to constant and never-ending improvement in the way business is done and in the service to others.
- Develop competent people who understand and meet CSTE objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
- Assure employees, after talking with the supervisor, an opportunity to discuss any problem with CSTE management.
- Make prompt and fair adjustment of any complaints that may arise in the everyday conduct of business, to the extent practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in working relationships.
- Provide buildings and offices that are attractive, comfortable, orderly and safe.
- Promote employees on the basis of ability and merit.

- Keep all employees informed of the progress of CSTE, as well as the organization's overall aims and objectives.
- Do all these things in a spirit of friendliness and cooperation so that CSTE will continue to be known as "a great place to work!"

1.7 Manager Expectations

- Provide due diligence to CSTE.
- Align individual activities to the Mission, Vision, Values, and Strategic Plan of CSTE.
- Practice teamwork and cooperation with the members, Executive Board, grantors, co-workers, and managers.
- "Good Will" ambassador for CSTE.
- Meet or exceed expected levels of performance in the conduct of duties, responsibilities and behavior.
- Respect the CSTE lines of authority.

1.8 Purpose of the Employee Manual

Our Employee Manual is simply CSTE's personnel policies written into a usable guidebook. It is not an employment contract and is not intended to create contractual obligations of any kind.

Written **policies** communicate formal, non-negotiable rules and/or mandates of CSTE. Non-compliance with a policy by an employee may result in corrective action, up to and including termination. In addition, written policies protect CSTE interests from legal risk and exposure, promote consistency, continuity, and understanding within our organization. They also aid our managers in consistently achieving fair and equitable interpretations of policy that requires human resources action on a regular, recurring basis. Moreover, our employees feel a deeper understanding of their role in CSTE when they realize that policies are written and thereby uniformly administered.

Conversely, **guidelines** suggest parameters that help employees decide or determine a course of action that is in the best interest of CSTE. Guidelines help employees understand CSTE best practices and preferences, and offer employees some flexibility, depending on circumstances.

This manual cannot anticipate every situation or answer every possible question about employment. If you have any questions as to the interpretation or understanding of any policy or procedure, please discuss it with your manager, Human Resources Coordinator, or Executive Director.

1.9 Supplements to the Manual

The personnel policies, procedures, and guidelines in this employee manual will remain in effect until changes are considered necessary. CSTE intends to honor the policies set forth in the employee manual but must reserve the right to change them at any time as may be required under the circumstances. Changes made in any personnel policy or procedure will be made only after we give due consideration to the mutual advantages, benefits, and responsibilities of such changes for CSTE. Should such changes be warranted and approved by the Executive Director, you will be notified and given revised changes, which are to be placed where indicated in the manual.

If you have any questions as to the interpretation or understanding of any revised policy or procedure, please discuss it with your manager, Human Resources Coordinator or Executive Director. It is most important that we continue to have a full and complete understanding of all our personnel policies and procedures.

1.10 At Will Employment

All employment and compensation with CSTE are "at will" which means that employment can be terminated with or without cause, and with or without notice, at any time, at the option of either CSTE or the employee, except as otherwise provided by law.

1.11 Equal Opportunity Employment

Policy

It is the policy of CSTE to provide equal employment opportunities without regard to race, color, sex, age, religion, national origin, citizenship status, creed, sexual orientation, physical or mental disability, or past, present or future service in the uniformed services of the United States.

Guidelines:
This policy relates to all phases of employment, including but not limited to recruitment, employment placement, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in company sponsored employee activities.

- We will base employment decisions on merit, qualifications, and competence. Employment practices, except where required or permitted by law, will not be influenced or affected by virtue of an applicant’s or employee’s race, color, sex, age, religion, national origin, citizenship status, sexual orientation, physical or mental disability, or post, present or future service in the uniformed services of the United States.

- We will comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment.

- We will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

CSTE will take appropriate steps to ensure that all applicants and employees are advised of this policy of nondiscrimination and of its interest in actively and affirmatively providing equal employment opportunities. Management is primarily responsible for seeing that CSTE's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility of assuring that by personal actions the policies are effective and apply uniformly to everyone.

Any individual who has reason to believe that he or she is the victim of discrimination should promptly report the facts of the incident to their manager, Human Resources Coordinator or Executive Director. A prompt investigation will be conducted, and the appropriate action will be taken. Any employee(s) involved in discriminatory practices will be subject to disciplinary action up to and including termination (See also Section 3.11 - Grievance Procedures for filing complaints).

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

1.12 Harassment

Purpose

The purpose of the policy is to define CSTE’s position with regard to any form of illegal harassment in the workplace.

Policy

A. **CSTE's Position on Harassment**

CSTE is committed to maintaining a work environment that is free from discrimination where employees at all levels are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, has no place in the work environment. Accordingly, CSTE does not authorize and will not tolerate any form of harassment of or by any employee (i.e., supervisory or nonsupervisory) or nonemployee based on race, sex, religion, color, national origin, age, disability, or other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, pranks, intimidation, or other verbal, graphic, or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability, or other factor protected by law which could interfere with the person's job performance.

1. *Sexual Harassment*

No person, whether employed by CSTE or not, shall threaten or suggest that another employee's refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other terms or conditions of employment. Similarly, no employee, regardless of job title, shall promise, imply, or grant any preferential treatment in return for another employee's acceptance of conduct that is sexually harassing.

Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is personally offensive. Some examples of conduct that may constitute sexual harassment include:

a. making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature a condition of employment; or
b. creating an intimidating, hostile, or offensive working environment by such conduct as:
    1. sexual innuendo or sexually suggestive comments, including but not limited to sexually oriented "kidding," "teasing," or "practical jokes"; jokes about gender-specific traits; foul or obscene language or gestures;
    2. subtle or direct pressure or requests for sexual activities;
    3. unnecessary touching of an individual, such as pinching, patting, or brushing up against another body;
    4. graphic verbal comments about an individual's body or appearance;
    5. sexually degrading words used to describe an individual;
    6. the reading or display in the workplace of sexually suggestive or revealing words, objects, or pictures;

7. sexually explicit or offensive jokes;
8. physical assault; or
9. other explicit or implied conduct of sexual nature which relates to or affects an individual's employment.

2. Other Harassment

All employees are entitled to work in an atmosphere free of harassment of any kind. Employees may occasionally make statements or display or use words, objects, or pictures that others could interpret as being insulting, derogatory, or slurs towards a person based upon their race, color, national origin, religion, sex, age, and disability. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated. No employee should participate in such behavior. Members of management will take immediate disciplinary action, up to and including termination, if necessary, to stop others who are known or suspected of being involved in such conduct.

A. How to Report Instances of Harassment:

All employees, and particularly managers, have a responsibility for keeping the work environment free of harassment. CSTE cannot resolve matters that are not brought to its attention. Any employee, regardless of position, who has a complaint of or who witnesses harassment at work by anyone, including other employees, managers, or even non-employees, has a responsibility to immediately bring the matter to the attention of management. Employees may bring their complaint of or observation of harassment to their immediate supervisor. If the employee is uncomfortable discussing the matter with their immediate supervisor, the employee is urged to go to another manager or the Human Resources Coordinator. Employees who do not feel comfortable discussing their concern or problem with any of the individuals listed above should contact a Senior Director or the Executive Director.

B. How the Company Will Investigate Complaints:

When management becomes aware that harassment might exist, it is obligated by law to conduct a thorough and prompt investigation. The immediate supervisor, the Human Resources Coordinator, a Senior Director and/or the Executive Director, will meet with the complaining employee to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter. If an investigation confirms that harassment has occurred, CSTE will take action, including disciplinary action up to and including termination, as is appropriate. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. The individual who makes unwelcome advances, threatens, or in any way harasses another employee, is personally liable for such actions and their consequences. CSTE will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

1.13 Employment Classifications

Purpose

The purpose of this policy is to clarify the definitions of employment classifications, so employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specific period of time.

Policy

The terms below shall be interpreted as indicated:

1. ***Employees*** – all persons who receive taxable wages or salaries from our company. This excludes contractors.

2. ***Regular Full-Time Employees*** – Those employees who work the customary number of hours weekly (thirty hours or more) and who maintain continuous regular employment status. All regular full-time employees are eligible for all employee benefits subject to terms, conditions, and limitations of each benefit program.

3. ***Regular Part-Time Employees*** – Those employees who work fewer than the customary number of regular full-time hours weekly (less than thirty hours), but not less than ten hours on a weekly average, and who maintain continuous regular employee status. Regular part-time employees will be eligible for the following employee benefit programs: workers' compensation, social security benefits, holiday pay, accrue vacation and sick leave hours proportionally and are generally ineligible for all other benefit programs.

4. ***Temporary Part-Time Employees*** – Those employees who work less than the customary number of full-time hours weekly and who do not maintain continuous regular employment status. Temporary part-time employees are eligible for workers' compensation and social security benefits but are not eligible for any other employee benefits.

5. ***Nonexempt Employees*** – Employees who are not exempt from minimum wage, overtime, and time-card provisions of the Fair Labor Standards Act and state wage and hour laws. These employees receive overtime pay for over forty hours per week. Classification is determined by the type of work and duties required, amount of wages, and manner of pay (For further clarification go to https://www.dol.gov/whd/regs/compliance/hrg.htm). Reading and sending emails and

responding to phone calls after hours should be documented when these occur. These tasks should be done during normal business hours.

6. ***Exempt Employees*** – Employees who are exempt from the minimum wage, time card and overtime provisions of the Fair Labor Standards Act and state wage and hour laws. These executive, administrative, and professional employees do not receive overtime pay.

7. ***Hourly*** – Compensated by at least the minimum wage rate per hour for all hours worked in a workweek and are non-exempt from overtime requirements.

8. ***Salary*** – Compensated a fixed sum for all hours worked in a workweek.

1.14 Job Accommodations

Policy

CSTE may make certain modifications to an individual employee's job under appropriate circumstances.

Procedure

CSTE will consider the following modifications:

1. Modification of an employee's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.

2. Modification of an employee's work schedule within the employee's normal shift.

3. Modifications of workflow and/or procedures affecting an individual employee's job tour.

   CSTE may take such actions under the following circumstances:
   a. To accommodate the needs of an employee with a disability
   b. To accommodate other extraordinary personal needs of an employee.
   c. To satisfy other needs of the business.

Any employee who has a need for such accommodation should make the need known to his/her immediate supervisor. After appropriate discussion and consideration, CSTE will decide and the affected employee will be informed. If the request for an accommodation is denied, the employee will have an opportunity to appeal (See also Section 3.11 - Grievance Procedures).

CSTE will treat employee accommodation requests and related information as confidential. Any and all documentation pertaining to actions taken by CSTE under this policy will be maintained in a separate, confidential file and will not be available or otherwise made known to persons not specifically authorized by CSTE.

1.15 Communications

Policy

All CSTE communications (media releases, advertising, news articles, interviews, editorials, research papers, etc.) must be approved in advance by your Manager and a Senior Director and/or the Executive Director.

Section 2 – Recruitment, Selection & Orientation

2.1 Employment Eligibility / Immigration Reform and Control Act

Policy

It is the policy of CSTE to fully comply with the regulations of the Immigration Reform and Control Act of 1986 enforced by the Immigration and Naturalization Service. At the time of hiring, all employees, citizens, and aliens must complete Form I-9 “Employment Eligibility Verification” of the Department of Homeland Security, U.S. Citizenship and Immigration Services (OMB No. 1615-0047).

Requirements

The law requires CSTE to do five things:
1. Have new employees fill out Section 1 of the I-9 form before they start to work or within the first three days of employment.
2. Check documents establishing employees’ identity and eligibility to work.
3. Fully complete Section 2 of Form I-9.
4. Retain the form for at least three years. (If employed for more than three years, the form is retained until one year after the person leaves employment.)
5. Present the form for inspection to a Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)

2.2 Employee Recruitment and Selection

Policy

The policy and procedures for employee recruitment and selection are established to facilitate CSTE’s commitment to equal opportunity employment, hiring the best-suited applicants for available positions, making the best use of their abilities and providing job satisfaction, and ensuring that appropriate communications, records, and human resources controls are maintained.

The employment functions are centralized in the Human Resources Department and all recruitment and selection procedures at the company will be coordinated with the Human Resources Coordinator.

Procedures

A. Employee Requisitions

To initiate the recruitment process, the hiring manager to whom the new employee or position will report must submit a request to their manager and a Senior Director (if not their immediate supervisor). A Senior Director must approve a position description and coordinate qualifications and pay grade with the Human Resources Coordinator. The Human Resources Coordinator will post job openings and coordinate the recruitment process with the hiring manager.

B. Applicant Resources

Internal candidates interested in posted positions should contact their immediate supervisor or Human Resources Coordinator.

The Human Resources Coordinator will post all employment advertisements to ensure language is consistent with CSTE's commitment to Equal Employment Opportunity.

C. Employment Applications

CSTE utilizes a human resources information system to post job openings and collect candidate submissions.

D. Pre-Employment Interviews

If in-house candidates are to be considered for available positions, the hiring manager will arrange interviews to be conducted by the appropriate management team members with suitable candidates. The Human Resources Coordinator will arrange pre-employment interviews for outside candidates. All managerial employees who conduct pre-employment interviews should study and practice the recommendations for interview procedures and fair employment practices provided by the Human Resources Department.

E. Reference Checks

All employment at CSTE is subject to the receipt of acceptable references unless extenuating circumstances occur; in which case the Executive Director must approve a hiring decision.

The Human Resources Coordinator will conduct background and reference checks through a third-party vendor. Hiring managers are encouraged to contact professional references but may request assistance from the Human Resources Coordinator.

If an applicant is rejected on the basis of reference information, it is important that the sources of this information be protected so as to avoid a lawsuit on the basis of derogatory, slanderous information. You are not obligated to and should not reveal to the applicant the source or contact of the reference checks information. It is confidential and for our use in the hiring decision only.

NOTE: All requests from other companies for reference information on current or previous employees must be referred to the Human Resources Coordinator. No one else, except the Senior Director of Operations or Executive Director, may release any employment information.

2.3 Employment Resume / Application

CSTE relies upon the accuracy of information contained in the employment resume and/or application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in CSTE exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2.4 Former Employees

Depending on the circumstances, CSTE may consider a former employee for re-employment. Such applicants are subject to CSTE's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of the previous termination of CSTE employment and must have provided at least two weeks advance notice of their intention to terminate their employment with CSTE.

In the event an employee returns to work for CSTE within twelve (12) months of termination from previous CSTE employment, and previous CSTE employment was terminated in good standing, the absence will be treated as if it were a Leave of Absence. Moreover, the employee may be eligible to continue benefits at the level previously enjoyed (commensurate with the new position) at the time of termination of previous CSTE employment.

2.5 Employment of Relatives

Purpose

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Policy

A. It is the policy of CSTE to hire the best-qualified individual for each job opening. Although relatives of active employees will not be given preference, they will be allowed to participate in our pre-employment selection process like any other applicant, and if they satisfactorily meet our employment standards, they will be considered for employment.

B. The following guidelines will apply to the employment of relatives of CSTE employees:
   1. No employee will be permitted to directly or indirectly supervise the work of anyone in his or her immediate family.
   2. No departmental relationship involving relatives will be allowed to exist, regardless of their positions, if it creates a disruption, violates confidentiality rules, or has a negative impact on the work and business.

2.6 New Employee Orientation and Introductory Period

Policy

New employees will be required to complete new hire paperwork prior to their first day of employment to ensure proper and timely payroll and benefits processing. Additionally, a well-planned orientation to CSTE and the employee's specific job will be provided by appropriate management personnel to assist new employees in feeling welcome and comfortable in their new work environment and in becoming fully productive in their position as quickly as possible.

The employee's first six (6) months of employment is considered an Introductory period. During this period, all benefits will accrue as described in this manual unless otherwise required by law. However, the accrued benefits may begin to be used prior to completing the introductory period. The Introductory period is a time to evaluate the employee's suitability for both the employee and the employer. At the end of the introductory period, the employee's manager will discuss the employee's job performance. Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." Nothing contained herein shall be construed to constitute a contract of employment, either expressed or implied, nor shall anything contained herein be construed to modify the employment-at-will relationship that exists between CSTE and its employees.

A former employee who has been rehired after a separation from CSTE of more than twelve (12) months is also considered an introductory employee during the first six (6) months following rehire.

Procedure

A. New Employee Paperwork – New employees should report to the Human Resources Coordinator on their first day of employment. At that time, they should have completed the necessary paperwork in an "onboarding package" which will be used to initiate their paycheck and appropriate employee benefits and to set up their personnel file.

2.7 Relocation

Purpose

The purpose of this policy is to describe the nature and extent of CSTE's relocation assistance program.

Policy

The relocation program is designed to assist newly hired employees in most situations encountered in the relocation and moving process. The eligibility requirements are as follows:

- Newly hired exempt salaried employees whose initial assignment requires a permanent change in residence.
- To qualify for reimbursement, the distance between the employee's new principal work location and the former residence must be at least sixty (60) miles further than the former residence was from the previous work location.
- New hires must complete the movement of household goods within a reasonable time period (up to twelve weeks from the effective date of hire) to be eligible for any reimbursement under this program.
- CSTE is not responsible for damage to any property owned by the employee during the move.
- A Senior Director or the Executive Director must pre-approve employees eligible for relocation assistance.

Assistance Provided

A. Pre-Move House-hunting Trip
   1. The employee upon approval by the employee's manager will be reimbursed for the reasonable and documented travel for one round trip to obtain a residence at the new location. Airfare must be purchased through the designated CSTE travel agent and fares must be preapproved.
   2. If the employee's personal car is used; reimbursement will be at the established mileage rate. Mileage greater than 500 miles should be preapproved.
   3. Lodging (one room) and tax at the per diem rate will be reimbursed up to three nights and meals will be reimbursed at the per diem rate. Airport parking will be reimbursed

at the economy rate for up to four days.
4. The employee is responsible for ground transportation expenses within the relocation city with the exception of a shuttle or taxi between the designated hotel and airport.

B. Arrangements for Move
    1. The employee is responsible for making his or her own arrangements.
    2. Where possible, at least three reputable bonded moving companies are to be contacted for a complete quotation.
    3. The bids must be forwarded to the employee's manager, together with any recommendations that might appear in order.
    4. If the least expensive option is not selected, the employee should request a review by the manager and Accounting Department to determine who should do the moving. The manager will then initiate the necessary requisition and authorization for the move.
    5. Relocation expenses may be reimbursed up to $1,000 total unless otherwise approved by the Executive Director (if the move is greater than 60 miles). Relocation expenses for moves greater than 250 miles may be reimbursed up to $4,000 total.
    6. Moving expense reimbursements are to be included in employee's wages.

C. Relocation Costs and Reimbursement
    1. The employee and his/her immediate family will be reimbursed for reasonable (per diem rates) and documented travel and living expense upon approval of the employee's manager while en route to the new location if they have chosen the self-move option. Any in-transit vacation or personal stopovers are at the employee's expense. Travel costs will be deducted from the maximum relocation expenses as described in 'B' above.
    2. The following are allowable moving costs:
        a. The cost of packing, crating, and transporting household goods and personal effects from the former home and other locations.
        b. Any costs of connecting or disconnecting utilities.
        c. The cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day possessions are moved from the former home and before delivery to the new home.
        d. The cost of transportation and lodging for the new employee and household members during relocation. Travel expenses must abide by the CSTE Travel Reimbursement Policy, and only one trip will be reimbursed.
        e. Any lodging expenses needed in the area of the former home within one day after vacating the former home.
    3. The cost of moving furniture purchased on the way to the new home will not be reimbursed.
    4. If the employee voluntarily terminates employment with CSTE during the first year of service, then the employee is responsible for reimbursing CSTE for expenses reimbursed for relocation.

Section 3 – Employment Policies

3.1 Anniversary Date

The first day the employee reports to work is the "official" date of hire that is used as the basis for determining future anniversary dates. This anniversary date is used to compute the various conditions and benefits described in the Employee Manual.

3.2 Attendance and Punctuality

Policy

Excessive absenteeism and tardiness adversely affects productivity, disrupts normal operating effectiveness, and overburdens other employees who must cover for the employee who is absent. Excessive absenteeism and tardiness will be grounds for disciplinary action, up to and including termination.

Procedure

A. Attendance

Each employee is expected to be ready to work at the beginning of the assigned daily work schedule. Occasionally, it may be necessary for an employee to be absent from work as a result of an emergency, illness or injury, or for personal reasons. (Note: sick and annual time are available if such cases occur.) In such cases, employees are expected to give their manager as much advance notice as possible before the beginning of their scheduled starting time. If the absence cannot be predicted in advance, they should notify their manager within the first half-hour of their starting time. This advance notification is necessary in order that proper arrangements can be made to handle their work during their absence. If the manager is not available, notify another manager or fellow employee. It is still the responsibility of the absentee to ensure their manager is notified. In extreme cases, an employee may be unable to call in personally, but must ensure that someone calls on their behalf at the first available opportunity. For late arrivals, please indicate the expected work arrival time. If an employee must leave work, their manager should be notified as far in advance as possible. If an absence is known in advance, the employee is required to request approval from their manager.

- *Authorized Absences*. Excused absences are a result of factors beyond an employee's control, such as holidays, vacation days, work credit time, leave of absence, and sick time. Should an employee need to be absent for more than three consecutive workdays as a result of illness, he/she must provide the supervisor with a physician's statement indicating the inability to work.

- *Unauthorized Absences*. Unexcused absences occur upon failure to report to work as expected. Any unauthorized absence of any duration will be considered an occurrence. Employees receive a disciplinary warning for each occurrence. Two or more occurrences of unauthorized absence within a ninety-day period will result in disciplinary measure up to and including termination. Three or more occurrences of unauthorized absence within a six-month period will result in dismissal. Three consecutive days in which an employee fails to report to work as expected and without notice will be considered a voluntary quit on the part of the employee.

B. Punctuality

Being on time is most important to the efficient operation of CSTE. Tardiness disrupts productivity. It is your responsibility to be at your workstation at your scheduled starting time and to return from lunch periods no later than the allotted time. Occasionally unavoidable circumstances may cause you to be late, and you are requested to notify your supervisor if you should find yourself in this situation. Two or more occurrences of tardiness within a thirty-day period will result in disciplinary action up to and including termination.

C. Reporting Time Away from Work

If an absence is known in advanced for a period of more than four hours, employees must complete a “Request Time Off” in the timekeeping system. Normally time off is either without pay or charged against sick, annual, credit or personal time. Any time off without pay must be approved in advance by your manager. It is the employee’s responsibility to submit a requested time off in a timely manner to their manager.

3.3 Confidentiality/Non-Disclosure

Because of the nature of the business, CSTE is entrusted with important information. The nature of this information requires the maintenance of confidentiality. The protection of confidential business information is vital to the interests and the success of CSTE. Such confidential information includes, but is not limited to, compensation data and any medical or public health information that could directly or indirectly identify an individual.

Employment with CSTE assumes an obligation to maintain confidentiality; even after the employee leaves the employ of CSTE.

Please do not at any time or in any manner, directly or indirectly, use any information or divulge, disclose, or communicate in any manner any information to any third party without the prior consent of CSTE.

Please do not remove or make copies of any CSTE records, reports or documents without prior approval from the Executive Director. Any employee who violates the confidentiality/ non-disclosure agreement may be subject to disciplinary action, up to and including possible discharge. All employees may be required to sign a non-disclosure agreement as a condition of employment.

3.4 Conflict of Interest/Outside Employment

An employee may hold a job with another organization as long as job performance is satisfactory with CSTE and the other company is not in competition, conflict or a grantor of CSTE. However, if CSTE employment is in a full-time position, the CSTE position is considered the primary employment. All employees will be judged by the same performance standards and will be subject to the CSTE scheduling demands, regardless of any existing outside work requirements. Should CSTE determine that an employee's outside work interferes with the performance or the ability to meet the requirements of CSTE as modified from time to time, the employee may be asked to terminate the outside employment if the employee wishes to remain with CSTE. Outside employment will be deemed to present a conflict of interest if it has an actual or potential adverse impact on CSTE.

CSTE employees have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. This policy establishes only the framework within which CSTE wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CSTE business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that the existence of any actual or potential conflict of interest be disclosed to Human Resources as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this organization does business, but also when an employee or relative receives any kickback, bribe, substantial gift with value (See also Section 3.10 - Gifts Policy), or special consideration as a result of any transaction or business dealings involving the organization.

3.5 Disciplinary Action

Policy

Rules and regulations are essential to the efficient operation of any company. They are the cornerstones of any successful operation. This guide for disciplinary action has been established for the common good of all employed at CSTE. The following rules are fundamental in character. They are designed for the convenience and protection of all employees, and they provide for a more efficient and successful operation.

It is the policy of CSTE to be fair in the administration of discipline. It is the sincere desire of management to help all employees so that we may go forward together in a successful future. However, willful and inexcusable breaches of these rules will be dealt with firmly under policies that apply uniformly to all employees.

Committing any violation of the following rules or regulations will be sufficient grounds for disciplinary action up to and including immediate termination depending on the seriousness of the offense in the judgment of CSTE:

1. Misrepresentation or omission of facts in obtaining employment.
2. Altering timecards of another employee, allowing someone else to falsify your timecard, or altering or falsifying a timecard in any way.
3. Making a false or untrue statement regarding CSTE or another employee.
4. Defacing, damaging, or destroying the property of CSTE or of another employee.
5. Interfering with, obstructing, or otherwise hindering the work performance of another employee.
6. Causing a disturbance by running, yelling, playing practical jokes, horseplay, throwing things, or in other ways as to hinder the work performance of other employees.
7. Originating or spreading false statements concerning employees or CSTE.
8. Revealing, disclosing, or making available any confidential or private CSTE information to any person who is not authorized or entitled to receive it, and who does not need to know it, or acting in a reckless, irresponsible, negligent, or wanton way that might lead to or make possible the unauthorized disclosure of confidential information.
9. Assisting any person to gain unauthorized entrance to or exit from any portion of the CSTE's premises.
10. Participating in bookmaking or in organized gambling or in any card, dice, or other game of chance for money or other consideration.
11. Fighting or causing bodily injury to another; all other forms of disorderly conduct.
12. Immoral or indecent conduct.
13. Leaving the work area without permission, wasting time, loitering, or sleeping during work hours.
14. Careless or inefficient performance of duties.
15. Refusal to accept or follow orders or directions from management or any other form of insubordination.

16. Reporting to work or working under the influence of intoxicants or illegal drugs.
17. Bringing in, possessing, or using of intoxicants or illegal drugs unless under the care of a certified physician.
18. Selling, soliciting, canvassing, or distributing during work hours on company property without prior approval of the Executive Director.
19. Failure to comply with safety rules.
20. Excessive tardiness or absence; failure to report for work without a satisfactory reason.
21. Theft, pilferage, or unauthorized removal of property of CSTE or of another employee.
22. Smoking in areas where smoking is prohibited.
23. Bringing in, possessing or using weapons or explosives on CSTE premises.
24. Harassment in any form.
25. Intimidating, threatening, or verbally or physically abusing another person.
26. Criminal, dishonest, or unethical conduct.
27. Failure to work full days unless approved by your immediate supervisor.
28. Interacting with a member, grantor, or state representative in such a manner as to reflect adversely on CSTE.
29. Giving a false reason for a leave of absence or accepting employment elsewhere during an authorized leave of absence.
30. Failure to report a work-related injury.
31. Poor housekeeping or littering on CSTE property.
32. Using profane or abusive language toward a member, grantor, state representative, employee, or manager.
33. Unauthorized use of company property, telephones, electronic communications or time for personal benefit.
34. Directing threatening language to a member of management.
35. Failure to meet quality or quantity requirements.
36. Inefficiency or lack of application on the job.
37. Distributing literature, pamphlets, photographs, or other printed matter other than work-related information necessary to proper job performance.
38. Unsatisfactory performance or conduct.
39. Not notifying Human Resources of criminal conviction within three (3) days of such conviction.

3.6 Disciplinary Procedures

Policy

The role of the manager is to counsel an employee effectively in order to obtain the best possible job performance and job behavior. To the extent that either of these is not consistent with desired work standards, it is a manager's responsibility to counsel with each employee to achieve this acceptable performance.

To be effective, disciplinary action should emphasize correcting the problem rather than punishing the offender. It should maintain the employee's dignity and self-respect. It should provide for increasingly serious steps for offenses not of a severe nature if the problem is not resolved. And, it should result in a change in the employee's behavior and performance.

In keeping with CSTE's commitment to nondiscriminatory practices, consistency and proper documentation are required of all managers in the disciplinary process.

Whenever an employee commits an offense warranting disciplinary action, his/her manager may begin the disciplinary action with any of the steps listed below, depending on the seriousness of the offense committed:

Verbal Warning –
The employee's manager meets with the employee to discuss the inappropriate behavior or performance problem. The manager issues a verbal warning to the employee. This warning describes the problem, specifies the improvement that is expected, establishes a time period for improvement, and advises the employee that more serious discipline will occur if the employee fails to correct the problem within a specified time period. Documentation of the verbal warning is given to the employee and placed in the employee's official personnel file.

Written Warning –
The employee's manager issues a formal written warning to the employee. The written warning describes the problem, specifies the improvement that is expected, establishes a time period for improvement, and advises the employee that more serious discipline will occur if the employee fails to correct the problem. A copy of the written warning is given to the employee and placed in the employee's official personnel file and remains in the file for one year. At the end of the year, if the employee has corrected the problem and has incurred no additional disciplinary reprimands, the written warning is removed from the file and cannot be used as the basis for any future employment decisions. Another member of management is present to witness the warning.

Suspension –
Occurs when an employee's misconduct or poor work performance continues or when management determines an offense is severe enough to warrant such action. This is typically the final disciplinary action prior to termination. The suspension is described, specifies the improvement that is expected, and the employee is notified that employment with the company is in jeopardy of termination if immediate action is not taken to correct the problem. The suspension is without pay for five (5) working days. Another member of management is present to witness the warning.

Termination –
When efforts to correct the employee's deficiency have failed or when management determines an offense is severe enough to warrant such action, the employee is terminated. Another member of Senior Management is present at the termination.

Prior to any warnings other than the verbal warning, the employee's manager must consult with their Senior Director. The Senior Director will consult with the Executive Director and the Human Resources Coordinator to ensure consistency. It should be emphasized that managers are not required to go through all four steps in this disciplinary procedure. Discipline may begin at any step in the procedure depending on the seriousness of the offense committed. Any discipline administered by a manager should be commensurate with the offense committed. In addition, the manager may repeat any of the steps of this procedure before termination when he/she feels it is necessary, so long as the discipline is commensurate with the offense committed. If there is any doubt on the part of the supervisor as to what step to begin with, he/she should consult with their Senior Director or the Executive Director and the Human Resources Coordinator.

3.7 Dress Code

The CSTE office observes a casual business dress code during normal operating hours. Casual shirts include all shirts with collars, crewneck or V-neck shirts, blouses, sweaters, golf and polo, and t-shirts without inappropriate slogans. Casual pants, skirts, and dresses include trousers, jeans, dresses or skirts that are not too tight or short. Every employee is responsible for establishing a reasonable dress code appropriate to the job performed, particularly if the job involves dealing with people outside of CSTE. A more formal business attire is appropriate if the employee anticipates attending a meeting involving people from outside of CSTE. Employees are expected to present a neat appearance at all times and are not permitted to wear disheveled, revealing or otherwise inappropriate clothing. This is to present the most professional image of the employee and of CSTE. Violations of the policy can range from inappropriate clothing items to offensive perfumes or personal hygiene and will be addressed by the employee's immediate supervisor (See also Section 3.38 – Office Space Policy for Fitness Attire).

3.8 Drug-Free Workplace and Substance Abuse

CSTE forbids the unlawful use, possession, distribution, dispensing, or manufacture of controlled substances in the workplace. All employees are required at all times to abide by this policy. CSTE will take the appropriate personnel action, including but not limited to termination, against any employee who is found to have violated this prohibition. CSTE may also request such an employee to satisfactorily participate, as determined by a health care professional, in substance abuse services or a rehabilitation program.

Each CSTE employee is required, as a condition of employment, to notify CSTE of any criminal drug conviction for a drug violation occurring in any workplace assigned to such employee by CSTE within five (5) days of such a conviction. At the sole discretion of CSTE, CSTE will impose appropriate personnel sanctions upon such employee, including termination, or require satisfactory participation, as determined by a health care professional, in a substance abuse rehabilitation program.

The unlawful use of controlled substances may pose a substantial danger not only to the individual user but also to all that share a workplace.

CSTE employees rely on one another for accurate information and for the timely completion of work product, and drug use can interfere with the achievement of these goals. Drug abuse by one employee may affect and undermine the performance of all CSTE employees and those persons with whom CSTE employees are expected to cooperate.

CSTE provides substance abuse counseling coverage through the CSTE health insurance plan for eligible employees, to the extent provided by the insurer.

3.9 E-Mail Policy

Policy

CSTE has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by employees using the CSTE electronic mail system.

CSTE reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within CSTE without the permission of the employee. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.

Notwithstanding, CSTE's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. Any exception to this policy must receive prior approval from the Executive Director.

Guidelines

A. *Acceptable Uses of E-mail*
   CSTE maintains an electronic mail system. This system is provided by CSTE to assist in the conduct of business. The electronic mail system hardware is CSTE property. Additionally, all messages composed, sent or received on the electronic mail system are and remain the

property of CSTE. They are not the private property of any employee.

B. *Unacceptable Uses of E-mail*
The system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. The electronic mail system shall not be used to send (upload) or receive (download) trade secrets, proprietary financial information, or similar materials without prior authorization.

C. *Communications*
Each employee is responsible for the content of all text, audio, or images that they send over the E-mail. Fraudulent, harassing, or obscene messages are prohibited. Information should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is to be transmitted. Communications regarding projects, meetings, consultants, etc. should be copied to your manager.

Any employees who discover a violation of this policy shall notify their immediate supervisor, Human Resources Coordinator, a Senior Director or the Executive Director. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including termination.

3.10 Gifts

Employees may not solicit gratuities, favors, or anything of redeemable monetary value from contractors or parties to sub-agreements. Unsolicited gifts valuing less than $20 may be kept by the employee. Gifts valuing more than $20 should be reported to your manager or the Human Resources Coordinator and relinquished to CSTE. Gifts of food given to one employee should be shared with all employees.

Employees are not permitted to give gifts or pay for any meals for any Federal government representative.

3.11 Grievance Procedure

Policy

It is the policy of CSTE that all employees have the right to voice their complaints. CSTE recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations. Accordingly, we believe that the following procedure will ensure that complaints receive full consideration.

Should a condition exist that an employee feels is unsatisfactory, it is important that he or she brings it to the attention of the appropriate person in the proper manner.

Procedure

Step 1
An employee with a complaint will initially approach his or her manager. The manager knows more about the employee and his/her job than any other member of management and is in the best position to resolve the problem satisfactorily. It is the manager's responsibility to ensure that any complaint brought before him/her receives prompt attention.

It is of the utmost importance that in all instances the manager notifies the employee of the action to be taken to correct the situation. If the manager believes no action is warranted or possible, the employee should receive an explanation as to the reasoning behind such a decision. The manager shall reply to the employee within three (3) working days from receipt of the complaint or inform the employee if additional time is needed. A Senior Director and the Human Resources Coordinator should be made aware of any grievance complaint once brought to the attention of a manager.

Step 2
In the event that the employee feels that the problem remains unresolved, following discussions with the manager, the employee may submit the complaint in writing for reconsideration. A written complaint is to be submitted to the Human Resources Coordinator. Upon reviewing the complaint, the Human Resources Coordinator will render a decision in writing within three (3) working days after receipt of the written complaint or inform the employee if additional time is needed. In certain cases, the Human Resources Coordinator, a Senior Director and/or manager may wish to meet personally with the employee to provide a fuller explanation of the action taken. Normally, complaints will be resolved at this step of the grievance procedure.

Step 3
An employee who feels that his/her complaint has not received adequate attention in Step 2 may direct the complaint to the Executive Director. Such complaints are to be made in writing within three (3) days of receiving the answer provided in Step 2. The Executive Director will review the complaint and meet with the employee within three (3) days of receiving the complaint.

The "Open Door" policy is a safeguard against any possible inequitable treatment. All employees may therefore be assured that every effort will be made to resolve problems to their satisfaction. Under no circumstances will an employee be penalized for presenting his/her complaint to his/her manager or to other members of management.

3.12 Hours of Work

CSTE expects that each employee's undivided attention will be directed to the job during working hours. Although work schedules for employees vary throughout the organization, *in general*, employees are expected to work five (5), eight (8) hour days per week, Monday through Friday, from 8:00 a.m. to 4:30 p.m., including an unpaid lunch (See Section 3.14 - Lunch Period).

Alternative schedules may be permitted with the approval of the employee's manager. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Most employees are assigned to work a forty (40) hour workweek.

3.13 Internet Code of Conduct

Policy

Access to the Internet has been provided to employees for the benefit of the organization and its members. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance CSTE's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting our public image, the following guidelines have been established for using the Internet.

Guidelines

A. *Acceptable Uses of the Internet*
Employees accessing the Internet are representing CSTE. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat Channels may be used to conduct official company business or to gain technical or analytical advice. Databases may be accessed for information as needed.

B. *Unacceptable Use of the Internet*
The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the CSTE network or the networks of other users. It must not interfere with your productivity.

C. *Communications*
Each employee is responsible for the content of all text, audio or images that they place or

send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have our name attached. No messages should be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet systems.

D. Software
To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. New software downloads must be reviewed by the IT department and in some cases approved by a Senior Director or the Executive Director.

E. Copyright Issues
Employees on the Internet may not transmit copyrighted materials belonging to entities other than CSTE. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by CSTE or legal action by the copyright owner.

F. Security
All messages created, sent or retrieved over the Internet are the property of CSTE, and should be considered public information. CSTE reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender of the receiver.

Any employees who discover a violation of this policy shall notify their immediate supervisor, Human Resources Coordinator, a Senior Director or the Executive Director. Disciplinary action up to and including termination will result for violations of any guidelines.

3.14 Lunch Period

Each employee is entitled to a thirty (30) minute to one-hour unpaid lunch period daily during midday between 11:00 am and 1:00 pm. Employees desiring a scheduled one-hour lunch period each work day should be approved by your supervisor and work hours adjusted accordingly. The employee is free to leave the premises for lunch and to schedule lunch to suit work demands, unless operating requirements need to be accommodated for during the lunch hour. We encourage employees to utilize the breakroom and complex dining areas for lunch. Employees may not eat in conference rooms unless it’s for a scheduled working lunch. Please understand employees may not "work through lunch" in order to arrive late, leave early, and/or earn credit time unless approved by the employee's manager. Employees are requested not to perform any work during the regularly scheduled lunch period, unless specifically requested to do so by their manager.

3.15 Entrance and Exit Procedures

A. Security and Hours of Operations
   - Highwoods Properties maintains security of the property themselves. To reach security, call (404) 456-6958.
      - The Director of Security for Highwoods Properties will be in the building Monday – Friday from 8 AM – 5 PM.
      - Building security is available Monday through Friday from 6 AM to 10 PM.
      - Complex security is available 24 hours a day.
   - Security is available to walk staff to their car in the evening before 10pm.
   - In the event of an emergency please dial **911**.
   - The building will be open to employees from 6 A.M. to 7 P.M.

B. Parking
   - Staff may park in the garage attached to our building or ground lot directly in front of our building.
   - For access to the building's parking garage, you will need to punch in the code **2020***.

C. Building and Office Access
   - For access to the building's main entrances as well as the CSTE office, employees will need a key card. A key card as well as a lanyard will be provided at no cost. Staff will receive one replacement key card and lanyard at no cost. Any additional replacements will be a **$25** fee each time.
   - We do not have a security alarm or keys to access the office. In the event of a power outage or emergency, all doors will automatically unlock so that staff and guests may exit. If there is a power outage when you arrive, do not enter the building, instead notify your manager and wait in a secure location for instructions.
   - Staff should utilize the main doors or side door closest to the ADA restroom for entrance and exit. Please do not utilize the door from the All Hands Conference Room for entrance.

D. Visiting Guests
   - The receptionist must be notified 24 hours in advance of all office guests prior to their arrival. Guests will not be granted access to the office reception area if they are not on the guest list. Guests not on the guest list must be escorted from the

elevator lobby into the office by the CSTE staff member they are visiting. This includes all work colleagues, vendors, family and friends.
  - Guests needing a temporary ID badge must be approved by the Office Manager 24 hours prior to their arrival and will be assigned a temporary ID badge by the receptionist.

E. Onsite Meeting Guests
  - Please notify the Office Manager one (1) week in advance of all guests prior to your meeting date. All meeting attendees will be issued a visitor badge while at CSTE so that building security is aware. The visitor badge is not an access key card to the office. Badges must be returned to the receptionist at the end of the meeting.

F. Entrance After-Hours or On the Weekend
  - For your own personal safety, staff are required to work from home during the evening or weekend hours. If you need guidance on VPN/remote desktop, please see the IT staff. Also note that building HVAC does not operate on the weekend, evening, overnight or Holiday hours.

3.16 Personal Use of CSTE Property & Equipment

CSTE provides access to and use of various equipment and property for employees. It is expected of each employee to exercise reasonable and sound judgment for personal use of equipment. Blatant disregard resulting in abuse of this privilege may result in disciplinary action up to and including termination. CSTE property and equipment include, but are not limited to telephones, faxes, postage meter, personal computers, laptops, printers, computer software, and copy machines (collectively referred hereafter as “equipment”). Any CSTE equipment that is used in your home may be considered by the IRS as occasionally used for purposes other than business and may be taxed a usage charge. When required, the annualized costs of equipment will be calculated and communicated by Accounting. The tax amount will typically be deducted from the first payroll check in December.

CSTE is not to be used as a personal mailing address nor is personal mail to be placed in the office mail to be run through the postage meter.

If an employee needs to use CSTE equipment during or after work hours for personal benefit, approval needs to be received from their manager. Subsequently, the employee should understand and agree that CSTE is not liable for personal injury incurred during the use of CSTE equipment for personal projects and full responsibility is accepted for any and all liabilities for injuries or losses which occur, and/or for the malfunction of equipment. The employee is responsible for returning the equipment in good condition and agrees to pay for any damages that occur while using the equipment for personal projects.

CSTE does not condone the illegal duplication of software. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as $250,000 and jail terms of up to five years. Therefore:

- CSTE licenses the use of computer software from a variety of outside companies. CSTE does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

- With regard to use on local area networks or on multiple machines, CSTE employees shall use the software only in accordance with the license agreement.

- CSTE employees learning of any misuse of software or related documentation within CSTE shall notify the Human Resources Coordinator.

- According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. CSTE employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination of employment.

3.17 Personnel File Access and Disclosure of Personal Information to Outside Parties

Purpose

The purpose of this policy is to define procedures to allow employee access to their personnel and benefit document files.

Policy

Personnel files are the property of CSTE and access to the information contained is restricted. The task of handling personnel records has been assigned to Human Resources. Upon the written request of an employee, personnel files or benefit document files containing records relating solely to that employee will be made available to the individual, with the following exceptions: investigative files and files dealing with potential or actual litigation and claims.

This access will be given to the employee in the presence of the Human Resources Coordinator or the Senior Director of Operations at a time convenient to the employee and the Human Resources representative without disruption of normal business operations. The employee will be permitted to make notes concerning any such information; however, no photocopies or photographs will be allowed. It is the responsibility of each employee to notify the Human Resources Coordinator of any changes in personnel data (i.e. name, address, telephone number, number of dependents, marital status, tax exemptions, etc.).

Access by Individuals other than the Employee

Access to such information is to be limited to those people having a legitimate need thereof in the performance of their job responsibilities. Such persons are to be given access only to those employee records that are necessary or relevant to the proper discharge of their job responsibilities. While in some situations a given individual may need to have access to several different types of employee records, the Human Resources Coordinator will take precautions to protect employee records from unauthorized release, transfer, access, or use.

Personal information is not to be disclosed to individuals outside CSTE without the employee's written authorization, with the exception of information required to be disclosed by law or legal process. CSTE will respond in writing only to employment inquires that are submitted in writing. Information will be limited to facts that can be substantiated by CSTE records. No employment data other than last position held, salary, and dates of employment will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Requests from agencies of government for disclosure of information concerning individual employees not otherwise required by law to be disclosed must have the approval of the Senior Director of Operations or the Executive Director. Such requests will be considered only when made in writing by an authorized agency official, describing the information required and the reason for which the information is sought.

Terminated employees are not permitted access to their personnel files.

3.18 Return of CSTE Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Property may include, but is not limited to, such items as computers, credit cards, office keys and related items. Employees are required to return all CSTE property that they possess or control in the event of employment termination, resignation or layoff immediately upon request. Employees are responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's final paycheck. Where permitted by applicable laws, CSTE may withhold from the employee's check or final paycheck, the cost of any items that are not returned when requested. CSTE may also take all action deemed appropriate to recover or protect its property.

3.19 Safety

Safety is everyone's concern and is to be given primary importance in every aspect of planning and performing all CSTE activities. CSTE wants to protect each employee against injury and illness, as well as minimize the potential loss of production. It is expected that work areas are to be kept neat and orderly at all times--it is a required safety precaution.

Federal law ("OSHA") requires that CSTE keep records of all illnesses and accidents that occur during the workday. The Georgia State Workers' Compensation Act also requires that any illness or injury on the job be reported. If an employee is hurt or becomes ill, please contact Human Resources for assistance. Failure to report an on-the-job injury may jeopardize the employee's right to collect workers' compensation payments as well as health benefits. OSHA also provides for a right to know about any health hazards that might be present on the job. Contact Human Resources for more information or with any questions or concerns.

If a machine is found not working properly or in any way appears unsafe, please notify the Office Manager and/or IT immediately so that repairs or adjustments may be made. Under no circumstances should the unsafe machine be started or operated, nor should any adjustments or modifications be provided to the safeguards.

3.20 Security/Theft

Maintaining the security of the work place area is every employee's responsibility. Develop habits that ensure security as a matter of routine practice.

Many employees like to enhance the work environment by placing personal items in the work area. While this practice is up to the individual, please understand that CSTE cannot assume any responsibility for loss or damage to personal property of any employee.

Property theft of any type will not be tolerated by CSTE. Unauthorized possession or removal of CSTE property is a serious offense. CSTE considers property theft to be the unauthorized use of CSTE facilities or the taking of any CSTE property or equipment for personal use.

Violators may be subjected to disciplinary action up to and including termination and prosecution. CSTE will consider the dollar value of the item(s) taken and the employee's past work record in setting penalties. If an employee is dismissed because of unauthorized possession or removal of CSTE property, the reason for the dismissal will be provided to any future employer that contacts CSTE. Referrals to criminal authorities will be made on a case-by-case basis.

3.21 Tobacco Policy

In keeping with CSTE's intent to provide a safe and healthful work environment, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited at all times:

- in all interior space owned, rented, or leased by CSTE;
- on all outside property or grounds owned or wholly leased by CSTE, including parking areas.

Outdoor environments in leased facilities not under full control of CSTE are encouraged to prohibit the smoking of tobacco products:

- within 50 feet of building entrances and exits;
- within 50 feet of building air intake ducts;
- within 50 feet of the storage of flammable and combustible liquids or gases;
- within 50 feet of dumpsters provided for collecting combustible materials;
- within designated "Smoke-Free Zones."

Adherence to the policy above is the responsibility of all CSTE employees. Contractors, fellows, and visitors must also comply with this policy while on CSTE property, either leased or owned. Employees who do not conform to this policy may be subject to disciplinary action. Contractors in violation of this policy will be reported to their supervisor at the contracting organization.

3.22 Solicitations/Distributions

Persons not employed by CSTE are prohibited from soliciting and/or distributing literature or products on CSTE property.

Solicitation for any cause during work hours and in work areas is not permitted nor is distribution of non-CSTE literature. Work time is defined as the time assigned for the performance of the job and does not apply to break periods and lunch times. Solicitation by employees during authorized lunch and break periods is permitted so long as it is not disruptive.

3.23 Staff Meetings

Staff meetings are generally scheduled for the first Thursday of each month at 9:00 a.m. in the headquarters office. If warranted, they may be scheduled more or less frequently. Traditionally during the month of July, we will not have a staff meeting due to the July 4th holiday and vacation schedules. Employees will be notified by E-mail of any changes. It is to each employee's advantage to attend these meetings. Generally, it is the only opportunity for the entire staff to interface and share ideas. Frequently, vital information is provided at these meetings with opportunities to ask questions.

3.24 Termination of Employment

Procedure

This procedure is intended to be a guideline for addressing voluntary and involuntary termination of employment for all employees. All employment is on an "at will" basis. Nothing contained herein shall be construed to constitute a contract of employment, either expressed or implied, nor shall anything contained herein be construed to modify the employment-at-will relationship that exists between CSTE and its employees.

A. Definitions

1. *Involuntary terminations* are those initiated by CSTE and include, but not limited to:
   a. Layoff resulting from force reduction.
   b. Discontinued funding of project or a change in the scope.
   c. Release for inability to perform duties or to meet prescribed standards on the job.
   d. Discharge for conduct in violation of company rules, polices or procedures, or not in the best interest of the company.

2. *Voluntary and other termination* are those not initiated by CSTE and include:
   a. Resignation.
   b. Retirement.
   c. Death.
   d. Separation due to failure to return from approved leave of absence.
   e. Separation due to exhaustion of approved leave of absence entitlement.
   f. Unexcused absences that are unreported for a period of three (3) or more consecutive scheduled workdays without sufficient justification.

3. *Gross Misconduct* includes wanton disregard for the safety of others; deliberate acts of violence or hostility; attempts to financially defraud the organization; significant levels of insubordination; and dishonesty through falsification of documents or other forms of misrepresentation.

B. Procedure – Involuntary Terminations

1. *Release*
   Employees who fail to adequately perform their job duties or to meet prescribed standards on the job.
   a. Where a performance problem has developed, and informal counseling efforts to assist the employee have failed, the following corrective personnel action should be

taken by the appropriate manager to initiate an employee release action plan.

1. Contact a Senior Director, the Executive Director and Human Resources Coordinator or Senior Director of Operations to establish a plan of action. The employee's manager, Senior Director, Executive Director, and Human Resources Coordinator or Senior Director of Operations will ensure that adverse evaluation of the employee is justified and that the recommended corrective actions are realistic and, if completed, will lead to adequate performance.
2. The employee's manager will meet with the employee and provide the employee with written documentation specifically indicating the deficiencies, the actions required for performance improvement, and the time limitations for required improvement.
3. Individual action plans should allow time for specific improvements to take place and should provide for supervisory counseling/feedback to both the employee and Human Resources Coordinator, summarizing each counseling session. The employee should acknowledge receipt of this documentation.
4. Salary increases for an employee on a release action plan are to be delayed until the performance goals are met.
5. In the event that the unsatisfactory performance continue and termination appears to be in order, the entire matter will be reviewed by the employee's manager, Senior Director, Executive Director, and Human Resources Coordinator or Senior Director of Operations. If all are satisfied that the employee has been given sufficient guidance and time to improve, release will be approved.
6. The approval process set out in the procedure should be started by the appropriate manager working with the Human Resources Coordinator, on a schedule that will coincide with the timing set out in the performance improvement.
7. A released employee is eligible for accrued annual leave. Accrued sick leave, personal days, or credit time are not paid at termination. He/she is not eligible for rehire without first checking with the Human Resources department.

2. *Discipline / Discharge*

Employees who are believed to have been guilty of misconduct, or in violation of company rules, policies, or procedures, that are not in the best interest of CSTE are subject to disciplinary action up to and including termination.

a. Compliance with policies and procedures is the responsibility of each employee.
b. Adverse personnel actions for infractions of a serious nature not involving immediate discharge will be reviewed and approved by the employee's manager, Senior Director, Executive Director, and Human Resources Coordinator or Senior Director of Operations. The affected employee will be given the opportunity to state his/her position prior to final determination by the reviewing managers.
c. In order to discharge an employee, the manager, Senior Director, Executive Director, and Human Resources Coordinator or Senior Director of Operations must review and approve the discharge.
d. When it is necessary to take immediate action on a discharge and not all of the

aforementioned individuals are readily available, the supervisor shall suspend the employee without pay and instruct the employee to leave the premises. The actions outlined above shall be taken within ten working days.

e. Suspension without pay is appropriate when the situation is serious in nature, when it is clear that allowing the employee to remain on company premises would result in severe disruption of business, or when the situation is sensitive or potentially explosive. Suspension is also appropriate when more time is needed to investigate the situation.
f. An employee who refuses to leave the premises should be advised by the manager that: (1) the employee is temporarily suspended, (2) the employee is trespassing on CSTE property, and (3) security or local police authorities will be contacted, if necessary. If the employee still refuses to leave CSTE premises, the local police authorities will be notified. The manager should then document the details of the employee's misconduct and the action items taken.
g. If, after the actions outlined above are taken, it is determined that a suspension is unsubstantiated, the employee shall be reinstated without any loss of pay or notation in his or her record. When discharge is in order, the employee is terminated immediately, or, in the case of suspension, as of the date of suspension.
h. A discharged employee is eligible for accrued annual leave, unless it is a case of gross misconduct for which accrued annual leave will be forfeited. Accrued sick leave, personal days, or credit time are not paid. A discharged employee is not eligible for rehire.

C. Procedure – Voluntary Terminations

1. *Resignations*
   a. CSTE requests at least two weeks' notice of intended resignation. A Senior Director or the Executive Director must approve notice in excess of thirty days. The effective date of termination is the last day of the approved notice period.
   b. Employees who fail to report to work for a period of three consecutive scheduled workdays will be considered as voluntarily terminating their employment. Unusual circumstances preventing the employee from obtaining permission or presenting proper notice should be considered by the manager.
   c. Employees who accept other unauthorized full-time employment while on an approved leave of absence, or who are presumed to have abandoned their positions without notice, are terminated and are considered to have resigned. Prior to the termination of employees who are presumed to have resigned, a registered letter return receipt requested shall be sent to their last known address informing them of CSTE's intent to terminate their employment unless acceptable explanation can be given within twenty-four hours, justifying their continued absence from work.
   d. An employee who resigns is eligible for accrued annual leave. Accrued sick, personal, or credit time are not paid at resignation.
   e. Employees who fail to return from an approved leave of absence, in accordance with the applicable excused absence procedure, are considered to have resigned.

f. Employees who fail to provide medical documentation necessary to support a medical leave are considered to have resigned.

D. Termination Processing

In all cases of employee termination, information must be supplied to the Human Resources Coordinator to ensure the employee is properly out-processed. The purpose of out-processing is to make certain that credit cards and other company property have been returned, accounts have been settled, completion of final timecard, continuation of benefits reviewed, and all termination documents have been executed.

E. Exit Interview

In general, CSTE will schedule exit interviews for terminating employees. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CSTE, or return CSTE-owned property. Suggestions, complaints, and questions may be voiced.

When an employee voluntarily leaves CSTE employ, management would like to discuss reasons for leaving and any other impressions during an exit interview. All information will be kept strictly confidential and will in no way affect any reference information that CSTE management may provide other employers.

3.25 Transfers

Transfer from one project to another may be required or requested from time to time. Such transfers, whether up, down or lateral, will be made with a possible adjustment in pay. Transfers for more than thirty (30) days will be considered permanent transfers.

In the unlikely event that an employee is permanently transferred to a lower paying position, a salary adjustment may be needed to suit the new position. If you are permanently transferred to a lower position because there is no work or funding in your original assignment area or a change in your scope of work, your salary may be adjusted to suit the job to which you are transferred.

3.26 Voice Mail

Purpose

To ensure that the use of telephonic communication systems and business equipment is consistent with CSTE's best interests. All telephonic communication systems and all information transmitted by, received from, or stored in this system is the property of CSTE, and this system is to be used for job-related communications.

Policy

Voicemail shall not be used to transmit vulgar, profane, insulting, or offensive messages such as racial or sexual slurs. Prohibited uses of the voice mail include, but are not limited to, soliciting outside business ventures, advertising for personal enterprises, or soliciting for non-company-related purposes. This policy does not prohibit personal messages of a social nature that do not contain otherwise prohibited content.

Employees use passwords to access the voice mail system, which is the property of CSTE.

Authorized representatives of CSTE, from time to time, may monitor the use of such equipment. Such monitoring may include accessing recorded messages. Employees who violate this policy are subject to disciplinary action up to and including termination.

3.27 Alternative Work Scheduling

Purpose

This policy gives full-time employees the opportunity to request alternative schedules for which the standard 8:00 am to 4:30 pm schedule is not suited to their individual needs. Under this policy, employees can adjust when they begin and end their workdays.

Eligibility

Only full-time employees who have completed at least six months of continuous regular employment are eligible to work alternative work scheduling unless approved by the Executive Director.

Type of Arrangements

While employees and managers have the freedom to develop arrangements tailored to employee and team needs, the following basic requirements must be met:

Flexible Workweek – Monday through Friday, eight hour per day work schedule that is not the standard hours of operations from 8:00 am to 4:30 pm. The daily work schedule is fixed and generally cannot vary day-to-day or week-to-week.

Compressed Workweek – Work schedule in which a full week* (40 hours) is performed in fewer than five eight hour days Monday through Friday. (*Also applies to a full pay period of 80 hours at 10 eight hour days.)

- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day. CSTE regular business hours are from 8:00 am to 4:30 pm, Monday through Friday. This policy does not affect the requirement that CSTE offices remain open during regular business hours.

- All full-time employees must be scheduled to work during core hours unless otherwise approved by a Senior Director or the Executive Director. There are two core periods each day. The first runs from 9:00 am to 11:00 am and the second from 1:30 pm to 3:00 pm.

- An employee's alternative schedule cannot include hours before 6:30 am or after 6:30 pm.

- Alternative schedules for nonexempt employees must include an unpaid daily meal period of at least 30 minutes to one hour.

- The specific terms of an employee's alternative schedule must be set in a brief written agreement between the manager and the employee. Schedules generally must be fixed for the term of the agreement, usually a minimum of three months, and cannot vary day-to-day or week-to-week.

- Employees in their first six months in a new job usually must work the standard 8:00 am to 4:30 pm schedule to assure appropriate training.

- No arrangement will be approved under which employees are scheduled to work more than 12 hours per day on a regular basis.

- No schedule will be approved that has the potential to unduly increase CSTE's liability for overtime pay or credit leave accrual.

- No compressed workweek arrangements will be approved under which employees are scheduled absent from work on either Mondays or Fridays.

Request Process

Employees interested in being considered for permanent work schedule change must discuss the matter with their manager. An employee's request for an alternative arrangement is evaluated on a case-by-case basis by the employee's manager in consultation with a Senior Director or the Executive Director. Approval of an employee's schedule is at the discretion of the manager. If feasible, the employee must propose a specific arrangement using a "Flextime Scheduling Request and Evaluation Form," which is available from the Human Resources Coordinator.

In considering the feasibility of a proposed alternative schedule, a manager should consider:

- Staffing levels needed to maintain service;
- The nature of the employee's responsibilities;
- The team's capacity to handle changing workloads;
- The employee's work record, including punctuality and his or her ability to meet deadlines; and
- The employee's expressed willingness to depart from the flextime schedule to accommodate changing situations and staffing needs.

Managers must take a uniform approach to approving alternative schedules so that similarly situated employees with equivalent work records are treated the same.

Holidays

Holiday pay hours paid reflect the employee's regularly scheduled hours for that particular day.

Other Requirements and Restrictions

- CSTE has the right to cancel or suspend an employee's alternative work schedule privileges at any time, for any reason or for no reason.

- Daily and weekly work schedules can be modified at CSTE's discretion to meet changing business conditions.

- An alternative work schedule does not restrict exempt employees from working more than their scheduled flextime hours.

- Employees can be required to depart from their alternative schedule to work occasional overtime.

- Employees are required to attend regularly schedule meetings (i.e. monthly staff, team meetings, Executive Board meetings, Annual Conference) and any other meeting requested by management regardless of their alternative work schedule.

- Employees may not work both a compressed work schedule and a permanent telecommuting arrangement.

- Employees who work a compressed work schedule must work a minimum of three days at the national office.

3.28 Telecommuting

Policy

CSTE considers telecommuting to be a viable alternative work arrangement in cases where individual, job and manager characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home for part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. CSTE has the right to refuse to make telecommuting available to an employee and to terminate an arrangement at any time. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with CSTE.

Procedures

1. Either an employee or manager can suggest telecommuting as a possible work arrangement.

2. Telecommuting can be informal, such as working from home for a short-term project or formal, as will be described below. Other informal, short-term arrangements may be made for employees on family or medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organization first. Such informal arrangements are not the focus of this policy; please refer to section 3.27, Alternative Work Scheduling, for such arrangements.

3. Employees requesting formal telecommuting arrangements must have been employed with CSTE for a minimum of six months of continuous, regular full-time employment and must have exhibited fully successful or above performance (2 to 3% increases at evaluation), in accordance with the CSTE performance evaluation process. Formal telecommuting arrangements are limited to either Monday, Wednesday or Friday. Supervisors and Senior Directors will ensure appropriate staffing for efficient operations.

4. Any telecommuting arrangements made will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of either the employee or CSTE.

5. Formal telecommuting arrangements will be documented by the Human Resources Coordinator on the group calendar. Informal or temporary telecommuting arrangements should be documented by the employee's manager on the CSTE group calendar.

6. CSTE will determine, with information supplied by the employee and the manager,

the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. Equipment supplied by the employee, if deemed appropriate by CSTE, will be maintained by the employee. CSTE accepts no responsibility for damage or repairs to employee-owned equipment. CSTE reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by CSTE is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all company property will be returned to CSTE, unless other arrangements have been made.

7. The employee will establish an appropriate work environment within their home for work purposes. The employee shall maintain their workspace in a safe condition, free from hazards and other dangers to the employee and equipment. CSTE will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, addition of telephone lines, furniture or lighting, nor for repairs or modifications to the home office space.

8. After any equipment, telephone lines, software, etc. has been delivered, a designated representative of CSTE may visit the employee's home/work site to inspect for possible work hazards. Repeat inspections will occur on an as-needed basis. The employee will be given a 24-hour advance notice of any inspections.

9. Injuries sustained by the employee while at their home/work location and in conjunction with their regular work duties are normally covered by the workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with workers' compensation procedures. CSTE assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours. The employee is liable for any injuries sustained by visitors or family members to their work site.

10. CSTE will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Request of such supplies should be made through the Administrative Staff. The organization will also reimburse the employee for all other business-related expenses such as telephone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities, upon prior approval by the employee's manager. Employees are expected to utilize the company credit card for such expenses.

11. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by telephone and electronic communication within a reasonable time period during the agreed upon work schedule. The employee must have either call

waiting in a one-line home/work location, two separate telephone lines, or a cellular telephone for receiving and making telephone calls while working on-line through a computer.

12. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Non-exempt staff are required to notify their supervisor at the start, end and lunch taken for each day they telecommute. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements will require the advance approval of the employee's manager. Failure to comply with this requirement can result in the immediate termination of the telecommuting agreement.

13. Before entering into any telecommuting agreement, the employee, supervisor and Senior Director, with the assistance of the Human Resource Coordinator, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

    a. *Employee Suitability* – the employee, supervisor and Senior Director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
    b. *Job Responsibilities* – the employee, supervisor and Senior Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

14. If the employee, supervisor and Senior Director agree, and approved by the Executive Director, a draft telecommuting agreement will be prepared and signed by all parties and a three-month trial period will commence.

15. Evaluation of telecommuter performance during the trial period will include daily interaction by telephone and electronic communication between the employee and manager, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications.

16. Telecommuting is not designed to be a replacement for appropriate child care. Childcare arrangements must be made so that the employee is not the primary caregiver during the employee's telecommuting work hours at home. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangements must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss

expectations of telecommuting with family members prior to entering into a trial period.

17. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office in favor of a shared arrangement to maximize organization office space needs.

18. The availability of telecommuting as a flexible work arrangement can be discontinued at any time at the discretion of their supervisor, Senior Director or the Executive Director. Every effort will be made to provide 30-day notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, where no notice is possible. An employee receiving a performance evaluation of less than "fully successful" will immediately be suspended from telecommuting.

Temporary Telecommuting Arrangements

- Employees requesting temporary telecommuting arrangements will be evaluated on a case-by-case basis by their supervisor, and it is at the supervisor's discretion to approve or deny the request.

- Requests by the employee should be made to their supervisor in advance of the intended date of telecommunication. Employees should have approval from their supervisor prior to telecommuting or employee may be required to use their own leave time.

- If an employee requests a telecommuting arrangement for more than three consecutive work days, then the arrangement is not considered temporary and must be approved by their immediate supervisor, Senior Director and Executive Director.

- Employees must communicate verbally or via email with their supervisor a minimum of once daily during telecommunication day(s).

- Supervisors who are not a Senior Director must communicate any temporary telecommuting arrangements by staff to their Senior Director.

3.29 Remote Employment Policy

Policy

CSTE considers remote employment to be a viable work arrangement where an employee may telecommute for their full work schedule. Candidates must have work habits that support independent task performance, including but not limited to ability to work with minimal direct supervision, organized work practices, effective planning and time management skills and superior communication skills. A Senior Director and the Executive Director will evaluate positions and candidates best suited to such an arrangement. Remote employees are held to the same terms and conditions of employment as all other employees.

Procedures

1. Eligibility for remote employment will be based on the suitability and demands of the position, evaluation of the employee's ability and the needs of the organization. Positions that are required to supervise or lead a team, non-exempt from overtime requirements, or support the overall operations of the organization are not eligible (i.e. Human Resources, IT, Administrative Assistants, Communications, Membership, Program, Workforce or Evaluation Assistants or Coordinators, Accounting, Interns, and Travel Coordinators) unless otherwise approved by a Senior Director and the Executive Director.

2. Advance notice by a Senior Director to the Human Resources Coordinator of a remote employee is required at least three weeks prior to start date to set up appropriate workers' compensation, unemployment and tax reporting requirements, and equipment needs for the remote site.

3. Remote employment arrangement may be discontinued, at will, at any time at the request of either the employee or CSTE. New employees are required to attend orientation sessions at the national office within three days of their start date.

4. CSTE may provide specific equipment for the employee to perform their job. This may include computer hardware and software and other applicable equipment as deemed necessary. All equipment supplied by CSTE is limited to use only by the employee for purposes relating to organizational business. Equipment supplied will be maintained by CSTE. The remote employee will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all CSTE property must be returned. When an employee uses their own equipment, then the employee is responsible for all maintenance, antivirus and firewall security, and repair of equipment. The CSTE IT department cannot support or troubleshoot the employee's own equipment.

5. If provided with CSTE equipment, and in the event of equipment failure or malfunction, the remote employee will have their own equipment available for use until replacement equipment is secured. Alternative equipment should follow the same security protocol as CSTE equipment.

6. Remote employees shall designate a workspace within the remote work location for placement and installation of equipment. The employee shall maintain the workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

The employee shall maintain a high-speed internet line with a download speed of at least 10Mbps. The remote employee must submit five photos and the square footage of the home workspace for insurance purposes prior to approval of the location. CSTE is not responsible for costs associated with initial setup and maintenance of the workspace including but not limited to remodeling, repairs, fixtures, furniture, utility costs, homeowner's insurance, internet or telephone lines.

7. Remote employees will not engage in any non-CSTE activities during their work schedule without approval from their supervisor. Employees must be available by at least two phone options and e-mail during core CSTE work hours (8:00 a.m. to 4:30 p.m. Eastern Time on Monday through Friday). Employees will be available for standing and ad hoc meetings as deemed necessary by their supervisor. Employees agree to return calls and emails within a reasonable time period during work hours.

8. The remote employee and supervisor will agree on the requirements for attendance at the national office. When possible, the schedule will be determined quarterly. If the remote employee lives greater than 60 miles from the national office, then CSTE will reimburse for ground and air transportation, airport parking and hotel accommodations within reasonable proximity to the CSTE National Office. All other travel related expenses are at the expense of the employee.

9. Remote employees will not have designated office space at the national office. When attendance is required at that national office, then the employee's supervisor will make the appropriate arrangements for a shared office space. Due to the frequency of meetings, a conference room may not be used to house a remote employee.

10. CSTE will supply the remote employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Out of pocket expenses for other supplies or shipping costs will not be reimbursed unless by prior approval of the employee's supervisor. Ordering of supplies should be coordinated with CSTE administrative staff.

11. Remote employees must not unduly burden other employees due to their physical absence from the national office. Remote employees should have demonstrated proficiently with technology needed to telecommute through VPN, VOIP, cloud computing, scanning and webinars and the ability to troubleshoot such technology.

12. Remote employees are responsible for all tax and other legal obligations for the business use of the employee's home based on IRS and state and local government regulations. CSTE will not provide tax guidance or assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

13. A remote employee's benefits will be the same as an individual working at the national office. CSTE offers a comprehensive medical insurance package that provides an option for POS (Point of Services). The remote employee is responsible for researching the health insurance network of physicians for their location based on the package available.

14. Remote employees are covered under the CSTE workers' compensation policy at their home location during scheduled work hours. Remote employees must notify their supervisor and the Human Resources Coordinator within 24 hours of an injury. CSTE assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours. The employee is liable for any injuries sustained by visitors or family members to their work site.

15. Remote employment is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting organizational demands. Prospective remote employees are encouraged to discuss expectations of remote employment with family members prior to entering into a trial period.

16. Evaluation of the remote employee's performance during the trial basis will include daily interaction by phone and/or e-mail between the employee and the supervisor, and weekly video meetings to discuss work progress and problems. At the conclusion of the trial period the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of the remote employee's performance beyond the trial period will be consistent with that received by employees working at the national office.

3.30 Nutrition Policy

CSTE is committed to promoting a healthy workforce and encourages all employees to learn more about healthy choices by reviewing the *2010 Dietary Guidelines for Americans* at http://health.gov/dietaryguidelines/2010.asp. Property concessions are not managed by CSTE. Vending services are not provided or available on property.

At sponsored conferences and meetings, CSTE will make every effort to provide healthy food choices by including low-fat, low-calorie and low-sodium alternatives. Healthful selections may include some of the following: non-fat, low-fat or soy yogurts; whole-grain or low-fat bagels and muffins; non-fat or low-fat cheese; non-fat, low-fat or soy milk; and fruits and vegetables. Healthful selections will be indicated on the buffet station.

3.31 Social Media Policy

Purpose

The purpose of CSTE's social media efforts is to have online collaboration platforms which are fundamentally changing the way CSTE works and engages with each other, members and partners. Social media includes all means of communicating or posting information or content of any sort on the internet, including web log or blog, social networking, web bulletin board or a chat room, whether associated or affiliated with CSTE, as well as any other form of electronic communication. These efforts include marketing the field of applied epidemiology, engaging membership, and marketing and recruiting for fellowship programs.

The types of information to be disseminated through social media outlets include:

- Involving and engaging current members to support CSTE and its mission
- Recruiting Fellows and new CSTE members
- Providing organizational information exchanges to maximize and expedite good communication
- Sharing event information
- Sharing publications
- Disseminating relevant epidemiology and public health news
- Soliciting feedback from current members

All information posted on social media platforms will adhere to the purposes listed above and fall into one of the categories of types of information to be disseminated.

CSTE staff are encouraged to suggest and contribute to the content of social media postings. All postings are subject to approval by a Senior Director, the Executive Director, Director of Communications or through delegated authority as appropriate. A bank of upcoming content will be developed and approved at least every quarter. This bank will contain information subject to the purposes and categories above and will allow a pre-determined schedule of postings to be prepared to ensure the strategic use of social media outlets.

All content will be posted by the Communications Coordinator. This point person will monitor the social media sites to ensure postings are relevant to the purposes above, timely and appropriate. Daily monitoring of sites or upon email notification from the social media site, will take place to ensure other users are not abusing or posting inappropriately**.**

Policy

While all official CSTE communication on behalf of the organization and in the name of CSTE will be provided by those specifically authorized to serve this role, CSTE also recognizes that employees can further CSTE's mission through the use of social media. Therefore, this policy is designed to provide helpful information but also to protect the employee and CSTE. This allows all CSTE employees to participate in social media platforms with confidence.

Most communication through social media is of a personal nature, and many feel this is a private matter, but this does not mean that the information is actually private. Even if a user has selected to share content with friends, fans or followers, those messages can be forwarded on by others. In addition, social media posts can be seen by others and are in some cases found by search engines. Therefore, personal conversations in social networks should be considered public communication.

Employees are subject to the following:

1. Organizational representation of CSTE and the CSTE name can only be initiated by those specifically authorized to serve in this role.

2. If someone from the press or media contacts an employee based on personal comments made on or about a CSTE social media initiative, the media contact should always be referred to those specifically authorized to represent CSTE in social media communication.

3. The only pages and profiles representing CSTE or the CSTE name should be those specifically authorized by CSTE. There can be no other official CSTE sites. Any sites or pages established without prior authorization will be subject to review and may be amended or removed.

4. Employees must always follow applicable CSTE policies. Confidential and proprietary information about CSTE may not be shared.

5. The only pages and profiles using the logo of CSTE should be those specifically authorized by CSTE. No part of a personal social media page or profile should use or contain the CSTE emblem or logo. Please refer to the CSTE Policies & Procedures Manual for CSTE's logo use policy.

6. Posting any content on any CSTE social media page grants CSTE an irrevocable right to display, republish, distribute and the right to produce derivative (partial or whole) works from the content for whatever purpose it may serve.

7. When the connection to CSTE is apparent on a personal blog or website and the employee talks about work related issues, a disclaimer should be included, such as: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer."

8. For photos used on such a personal blog or website, we advise against using any photos where you are standing in front of CSTE logos, emblems or signs since this could portray

an official appearance to the blog and make users feel it was an official representation of CSTE.

9. When posting personal posts or replies on or about CSTE, employees must follow the rules of the CSTE Social Media Policy.

10. Conduct that adversely affects your job performance, the performance of other employees or otherwise adversely affects other employees or members may result in disciplinary action up to and including termination.

User Guidelines

- Be positive. Employees should be aware that behavior and opinions shared online or offline can reflect on the organization. CSTE requests that all social media users be good ambassadors for the organization

- Be careful. Employees should be careful with what they say and keep personal information private. Social media should be considered public since posts can be shared and found by search engines.

- Give value. Social media is all about sharing and it is always a good idea to focus on sharing the items that will add value for others.

- Be passionate. Having passion and sharing that passion can be contagious. Sharing the information and initiatives that have the most passion to employees typically resonate best with followers.

- Be polite. Social media should not be used to degrade others. Employees can certainly dispute ideas and correct errors, but when doing so, please stick to the facts. When correcting others, do so with respect.

- Correct mistakes. If an employee makes a mistake or has a typo that leads to a very different message, simply reply with the correction.

- Connect. Social Media is all about connecting with others. It is suggested that employees connect with others and be active in the online community as well as share their work and success stories.

3.32 Continuity of Operations Plan (COOP)

The continued operations of CSTE are essential to the communication between members and Federal partners in the event of an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our staff, members, and partners. Therefore, CSTE must be prepared to continue to function during an emergency or threat of an emergency, and to efficiently and effectively resume critical operations if they are interrupted. Planning for meeting the demands of a wide spectrum of emergency scenarios is necessary, and is accomplished by developing continuity of operations plans.

Purpose

This Continuity of Operations Plan (COOP) provides policy and guidance for CSTE staff to ensure that critical operations are continued in the event of an emergency or threat of an emergency. The COOP provides guidance for, and facilitates the preparation of plans and procedures that help ensure the safety of CSTE staff and allow the organization to continue essential operations in the event of an emergency or threat of an emergency. The COOP environment is an emergency response environment.

Policy

As a baseline of preparedness for the full range of potential emergencies, CSTE has established and will maintain a COOP, which ensures the performance of their essential functions during any emergency, or situation that may disrupt normal operations. A viable COOP identifies essential functions and consists of plans and procedures, alternate facilities, and alternate interoperable communications and data support systems, reinforced by comprehensive training, orientation, and exercise programs. COOP capabilities must be maintained at a high level of readiness, be capable of being activated both with and without warning, achieve operational status no later than 24 hours after activation, and maintain sustained operations for up to 30 days or until termination.

It is the policy of CSTE to respond quickly at all levels in the event of an emergency or threat, to include human, natural, technological, and other emergencies or threats, in order to continue essential internal operations and to provide support to the operations of members and Federal partners.

Objective

The objective of COOP planning is to direct and guide appropriate actions to assure the capability exists to continue core business functions and activities, and to achieve an orderly recovery from emergency situations across a wide range of potential emergencies or threats, including acts of nature, accidents, technological, and attack-related emergencies.

The objectives of a COOP plan include:

- Ensuring the continuous performance of our essential functions/operations during an emergency
- Protecting essential facilities, equipment, records, and other assets,

- Reducing or mitigating disruptions to operations,
- Reducing loss of life and minimizing damage and losses, and
- Achieving a timely and orderly recovery from an emergency and resumption of full service to members and Federal partners.

Assumptions

This COOP is based on the following assumptions:

• Emergencies or threatened emergencies may adversely affect CSTE's ability to continue to support essential internal operations and to provide support to members and Federal partners.

• Emergencies and threatened emergencies differ in order of priority or impact.

Types of Threats include, but not limited to:

- Air Conditioning Failure
- Bomb Threat
- Civil Disturbance
- Communication Interruption
- Explosion
- Fire
- Flooding
- HazMat Release
- Power Failure/Interruption
- Severe Storm
- Sewer Failure
- Snow and Ice
- Terrorism, Weapon of Mass Destruction

Responsibilities, Delegations of Authority and Succession Planning

The purpose of this section is to identify individuals and their responsibilities in the event of an emergency.

The Executive Director is responsible for:

- Serving as the Designated Official
- Identifying essential functions
- Testing alert and notification system procedures
- Ensuring the pre-positioning of essential data/records including classified or sensitive equipment and records
- Ensuring the availability of reliable and interoperable telecommunications and information processing equipment

The Senior Director of Operations is responsible for:

- Assuming the responsibility, as appropriate and directed, for coordinating the development and maintenance of the COOP
- Serving as the Designated Official in the absence of the Executive Director

The Information Technology Department is responsible for:

- Ensuring that all vital records and systems are routinely backed up, and maintained at a secured off-site facility. Protection and recovery, to the extent possible, of mission critical, non-electronic files will be the responsibility of each organization
- Evaluating and determining the location of these facilities, and the means of accessing these files, are included in the essential operations section of this plan

Implementation

This COOP will be implemented based on both known and unanticipated threats and emergencies.

- *Known threats and emergencies (with warning)*:

There are some threats to operations that may afford advance warning that will permit the orderly alert, notification, evacuation, and if necessary, the relocation of employees. Situations that might provide such warning include severe weather, a transportation accident resulting in a threat of a release of Hazardous Material (HAZMAT) or a threat of a terrorist incident.

- *Unanticipated threats and emergencies (no warning)*:

During Non-Operation Hours:

Incidents may not be preceded by warning or may occur while the majority of on-site staff are not at work. In these circumstances, staff should remain at home and will be notified of instructions within 24 hours, including the requirement to relocate following proper notification.

During Operation Hours:

Incidents may also occur with no warning during normal office hours. In these circumstances, execution of the COOP, if indicated by the circumstances of the event, would begin by execution of the site's Evacuation Plan to move employees out of the building expeditiously.

A sudden emergency, such as an explosion, fire, or hazardous materials incident, may require the evacuation of an agency building with little or no advanced notice. A COOP plan is not an evacuation plan; rather, it is a deliberate and preplanned movement of selected key principals and supporting staff to a relocation facility.

Implementation Activities for Emergencies:

Phase I – Activation and Relocation (0-24 Hours)
- The Executive Director will notify Senior Directors
- Senior Directors will coordinate any relocation requirements with their staff, including technical requirements with the IT Department
- Within 24 hours, essential personnel or COOP team members will assemble, by conference call or in-person and conduct minimum essential operations

Phase II – Alternate Facility Operations (24 Hours – Termination)
- All staff will continue essential operations
- Managers will track their staff during the emergency
- The Executive Director and Senior Director of Finance will develop a funding request, to support an emergency appropriation, based on the actual event if appropriate

Phase III - Reconstitution (Termination and Return to Normal Operations)
- Continue minimum essential operations
- Managers will develop plans and schedules to phase down alternate facility operations and return activities, personnel, records, and equipment to the primary facility when appropriate

Deployment Planning

When a COOP event has been declared, gathering the necessary items to support an extended stay may be difficult. Unlike planning for a casual trip, activities related to an emergency event are usually stress driven and frequently rushed. As part of the planning process, it is suggested that pre-planning and possible pre-positioning of items be considered. The items selected will support the business requirements of the organization and personnel needs for an event that could demand relocation or isolation for an extended period of time.

Vital Records and Databases

The protection and availability of documents, references, records, and information systems needed to support essential functions and missions, under the full spectrum of emergencies, is another critical element of a successful COOP plan. Vital records are typically in one of two forms: paper or electronic. Staff must have access to and be able to use these records in the conduct of their essential functions.

Examples of these type records include:
- **Emergency Operating Records**. Vital records, regardless of media, essential to continued function or reconstitution of an organization during and after an emergency. Included are emergency plans and directives, orders of succession, delegations of authority, staffing

assignments, and related records of a policy or procedural nature that provide staff with guidance and information resources necessary for conducting operations during an emergency and for resuming formal operations at its conclusion.

- **Legal and Financial Records**. Vital records, regardless of media, essential to carry out essential/legal and financial functions and activities of an organization and protect the legal and financial rights of the individuals directly affected by its activities. Included are records having such important value that their loss would significantly impair the conduct of essential agency functions to the detriment of the legal or financial rights of the organization or legal and financial rights and entitlements of the individuals directly affected by those functions and activities. Examples of this category of vital records are accounts receivable records, personnel records, payroll records, insurance records, and contract records.

Alternative Facilities

In the event of an emergency or threat, identifying an alternate facility capable of supporting essential operations, positions and personnel is critical. These facilities shall be capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility and/or the collective protection characteristics of the facility.

The Alternative Facilities for CSTE are:
- Telecommuting, work-from-home

3.33 Cellular and Mobile Communications Policy

For employees who have received approval from their manager, CSTE will pay for costs to link a mobile device to CSTE's network. Employees are responsible for purchasing the device and selecting a plan which best fits their needs.

CSTE will also allow a monthly reimbursement allowance for those eligible. For those with data and cellular service, a maximum reimbursement amount of up to $75.00 will be allowed for service and the costs of the mobile device contingent upon meeting reasonable personal user financial support by the employee to meet IRS requirements.

Managers may approve mobile device monthly reimbursement for employees in their areas when they determine there is a need for the employee to have timely access to data and immediate phone access or immediate availability by phone to authorized callers. The basis of a decision to approve reimbursement will be documented by the manager. Currently, management, program and workforce, human resources, accounting and IT staff who are required to travel for the organization and/or be accessible to members and supervisory staff are eligible for participation. All employees who receive an allowance towards a service plan shall have their cell phone number accessible to all CSTE personnel via the CSTE Telephone Directory.

Employees must submit for reimbursement through normal expense reporting procedures and proper documentation must be submitted for reimbursement to be processed. Additional costs associated with the mobile device, separate from the initial purchase, license, annual maintenance fee, and maximum reimbursement allowance, will not be reimbursed to the employee by CSTE.

Employees approved under this policy must contact the IT department to link the employee's personal device to CSTE's network.

Any mobile device that will be connected to CSTE's network must meet the following requirements:

- Communication from the mobile device and network (servers) will be encrypted using AES or 3DES encryption.
- All devices will be locked after 1 hour of inactivity. In order to use the device, the user must enter his/her password to unlock the device.
- If the mobile device is stolen, lost etc. the user must notify IT immediately; a remote erase/wipe command will be sent to the mobile device.

3.34 Whistleblower Policy

Purpose

The Council of State and Territorial Epidemiologists is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing. This policy meets the guidelines under the Public Health Service (PHS) Act under 42 C.F.R. Part 50.103(d) (13).

This whistleblowing policy is intended to cover protections for employee's concerns are raised regarding:

- financial improprieties including incorrect financial reporting;
- unlawful activity;
- activities that are not in line with CSTE policy, including the Code of Business Conduct; or
- activities that otherwise amount to serious improper conduct.

Other subjects on which CSTE has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Safeguards

Harassment or Victimization -Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality -Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations -This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigations may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- the seriousness of the issue raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations -Allegations in bad faith may result in disciplinary action.

Procedure: 1. Process for Raising a Concern
The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct may be reported directly to the Executive Director or CSTE Executive Board President (aka "responsible official"). The responsible official also serves as a liaison between the organization and Office of Research Integrity (ORI) for transmitting such information as ORI may require. If either the Executive Director or CSTE Executive Board President has a real or apparent conflict of interest, and the conflict cannot be satisfactorily resolved for that case, then the CSTE Executive Board President shall appoint a substitute who has no conflict of interest. Employment-related concerns should continue to be reported through your normal channels such as your supervisor or to Human Resources as instructed in the Employee Handbook.

Timing -The earlier a concern is expressed, the easier it is to act.

Evidence -Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith.

Filing Complaints

1. A whistleblower who wishes to receive the procedural protections described in this policy shall file his or her retaliation complaint with the responsible official within 180 days from the date the whistleblower became aware of the alleged adverse action. CSTE shall review and resolve all whistleblower retaliation complaints and should do so within 180 days after receipt of the complaint. The responsible official shall notify ORI

of any whistleblower retaliation complaints it receives within ten (10) workings days after receipt of the complaints. If the whistleblower fails to receive a receipt response to the complaint within (10) working days, then the whistleblower may file the retaliation complaint directly with ORI at the following address: Office of Research Integrity, Division of Investigative Oversight, 1101 Wootton Parkway, Suite 750, Rockville, MD 20852 or telephone (240) 443-8800 or fax (301) 594-0043.

2. A retaliation complaint must include a description of the whistleblower's allegation and the asserted adverse action, or threat thereof, against the whistleblower, by CSTE or its members in response to the allegation. If the retaliation complaint is incomplete, the responsible official shall describe to the whistleblower what additional information is needed in order to meet the minimum requirements of a complaint.

Procedure: 2. How the Report of Concern Will be Handled
The action taken by CSTE in response to a report of concern under this policy will depend on the nature of the concern. The CSTE Executive Board shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries -Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information -The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

Responding to Complaints

1. Upon receipt of a whistleblower retaliation complaint, the responsible official shall notify the whistleblower of receipt within ten (10) working days after receipt. The receipt notice will inform the whistleblower of the process CSTE proposes to follow in resolving the retaliation complaint and the necessary actions by the whistleblower required under the process. The whistleblower may raise concerns about the proposed process with the responsible official and CSTE may modify the process in response to the whistleblower's concerns.
2. The whistleblower has five (5) working days from the process notification date of receipt to:
    a. Accept the proposed process, although the whistleblower may also submit documentation for the official record about any concerns about the proposed process; or

b. Not accept the proposed process and pursue other remedies as provided by law; however, ORI will deem that the organization met its obligation under 42 C.F.R. Part 50.103(d) (13) and will not pursue the whistleblower complaint further.

3. At any time before the merits of a whistleblower retaliation complaint have been fully resolved, the whistleblower may submit a written request to the responsible official to take interim actions to protect the whistleblower against an existing adverse action or credible threat of an adverse action. Based on the available evidence, the responsible official shall decide of whether to provide interim protections and shall advise the whistleblower of the decision in writing. Documentation underlying the decision whether to provide interim protections shall become part of the record of complaint. When the whistleblower retaliation complaints if fully resolved, any temporary measure taken to protect the whistleblower shall be discontinued or replaced with permanent remedies.

Procedure 3. How complaints will be resolved

For each whistleblower retaliation complaint received, CSTE shall adhere to one of the two alternative processes for resolving the whistleblower retaliation complaint, or settle the complaint, as described below. Whichever process is elected shall be implemented in a timely fashion and should be completed within 180 days of the date the complaint is filed, unless the whistleblower agrees to an extension of time.

Option A: Investigation

1. CSTE shall investigate in a timely, objective, thorough, and competent manner of the whistleblower retaliation complaint according to this policy and implement appropriate administrative remedies consistent with the investigation's finding and decision thereon.
2. The investigation shall be conducted by a panel of at least three (3) individuals appointed by the responsible official. The members of the investigation panel, who may be from outside the organization, shall have no personal or professional relationship or other conflict of interest with the whistleblower or the alleged individual retaliator(s), and shall be qualified to conduct a thorough and competent investigation.
3. A "deciding official" shall be appointed by the responsible official to make a final organizational determination as to whether retaliation occurred.
4. The investigation shall include the collection and examination of all relevant evidence, including interviews with the whistleblower, the alleged retaliator(s), and any other individual who can provide relevant and material information regarding the claimed retaliation.
5. CSTE shall fully cooperative with the investigation and use all available administrative means to secure testimony, documents, and other materials relevant to the investigation.

6. The confidentiality of all participants in the investigation shall be maintained to the maximum extent possible throughout the investigation.
7. The panel members shall evaluate and respond objectively to any concerns raised by the whistleblower about the process, including concerns regarding the selection of the responsible official, deciding official and specific panel members, which are raised prior to resolution of the complaint.
8. The conclusions of the investigation shall be documented in a written report and made available to the whistleblower. The report shall include findings of fact, a list of witnesses interviewed, an analysis of the evidence, and a detailed description of the investigative process.
9. The deciding official shall make a final organizational determination as to whether retaliation occurred. This decision shall be based on the report, the record of investigation, and a preponderance of evidence.
10. If there is a determination that retaliation has occurred, the deciding official shall determine what remedies are appropriate to satisfy the obligation to protect whistleblowers. The deciding official shall, in consultation with the whistleblower, take measures to protect or restore the whistleblower's position and reputation, including make any public or private statements, as appropriate. In addition, the deciding official may provide protection against further retaliation by monitoring or disciplining the retaliator. CSTE shall promptly notify ORI of its conclusions and remedies, if any, and forward the underlying investigation report to ORI.
11. The ORI will review the report to determine whether CSTE has substantially followed the process described herein. If the CSTE has substantially conformed to the process, ORI will not review the merits of the determination.
12. CSTE compliance with Option A does not bar the whistleblower from seeking redress against the decision as otherwise provided by law.

Option B: Arbitration

1. If elected by CSTE, the organization shall offer the whistleblower the opportunity to submit the retaliation dispute to binding arbitration. The parties shall sign a written agreement that the retaliation dispute will be decided by final and binding arbitration, identifying the person who shall conduct the arbitration.
2. The arbitration agreement shall specify that the organization and the whistleblower abrogate all other rights under Federal, State, and local law, and other organizational policies or employment agreements pertinent to the resolution of the whistleblower retaliation complaint, other than enforcement of the arbitration award. However, the

parties may enter into any legally enforceable settlement agreement before a final arbitration award is made.

3. Any retaliation complaint submitted to arbitration shall be arbitrated according to the rules and procedures of the presiding arbitrator and designated arbitration association.
4. An arbitration under these guidelines shall be conducted by an arbitrator who has not personal or professional relationship or conflict of interest with the whistleblower, the organization, the alleged retaliator(s), or any person who is the subject of the underlying misconduct allegation. CSTE and the whistleblower shall agree on the choice of arbitrator. The arbitration should be facilitated by the American Arbitration Association or any other recognized non-profit arbitration association.
5. CSTE and the whistleblower shall share equally the administrative costs of the arbitration. Each party is responsible for the cost of presenting its own case.
6. The arbitration agreement shall specific that the arbitrator shall require the organization to compensate the whistleblower for part or all of his or her arbitration costs, including attorney fees, if the arbitrator finds that the organization, or its members, retaliated against the whistleblower.
7. The arbitration agreement shall also specify that the arbitrator shall require the whistleblower to compensate the organization for part or all of any filing fees and arbitrator's costs if the arbitrator finds that the whistleblower's allegation was not made in good faith. If the organization seeks compensation on this basis, it shall make a preliminary motion to dismiss the retaliation complaint prior to commencement of a hearing. The arbitrator shall, if possible, make a threshold decision on the question of good faith based on written submissions prior to commencement of a hearing on the merits of the retaliation dispute. The organization has the burden of proving by preponderance of the evidence that the allegation of misconduct was not made in good faith.
8. The arbitration agreement shall specific a preponderance of the evidence standard in determining whether retaliation occurred, or any other standard mutually agreed to by the parties.
9. The arbitration agreement shall state that the arbitrator's award is final and binding on all parties, and enforceable as provided by law.
10. If the arbitrator finds that the organization, or its members, retaliated against the whistleblower, the arbitrator may order any relief necessary to make the whistleblower whole for the direct and indirect consequences of retaliation, including protection against further retaliation through imposing a system to monitor or discipline the retaliator. The organization shall abide by the arbitrator's final award and shall implement any additional administrative actions it determines is necessary to correct the retaliation. CSTE shall promptly forward a copy of the final arbitration award to ORI.

Settlement

In lieu of the two options described above, CSTE and the whistleblower may, at any time after the retaliation complaint is made, enter into any binding settlement agreement which finally resolves the retaliation complaint. If both parties agree, the responsible official shall facilitate negotiation of such settlements. If such an agreement is reached, the organization and the whistleblower shall sign a statement indicating that the retaliation complaint has been resolved. CSTE shall within 30 days send a copy of the signed statement of ORI, but it not required to submit the actual terms of the settlement. The settlement may not restrict the whistleblower from cooperating with any investigation of the allegation covered by 42 C.F.R. Part 50, Subpart A. ORI shall consider a settlement meeting these requirements as fulfilling the organization's regulatory obligation under 42 C.F.R. Part 50.103(d) (13).

3.35 Inclement Weather

CSTE employees will follow the inclement weather schedule as observed by the Federal government for Atlanta-based employees. The CDC Inclement Weather Hotline telephone number is 404-302-2125 or 404-302-2460. Additionally, at the discretion of the Executive Director or their designee, the CSTE office location may be closed and the Continuity of Operations Plan (COOP) activated for unscheduled telecommuting if deemed necessary for the overall safety of the employees due to inclement weather conditions. Notification of the office location closure with COOP activation will be made a quickly as possible. When the COOP is activated, employees are expected to perform the duties and responsibilities of their position at their telework site. If electricity and internet is interrupted due to inclement weather at the office location or telework site, then employees will be paid at their normal rate and should charge the time out to "Administrative Leave".

CSTE policy during those occasional times of unusual inclement weather is, unless the office location is officially closed and COOP activated, for employees to report to work unless road and/or weather conditions are such that would cause bodily harm and/or injury to oneself, one's property, and/or other people and/or property. If the office location is not officially closed and COOP activated and an employee fears for their overall safety to drive in such conditions, the employee is responsible for contacting their manager immediately. If the office location is officially closed, delayed opening, or COOP activation, then the Executive Director will confirm with the Senior Directors and managers will notify their employees by text message. CSTE may use various text messaging group apps for notification and managers are responsible to ensure their employees are part of the group. Employees are required to confirm receipt of notification and status of telework site with their manager.

3.36 Lactation Room/Breastfeeding Policy

Objective

As part of our family-friendly policies and benefits, CSTE supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

Policy

An employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. CSTE has a designated room for this purpose. A small refrigerator reserved for the specific storage of breast milk is available in this room. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Nursing mothers wishing to use this room may reserve the room using the room scheduling system. Additional rules for use of the room and refrigerator storage are posted in the room. Breaks of more than 15 minutes in length should be noted as a break on the employee's timecard.

3.37 Breakroom Policy

Objective

At CSTE, all employees can make use of the breakroom which includes the coffeemaker, microwaves, refrigerators, utensils, and paper products. Cleanliness in the breakroom is a priority.

Policy

To maintain a clean and healthy environment in the breakroom, CSTE requires all employees to clean up after themselves. The countertop, coffee maker and microwaves should be wiped down after each use. Heating food items that will create a negative or lingering smell for the work environment should be avoided. Refrigerators must be cleaned out weekly of perishables. Storing more than two days of meals is not acceptable as space is limited. Dirty dishes should not be left in the sink and should be cleaned immediately after use. As this is a shared space, be mindful of replacing empty paper products as a courtesy to other employees.

3.38 Office Space Policy

Objective

CSTE establishes this policy on office appearance in accord with its values of efficiency and professionalism. As an expression of those values, all office areas, including employee work areas and common areas, should be kept neat and orderly.

Procedures

Employees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, CSTE requires employees to organize their areas to secure work materials and to present an orderly and professional image.

Work areas do's and don'ts

1. No dirty dishes should be left in any common or work area.
2. With a fitness center in the building, employees may bring clean fitness attire for use during break or after work. Any dirty fitness attire should be removed each day from the office. Employees utilizing the fitness center during the day should note this time as a break on the employee's timecard.
3. All personal belongings brought into your work area should be appropriate to the office environment. CSTE is not responsible for any damage or theft of personal belongings. Items valued over $50 should be reported to Human Resources as part of your personal property.
4. There should be a maximum of six (6) holes put into the walls of each private or dual office space for the purpose of hanging art, pictures, or posters. This does not include dry erase or tack boards for work materials.
5. Posters, pictures, notes, etc., are not permitted on the outside of workstation panels or walls of workstation areas
6. Posters, pictures, notes, etc., are permitted on the inside of workstation panels as long as they are appropriate for workplace display and are not offensive to other employees. CSTE consistently enforces its policies prohibiting workplace discrimination and harassment of any kind, including images, graphics or other visual displays, that may constitute offensive or inappropriate workplace conduct.
7. Areas on top of cabinets, including private offices, dual offices and workstations, should remain clear or be tastefully decorated.
8. Boxes and other storage items should remain clear of aisles and out of sight within a workstation or placed in other appropriate onsite or offsite storage areas.
9. Space heaters and other small appliances are not permitted in any area of the employee's office space.
10. Staff utilizing meeting spaces, including all conference and huddle rooms, catering galley, or breakroom in the office should ensure the space is clean and returned to the

standard set after the meeting including the removal of any decorations, handouts, supplies, flip charts and/or change in seating. This includes the building training center on the first floor.

3.39 Personal Relationships Policy

Objective

CSTE strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts or harassment and maintain a productive and friendly work environment.

Procedure

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved.

CSTE reserves the right to take prompt action if an actual or potential conflict of interest arises concerning coworkers who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating direct or indirect reports and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship in writing to their manager(s) and Human Resources.

When a conflict or a potential for conflict affecting terms or conditions of employment arises or negatively impacts the organization because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, if another qualified position is available. If neither employee is eligible for a transfer position or a position is not available within 30 calendar days of the offer to resolve the situation, then the employees should discontinue the relationship or one must resign from employment if necessary.

Section 4 – Compensation

4.1 Deductions from Paycheck

Salary payments and all payroll transactions will be administered through the CSTE office. CSTE is required by law to make certain deductions from the paycheck each time one is prepared. These deductions will be itemized on the check stub. Employees are responsible for notifying the Human Resources Coordinator when updating W-4 and G-4 forms with any change in status.

Any other mandatory deductions to be made from the paycheck, such as court-ordered attachments, will be explained whenever CSTE is ordered to make such deductions. Note: See "4.9 - Wage Garnishments."

If dependent medical and/or dental insurance was chosen, the employee's portion of the cost will automatically be deducted from their paycheck.

It is possible to authorize CSTE to direct deposit paychecks into the employee's savings and/or checking account(s) at a participating bank. Contact the Human Resources Coordinator for details and the necessary authorization forms.

4.2 Error in Pay

Every effort is made to avoid errors in the paycheck. If an employee believes an error has been made, contact the Human Resources Coordinator immediately. Action will be taken to research the problem and to assure that any necessary correction is made properly and promptly. Adjustments in pay based on the time records will be made in the pay period subsequent to receipt of the time report.

4.3 Overtime and Credit Time

It is CSTE's general policy not to ask employees to work overtime. The nature of the work, however, requires staff willing to meet occasional demands for extra time and effort. When overtime is required, exempt employees may receive equal time off termed "credit time" with the prior approval of their manager. Nonexempt employees will be compensated via overtime pay as provided by state wage and hour laws. All staff are responsible for maintaining accurate records of all time worked and having these records verified by their manager.

Overtime is subject to the following (nonexempt employees):

- In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Total hours include actual worked, annual leave, sick leave, holiday leave, jury duty and military leave. An employee must have approval from his or her supervisor before overtime is worked. Under emergency situations or critical operating needs, overtime may be approved in writing post work. Nonexempt employees do not receive credit time.

Credit time is subject to the following (exempt employees):

- **All credit time earned over 2 hours in a day must be approved by the employee's manager prior to accrual, except under emergency situations or critical operating needs then credit time may be approved post event.**
- Credit time is earned and used in 15 minute (1/4 hour) increments.
- Employees are limited to earning four (4) credit hours on a regular workday and eight (8) credit hours on a non-workday or holiday, except during the CSTE Annual Conference.
- Maximum allowable credit time carryover from one pay period to the next is 40 hours for full-time employees, unless otherwise approved by the Executive Director. Credit time carryover waivers may be issued in times of public health emergencies or critical operations when CSTE staff may be required to work after normal business hours on the public health response and information dissemination to our members. When a waiver is used, the maximum allowable credit time carryover from one pay period to the next for full-time employees remains at 40 hours, but additional hours may be accumulated as administrative leave of up to 40 hours. Waivers for other extenuating circumstances are at the discretion of the CSTE Executive Director. CSTE staff issued a waiver must spend down excess administrative leave before the use of regular credit or annual leave. The administrative leave may not be paid out at termination or have a cash value. Approved waivers must be submitted with each timesheet when excess leave is earned.
- Credit time may **not** be earned by working through lunch. See "3.14 - Lunch Period."
- Credit time may **not** be earned and used each day to change the tour of duty hours.
- Credit time may not be accrued during employee professional development training related activities or seminars that may occur during the evening or on weekends. Activities are generally determined to be those requested by the employee that contribute to enhancing skills and knowledge.
- There will be no compensation of unused credit time at termination of employment.

- Credit time may not be accrued while in travel status unless actually performing work outside usual hours of work at the site to which the employee has traveled.

Guidelines:

1. If a meeting begins at 9:00 a.m. and the employee has traveled the previous day or evening to the meeting, the time in travel cannot be claimed as credit time.
2. If the employee is required to work at the meeting (e.g., official night sessions) the traveler may claim credit time for the time actually worked at the meeting, and not travel to the meeting.

- Credit time earned or used must be recorded each day on the time sheet.

Guidelines for credit time at the CSTE Annual Conference:

1. Credit time accrual for exempt employees are increased to earning twelve (12) credit hours on Saturday and Sunday and six (6) credit hours on Monday through Wednesday. Employees must have their manager's approval for credit hours earned at the CSTE Annual Conference.
2. Credit time may not be earned for attendance at evening functions unless the employee is **required** to set-up, provide logistical support, discuss project activities with stakeholders, or give a presentation.
3. Credit time is not earned during travel to or from the venue city.
4. The maximum allowable credit time carryover from one pay period to the next remains at 40 hours.

Not all employees are required to attend the conference or remain through the business meeting of the Council. Employees attending the CSTE Annual Conference are expected to return to work the next business day unless leave time is approved in advance.

4.4 Pay and Pay Period

Salary payments and all payroll transactions will be administered through the CSTE office. Employees are paid bi-weekly, every other Friday. The pay period begins on Sunday at 12:01 am and ends two (2) weeks later on Saturday at 12:00 midnight. There are 26 pay periods per year and each pay period normally consists of ten, eight-hour days of compensated work time. See "3.12 - Hours of Work."

At the employee's option, salary payments are received through direct deposit. Changes will be made and announced in advance whenever CSTE holidays or closings interfere with the normal payday. Neither pay advances nor extensions of credit on unearned wages can be provided to employees. All employees must set up direct deposit upon hire.

4.5 Payment for Time Spent at Company-Sponsored Affairs

Policy

CSTE sponsored affairs will include meetings or functions as approved by the Executive Director. Exempt employees, by nature of their position, are not entitled to overtime for company-sponsored affairs. Credit time will not be awarded unless the employee is required to perform services on behalf of CSTE, and it is pre-approved by the employee's manager.

4.6 Performance Evaluation

A. Scope

This procedure applies to the planning and administration of Performance Evaluations. This policy is not intended to create a contract of employment with any employee but should be used as a guide in administering the salary program.

B. Policy

Individual employee performance is to be used as the basis for achieving CSTE's "pay for performance" goals in its salary administration program. CSTE's objective is to administer salary actions that will ultimately move an individual's salary to a position that falls between the minimum and maximum of the salary range that is most consistent with the employee's job performance level, as assessed through the performance evaluation program.

Salaries paid to employees compare favorably with those paid to workers with the same or similar skills, training, and ability in our industry. Salaries are paid within established salary ranges that provide the flexibility to motivate and reward employees in relation to their contributions.

C. Performance Review Schedule

Performance management is an ongoing process throughout the year at CSTE. Performance reviews will be conducted through the HRIS Performance Management System. Performance reviews will consist of self-appraisals, goal setting and achievement, peer feedback and management reviews. Formal reviews will be conducted twice a year during the months of July and January. Peer feedback may be solicited by managers quarterly to be used in the upcoming formal review. Every manager and employee will receive training on how to effectively utilize the performance management process. Any merit increase, because of an individual's performance, will be applied in August after the July performance review cycle has completed. Promotional increases can be applied at any time. Any employee who has earned a merit increase as a result of their August review, will have that amount pro-rated up or down based on the time of their last increase.

D. Salary Guidelines

The following guidelines apply to all employees and may be changed by the Executive Director due to unique requirements arising from economic conditions, government regulations, etc.:

1. *Promotional Increases*
   a. Bona fide promotions may occur at any time and are usually unplanned salary actions. Promotional increases to a salary in the lower half of the range of the new position should normally be fully adequate. Promotional increases that result in a salary that is more than the salary range midpoint can be considered for employees exceeding expectations. (In these situations, some supporting documentation must be retained in the individual's personnel file.)
   b. Salary actions should bring the employee's salary at least to the minimum of the new salary range. If the change in salary is more than 10%, the Executive Director may approve a step wise approach for salary increases until the minimum range is met. The minimum range should be met within one year of the initial salary change. When approved, the supervisor will discuss salary actions with the employee.

2. *Cost of Living*
   If approved in the annual budget, cost of living salary adjustments will be provided to each eligible employee each year in January on the first full pay period of the year. The adjustment will generally be at least one percent or more of your annual salary following the guidelines of the Federal Government General Schedule Pay Tables for the new year. Increase should not result in salaries that exceed established range maximums.

3. *Awards*
   If funds are available, the CSTE Executive Director may propose bonus awards for staff. These are generally awarded for exceptional performance of duties related to the CSTE Annual Conference, special projects outside scope of normal job duties and exceptional work within CSTE funded activities. The amount of bonus awarded and staff eligible to receive a bonus is at the discretion of the Executive Director as this role has final approval for all bonuses awarded. Employees must be active at issuance of award and not under notice of termination or on a leave of absence.

4.7 Timekeeping Records

By federal and state requirements, CSTE is obligated to keep accurate records of the time worked by employees. Accurately recording time worked is the responsibility of every CSTE employee, including hours worked, project allocation and leave taken. Time worked is all the time actually spent and authorized on the job performing assigned duties. Employees must record time worked on the standard format to the nearest quarter of an hour. Employees are responsible for maintaining their timecards weekly and submission at the end of each pay period. Employees on leave or travel status should submit their time record prior to departure. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action up to an including termination.

4.8 Travel Reimbursement

Purpose
CSTE appreciates the efforts of those who travel for the organization. Staff should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures. Expenses not specifically addressed in these guidelines must be approved by the CSTE National Office prior to incurring the expense. CSTE reserves the right to deny expenses exceeding reasonable or allowable costs as deemed appropriate by CSTE.

The travel policy meets the IRS definition of an "accountable plan"; therefore, your travel reimbursement will not be reported as income. A complete expense reimbursement form accompanied by receipts substantiating the amount, time and business purpose of your expenses is required within 30 days of trip completion.

Air Travel
Staff are expected to book the lowest-priced, coach class airfare available of any airline available that is within two hours of (prior to or after) desired flight time; the use of an alternative airport serving the destination city; and/or the use of multiple stop flights that may include layovers. Staff choosing an airline for its amenities or frequent flyer programs will be responsible for the difference in cost.   Although now, CSTE awards the benefits of frequent flyer clubs and hotel programs to its staff, it reserves the right to change this policy. CSTE will not reimburse staff for tickets purchased with frequent flyer miles.

Business and first class domestic travel will not be reimbursed unless the Executive Director has a letter explaining the medical reasons or extenuating circumstances that require such service in advance of ticket purchase. Documentation of approval is required with expense reimbursement form.

Airline Reservations
Employees are encouraged to use the official travel agent for CSTE. To reserve the lowest ticketed price, reservations must be made no later than three weeks prior to your arrival date provided notification of travel is within this timeframe or as soon as notification is made. Reservations not made within a reasonable time period are subject to a fare differential that may be the responsibility of the traveler. Staff booking flights independent of the official travel agent must be approved by their supervisor if in excess of $500.00 roundtrip.

Upgrades for Domestic Air Travel

- An upgrade at the expense of CSTE is not permitted.
- A free upgrade or an upgrade at the expense of the staff must be noted as such on the expense reimbursement form.

Sponsored Project Domestic Travel

Federally funded trips must be traveled on U.S. carriers at coach rates. Airfare costs in excess of the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare on a U.S. carrier are not allowed except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in increased costs that would offset transportation savings; and
- Be inadequate for the medical needs of the traveler.

For the complete federal travel regulations please refer to OMB Circular A-21.

Sponsored project travel should adhere to the guidelines set forth by this policy unless the funder imposes greater restrictions.

Cancellations/Changes

CSTE will not pay for airline change fees unless the changes are due to an emergency or approved by the CSTE National Office prior to incurring the expense. Documentation of approval is required with the expense reimbursement form.

- When a trip is cancelled after the ticket has been issued, the staff member should inquire about using the same ticket for future travel.
- Staff can reuse airline tickets for future CSTE travel if airfare eligibility requirements are met. These requirements should be verified with the issuing ticketing agency.
- Unused travel credits purchased by CSTE belong to CSTE and should be used for future travel when available.

Luggage Fees

CSTE will reimburse for one checked bag on travel requiring less than a one week stay. For travel requiring more than a one week stay, reimbursement fees for a second checked bag is allowed. No other luggage expenses will be reimbursed to staff.

Parking Fees

CSTE will reimburse parking expenses for the dates of approved travel and in an economy parking lot. No other parking expenses or fees in excess of economy parking will be reimbursed to travelers.

Lodging

- Staff must stay in a standard single occupancy room at a non-luxury hotel, unless CSTE has negotiated a rate with a particular luxury hotel or the rate of the hotel is comparable to non-luxury hotels.
- Per night room costs should not exceed the most expensive rate listed in the federal rate for that city without prior authorization from your manager. Please see www.gsa.gov for an up-to-date listing of federal lodging rates, as part of per diem.
- When available, staff should request the hotel's government rate.
- Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at a hotel. CSTE will not reimburse Staff for the value of free accommodations used for business travel.
- Suites and concierge-level rooms are not reimbursed, unless CSTE has negotiated for these rooms at no additional costs. A free upgrade must be noted on expense reimbursement form.
- For your safety and security, always investigate security measures for your hotel room (e.g. door locks, fire exits, and alarm systems) and ensure it is a fire safe facility (http://apps.usfa.fema.gov/hotel/).

Conference Reservations

- When traveling to a conference or meeting, it is appropriate to stay at one of the hotels hosting the conference at the conference lodging rate even if the rate exceeds the most expensive hotel listed in the federal per diem guidelines.

Hotel Upgrades

- An upgrade at the expense of CSTE is only permitted if the upgraded room rate does not exceed the highest rate listed in the federal per diem listing for that city and there is a preapproved business reason for the upgrade. Documentation of approval is required with expense reimbursement form, unless CSTE has a negotiated for these rooms at no additional costs.

Cancellations

- It is the staff's responsibility to notify the hotel where the reservation was made to cancel room reservations.
- Cancellation deadlines are based on the local time at the destination hotel.
- Staff should request and record the cancellation number in case of billing disputes. The accounting department will assist staff with any billing dispute on reservations they have made.
- Staff will not be reimbursed for "no show" charges.

Hotel Personal Expenses

Personal expenses incurred while traveling will not be reimbursed.

Meal Expenses

Staff are given per diem to cover lodging, meals and incidental expenses in connection with the performance of service to CSTE. Please refer to the following website for a complete, up-to-date listing of per diem rates at www.gsa.gov. Staff who use per diem allowances do not have to substantiate each meal expense, but they must demonstrate that the trip occurred with a receipt, such as an airline ticket or hotel folio, that indicates the dates of travel. A detailed or itemized receipt for any charges to your CSTE credit card must accompany travel reimbursement form. For audit purposes this documentation must be attached to the expense report.

The federal per diem for meals will be awarded for the destination of the trip. The daily per diem must be accounted for on the travel reimbursement less meals provided by your travel destination or host, and partial day travel.

Ground Transportation
Taxis, shuttle services and local public transportation are encouraged for travel to and from airports. CSTE will only reimburse for ground transportation expenses to and from airports. Ground transportation fees within a venue city are not reimbursable unless the staff member receives prior approval from their supervisor and Executive Director. Documentation of approval is required with expense reimbursement form.

Rental Cars
Rental car expenses are not reimbursable unless the staff member receives prior approval from supervisor and Executive Director. Documentation of approval is required with expense reimbursement form.

Personal Automobile
Mileage will be reimbursed at the prevailing IRS per-mile rate for business use of personal automobile. Other automobile expenses such as gas, oil, tires, and so on are not reimbursable expenses.

Use of personal automobiles for trips exceeding 600 miles round trip is not permissible without prior approval from their supervisor and Executive Director. Staff must provide a comparative chart of the airfares, such as a “Booking Buddy” with the request. Documentation of approval and comparative chart is required with expense reimbursement form. In all cases, the maximum amount of reimbursement will be the total cost of the most economical airfare (based on round trip in most cases).

Telephone Usage
Staff will be not be reimbursed for telephone calls. Staff should use a CSTE Wi-Fi device while traveling or if not available may use hotel internet with approval from their supervisor. Documentation of approval is required with expense reimbursement form.

Expense Reporting

- CSTE requires that staff file an expense report within 30 days of trip completion. Expense reports filed after 90 days will not be paid unless approved by the Executive Director for reasonable cause.
- The expense report must include a date and the staff's signature.
- Documentation should include receipts for all items $51.00 or more other than meals, name of the vendor, location, date, and dollar amount. In addition, the following must be included:
  1. air/rail ticket receipt
  2. hotel folio
  3. receipts for tolls and parking if costs equal or exceed $51.00
  4. receipts for all items if charged to the CSTE corporate credit card
- Electronic and fax copies can be accepted.

Incorrect or Incomplete Expense Reports
Expense reports that are incorrect or incomplete will be returned to the staff member for corrective action and may result in delay of reimbursement. Most frequent reasons for returned expense reports include missing staff's signature and missing receipts.

A correction and/or change to the expense report as a result of an accounting audit of the report will be documented with a correction note. For errors in arithmetic and disallowed items, a correction denoting the errors will be sent to the staff member and an appropriate adjustment made to the reimbursement.

Reimbursement
Reimbursement will occur within 30 working days of receipt by the accounting department.

Personal/Vacation Travel

Personal/vacation travel may be combined with business travel:
- Provided there is no additional cost to CSTE
- With appropriate approval from the Executive Director or immediate supervisor.

4.9 Wage Garnishments

When court-ordered deductions are to be taken from an employee's paycheck, notification will be given. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Section 5 – Benefits

5.1 Summary of Benefits

Eligible employees of CSTE are provided a wide range of benefits. A number of the programs, such as Social Security, Worker's Compensation, State Disability, and Unemployment Insurance cover all employees in the manner prescribed by law. Some benefit programs require contribution from the employee, but most are fully paid for by CSTE. CSTE pays 100% of the employee premiums for basic medical insurance coverage and makes a substantial contribution toward the cost of eligible dependent(s) premiums for insurance coverage, the balance of which is deducted from the employee's paycheck by payroll deduction. Dependent coverage is not available for Life and Disability Insurance.

The following benefit programs are provided to regular full-time eligible employees:

- Flexible Spending Plan
- Company Credit Card
- Credit Time Accrual
- Dental Insurance
- Disability Insurance-Short-Term and Long-Term
- Jury Duty Leave
- Medical Insurance
- Paid Holidays
- Paid Personal Days
- Paid Sick Leave
- Paid Vacation (Annual Leave)
- 401k
- Term Life Insurance
- Vision Care
- Well Programs

5.2 Attending Seminars/Training Sessions

From time to time, CSTE may arrange to have both formal and informal training programs to enable employees to progress in technical knowledge. Regular pay will be received by enrolled employees while attending these seminars or workshops. All or a portion of the expense training will be paid for by CSTE depending on the nature of the course. If an off-site training course, seminar, or meeting is attended locally, expenses for travel, parking and food are reimbursable with receipts only as per diem does not apply and as approved by the employee's manager.

If an employee becomes aware of a particular seminar believed to be appropriate for enhancing skills of the employee and/or those of other employees, please bring it to the attention of their manager. Since these seminars are usually offered only at specified times in a geographical area, please be sure to provide the information as far in advance as possible.

5.3 Flexible Spending Plan (FSA)

Policy

CSTE has established a flexible spending plan (FSA) for employees that allows each employee the opportunity to save money and reduce state and federal withholding taxes by using the salary before it is taxed (pre-tax contribution) for reimbursement of payroll deducted insurance premiums

Plan Contributions

All regular full-time employees are eligible for participation immediately upon hire. On an annual basis, typically in November, each employee will have the opportunity to elect to participate in the plan. Each employee electing to participate will complete an enrollment form electing both the benefit options and the amount of annual salary reduction, which will be accomplished through regular payroll deduction.

The enrollment period will be conducted for all employees each year. Changes in the annual enrollment election during the year will be allowed only for the following changes in family status:

- Marriage, divorce, or legal separation
- Birth or adoption of child
- Death of a spouse or other dependent
- If the spouse loses or gains his/her job and benefits
- Employee’s dependent becomes employed or eligibility for benefits
- An unmarried, dependent child gains or loses dependent eligibility

Should a change in family status occur, the employee has 30 days from the date of the change in status to enroll and/or make changes in the election.

Participation in the CSTE benefit program is voluntary. Please see the plan specification for contributions unused by year end.

5.4 CDC Federal Credit Union Membership

All regular full-time and part-time employees are eligible to join the CDC Federal Credit Union immediately upon hire. The credit union is a full-service financial institution that offers its members attractive rates and terms on all types of consumer financial services. Basic services include savings and checking, money market, certificate accounts and IRAs. There are minimal balance requirements for no fee interest bearing accounts. Neither is there a service charge for direct deposits.

Deposits are insured up to $250,000 by the National Credit Union Administration, an agency of the Federal Government. The credit union makes consumer loans for virtually any purpose and specializes in mortgage loans. A variety of credit card options, business loans and Equity Line of Credit program are also offered. See "Credit Union Membership Kit" for specific details.

5.5 Credit Card

Regular full-time employees are eligible to receive a corporate credit card. Credit cards are issued to employees who must travel frequently in the course of their job or are responsible for assuring the organization maintains the necessary supplies, equipment, and resources to accomplish our mission. CSTE employees in travel status are encouraged to utilize their credit card for all travel-related expenses that are not direct billed to CSTE. The corporate credit card may also be used to confirm reservations. Any non-travel related credit card charges must be approved by your manager.

Normally only business-related expenses can be charged to the corporate credit card. However, it is recognized that on some rare occasions it is sometimes more efficient for an employee to purchase a reference book or a unique supply than to go through the process of requesting the item through the normal channels. In these instances, the employee must obtain approval from their manager prior to charging non-travel related business expenses to their corporate credit card. The employee may obtain prior approval via E-Mail or verbally. Credit card charges that normally don't result in a receipt, such as conference registration over the phone need to be supported by a Purchase Order approved by their manager.

Receipts for any charges made to the corporate credit card, must be provided to the accounting department promptly regardless of the amount. Credit card bills are received and paid by the headquarters office. The accounting department is responsible for reconciling outstanding receipts to bills received and verifying charges before paying the bills. Any personal charges inadvertently made to your CSTE credit card should be reimbursed upon discovery to the accounting department. Delay in reimbursement or frequent personal charges may result in revoking your CSTE credit card privileges.

If a company credit card is lost, the employee must notify the CSTE Business Manager immediately who will make the proper notifications to cancel the credit card(s) and have replacement card(s) issued.

5.6 Company Sponsored Memberships

Policy

CSTE recognizes that employee membership in business, technical, professional, and civic organizations can be of benefit to CSTE, and it will support such memberships consistent with sound and prudent fiscal policies as may be determined from time to time.

The responsibility for the judicious use of CSTE funds in sponsoring employee membership shall be assigned to each manager with approval by the Executive Director.

The following criteria shall be used in evaluating such membership:
1. Benefit of the membership to CSTE.
2. Benefit of the membership to the CSTE members.
3. Benefit of the membership to the individual.
4. If a membership renewal is under consideration, has the individual demonstrated personal interest by reasonable participation during the past year?
5. Is the expenditure in keeping with the current fiscal policy?
6. Except in unusual circumstances, company-sponsored memberships will be available only to exempt salaried individuals.
7. Expenses connected with maintaining company-sponsored memberships.

5.7 Dental Insurance

Regular full-time employees are eligible immediate upon hire to participate in the group dental plan. Coverage is paid for by CSTE for the employee and the employee’s family regardless if the family is covered by CSTE’s group medical insurance. New employees and employees who experience a qualified plan change must enroll within 30 days of hire or event. Please refer to the Group Insurance Certificate provided to you for specifics.

5.8 Disability Insurance - Long & Short-Term

CSTE currently maintains a short-term and long-term disability insurance plan for eligible regular full-time employees. CSTE enrolls eligible employees on their first day of employment. Employees are required to use all accumulated sick leave before being eligible for disability benefits. Protection is provided through this insurance coverage from financial hardship if an employee is totally disabled because of illness or accident that is not job related.

Total disability means that an employee cannot perform any position CSTE has available and that the employee is qualified for and would normally be able to perform. Workers' Compensation benefit provides protection if an employee is involved in a job-related sickness or accident.

Short-term disability covers injury, pregnancy or sickness. Under this policy, 60% of the basic weekly salary is received, up to a maximum weekly benefit of fifteen hundred dollars ($1,500) less FICA tax. The employee will begin to receive this benefit after a seven (7) day waiting period for sickness or pregnancy or a one (1) day waiting period if involved in an accident or hospitalized. This benefit can be paid for up to thirteen (13) weeks if eligibility requirements are met, pregnancy is paid for 5 weeks after the seven (7) day waiting period. Should an employee with an excellent work record desire more time after using all sick leave, vacation time and short-term disability leave, allowances may be made at the discretion of CSTE and on an individual basis. The deciding factor will be the ability of CSTE to cover, without interruption, the position as described in the employee’s job description.

Long-term disability is designed to dovetail with the short-term disability. After up to thirteen (13) weeks and long-term eligibility requirements are met, the long-term disability insurance becomes effective. The same salary coverage as the short-term disability insurance is provided under the long-term disability insurance. Benefits can last as long as eligibility requirements are met or generally until age 65, whichever comes first. Please refer to the Group Insurance Certificate provided to you for specifics.

5.9 Educational Assistance / Continuing Education Credit

CSTE supports and encourages individuals who possess a desire to continue their education, in addition to performing their full-time job. As a result, CSTE offers an Educational Assistance benefit subject to availability of funds.

Regular full-time employees with at least one (1) full year of service with CSTE are eligible. Course work must be job-oriented and offered by an approved educational institution. All courses must be pre-approved by a Senior Director and the Executive Director who will advise the employee whether the course is of a nature that CSTE will approve for partial or total reimbursement of tuition and fees. Once the course is completed, a certified transcript of grades with receipts for expenses must be submitted to the Accounting Department. CSTE will reimburse for the portion of the registration and tuition that was pre-approved.

Employees seeking postgraduate education assistance that require regular classes for three months or more should select schedules with the least amount of disruption to their normal work schedule. Employees may be required to use personal, annual, credit or unpaid leave to attend classes of this nature when occurring during their normal work schedule. See “6.3

Educational Leave."

Administrative leave is for use during seminars or continuing education scheduled on a one-time or reoccurring basis for less than three months and must be preapproved by the employee's manager. Credit time will not be awarded for classes that occur during the evening or on the weekend.

If employment with CSTE terminates through no cause of the employer within one (1) year after completing the course, the employee may be requested to repay CSTE. If educational benefits are eligible to be received from other sources, such as the Veterans Administration, CSTE will not reimburse educational expenses.

If an employee is taking a pre-approved seminar that offers continuing education credit, be sure to give the Human Resources Coordinator a copy of the Continuing Education Credit Certificate or other official document to be included in the personnel file.

5.10 Eligibility for Benefits

Regular full-time employees will enjoy all of the benefits described in this Manual as soon as eligibility requirements for each particular benefit are met.

Regular part-time employees will enjoy only those benefits that are required by law, provided that the minimum requirements as set forth by law and in the benefit plan are met.

Temporary employees are not eligible for benefits.

Employees are not eligibility for monetary benefits that they have not earned through actual time spent at work. Eligibility will not be accrued for any benefits, rights or privileges beyond the last day worked.

5.11 Georgia Health Insurance Continuation (COBRA)

The Georgia Health Insurance Continuation law gives employees and their qualified beneficiaries the opportunity to continue with the same health insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are when the insurance policy terminates, when the employee ceases to be eligible for coverage under the terms of the group insurance program, or when employment ceases as a full-time employee eligible for the insurance. The employee will bear the entire expense and may elect coverage for up to a 3-month period. At the end of this period, the option to convert to an individual policy directly through the carrier is provided.

Upon termination of employment, the employee will be notified in writing by Human Resources regarding further details and the costs involved.

5.12 Life Threatening Illness

CSTE recognizes that an employee with a life-threatening or other illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. The decision to continue work will be based on the ability to meet normal performance standards and on the receipt of satisfactory medical evidence that the employee does not present an immediate threat to themselves or others. Performing normal job functions must not exacerbate the condition. Evaluation of the potential dangers presented by individuals with life threatening and other illnesses will occur on a case-by-case basis and existing medical and scientific evidence will be considered.

Managers need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. CSTE seeks to provide a safe work environment for all employees and customers. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or customers.

When dealing with situations involving employees with life-threatening illnesses, managers should:

- Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.

- Contact the Human Resources Coordinator if there is belief that information is needed about terminal illness or a specific life-threatening illness, there has been possible contagion, or if there is need for further guidance in managing a situation involving an employee with a life-threatening illness.

- Contact the Human Resources Coordinator to determine if a statement should be obtained from the employee's attending physician that continued presence at work would pose no threat to the employee, co-workers, or others.

- Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.

- Be sensitive and responsive to co-workers' concerns.

- Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life.

5.13 Medical Insurance

Regular full-time employees are eligible immediate upon hire to participate in the group medical plan. New employees and employees who experience a qualified plan change must enroll within 30 days of hire or event. Please refer to the Group Insurance Certificate provided to you for specifics.

5.14 Retirement Plan

The CSTE Retirement Plan is a 401(k) Plan for regular full-time and part-time employees who work at least one thousand (1,000) hours per year and, who have attained the age of 21, and who have completed at least six (6) months of service.

After eligibility requirements are met, CSTE automatically contributes a total of 6% of the employee's gross annual salary (this part is non-contributory for employee). A non-elective contribution equal to 3% of the employee's gross salary is allocated to a "Safe Harbor" contribution, which is 100% vested upon deposit. The remaining 3% is allocated per the following vesting schedule:

- 25% at the end of the first year of employment
- 50% at the end of the second year of employment
- 75% at the end of the third year of employment
- 100% at the end of the fourth year of employment

The contributory plan allows the employee to designate pre-tax money of either the lesser of $17,500 plus an additional $5,500 if 50 or over or 20% of the employee's gross annual salary. Employees have the privilege of choosing investment options among the plan options given for both non-contributory and contributory monies.

The Plan includes provisions for normal retirement at age sixty-five (65) and early retirement or disability retirement benefits for employees meeting certain qualifications.

The details regarding CSTE and employee contributions, vesting, administration, investments, etc. are provided in the Summary Plan Description for the CSTE Retirement Plan, which will be given to the employee about 30 days before eligibility to participate in the plan. If a copy is desired before that time, one may be obtained from the Human Resources Coordinator.

Statement of Employee Retirement Income Security Act (ERISA) Rights. As a participant in the

CSTE Retirement Plan, employees are entitled to:

- Examine, without charge, all Plan documents and the annual report, plan description, and all documents filed by the Plan with the U.S. Department of Labor. This inspection may be made during normal business hours; ask the Human Resources Manager to make arrangements to review the documents.

- Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. A reasonable charge may be levied for the copies.

- Receive a summary of the Plan's annual financial report.

- Obtain a statement telling you whether you have a right to receive a retirement benefit at Normal Retirement Age and, if so, what your benefits would be at Normal Retirement Age.

Please review the "CSTE Retirement Plan Summary Plan Description" for more information and detail concerning your ERISA rights.

5.15 Service Recognition Awards

CSTE is appreciative of the loyalty and faithful service of its employees. Each regular full-time and part-time employee will be honored on specified milestones in his/her career. Therefore, it is the policy of CSTE to recognize length of service by giving service awards to those employees who have demonstrated their loyalty to CSTE. The date of hire will be used as the starting date unless there is a break in service. If the break in service is longer than a year, the date of rehire will be used to determine years of service.

5.16 Term Life Insurance

CSTE currently enrolls all regular full-time employees in a non-contributory life insurance plan. Enrollment begins the first day of employment. Employees are provided with life insurance in the amount of fifty thousand dollars ($50,000) under our Group Life Insurance. This insurance is provided at no cost to the employee. This insurance is payable in the event of the employee's death from any cause, at any time or place, while insured. Payment will be made to the beneficiary, as designated. The beneficiary may be changed whenever desired by submitting the appropriate documents to the Human Resources Coordinator. Refer to the literature provided by the insurance carrier for further details on life insurance coverage.

5.17 Vision Care

Regular full-time employees are eligible immediate upon hire to participate in the group vision plan. Coverage is paid for by CSTE for the employee and the employee's family regardless if the family is covered by CSTE's group medical insurance. New employees and employees who experience a qualified plan change must enroll within 30 days of hire or event. Please refer to the Group Insurance Certificate provided to you for specifics.

5.18 Unemployment Insurance

Policy

CSTE pays the entire cost of unemployment insurance. Its purpose is to provide temporary income for workers and their families when they have been laid off from their job through no fault of their own. If an employee becomes unemployed for this reason, he/she may be eligible for unemployment compensation for a limited period of time.

If an employee becomes unemployed due to his/her own resignation, dismissal, or any other non-qualifying reason, CSTE will take the position with the state authorities governing the unemployment insurance that the employee is not entitled to unemployment compensation, and CSTE will object to any claims and will appeal any claims.

Procedure

Whenever an employee terminates, whether voluntarily or involuntarily, the manager must complete a Separation of Employment form that provides the reason for termination, along with any appropriate documentation such as counseling records, etc. This information will be maintained in the terminated employee's file and will be used by the Human Resources Coordinator for defense in unemployment claims should an employee file for unemployment inappropriately.

Managers may be required to appear at unemployment hearings from time to time. Any such efforts will be coordinated through the Human Resources Coordinator.

5.19 Workers' Compensation

Policy

All employees are provided Workers' Compensation coverage from the day they begin work. CSTE pays the entire cost of this coverage. Employees are covered by Workers' Compensation if injury or illness arising out of their employment incapacitates them.

Employees begin collecting Workers' Compensation after being absent from work for (7) business days. Other benefits may include medical expenses, compensation for total or partial permanent disability, and death benefits.

Procedure
Employees must report all accidents immediately to their manager, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out that same day by the employee's manager. If the injury causes the person to be away from work beyond three days, this injury must be reported to the state Workers' Compensation Division. The employee's manager is responsible for submitting the original claim to the Human Resources Manager, who will forward it to the insurance company

Employees are not authorized to go to a physician without first advising their manager. Employees will not be eligible for regular compensation, vacation, or holiday pay in addition to any Workers' Compensation received.

Workers' Compensation absences that also qualify as Family and Medical Leaves will be charged concurrently against the employee's annual twelve-week Family/Medical/Parental Leave of Absence entitlement. In those circumstances, all Family/Medical/Parental Leave of Absence rights and protections apply, but Workers' Compensation procedures apply.

5.20 Workplace Health Promotion

CSTE promotes and supports a healthy working environment, healthy lifestyles, and disease prevention activities for its employees. Participation in any or all programs is voluntary. All regular full-time and regular part-time employees are eligible to participate and receive reimbursements. And, all monetary programs are subject to budgetary constraints and may be revoked at any time by the Executive Director.

Health Promotion
Regular full-time and regular part-time employees are eligible for reimbursement of monthly fitness center fees; or weight-loss program fees for a bona fide weight-loss program; or fitness classes such as yoga, tennis, spin or boot camp; or a personal trainer.

The following guidelines are established for reimbursement:

Eligible participants must be active regular full-time or part-time employees of CSTE. If an employee's change in status to temporary, inactive, or unpaid leave of absence, then eligibility is suspended.

- Proof of membership in a legitimate fitness facility by either a cancelled check, receipt of payment, bank statement, membership contract or membership identification.

- The maximum reimbursable expense is $25.00 per month.
- Only one expense reimbursement form may be submitted per month and must be accompanied by membership proof statement in item two.
- Multiple reimbursements or failure to request reimbursement 60 days from the date of the monthly payment will require approval from the Executive Director for reasonable cause.
- In the event of employment separation, reimbursement will be terminated as of the date of notice.

Section 6 – Paid and Unpaid Leave

6.1 Accepting Other Employment or Going into Business While on Leave

If an employee accepts any employment or goes into business while on a leave of absence from CSTE, it will be considered a voluntary resignation from employment with CSTE as of the day on which the leave of absence began.

6.2 Disability (Including Pregnancy)

If a salaried exempt employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits are available if eligibility requirements are met during the leave of absence under the Short-Term Disability Plan.

Medical documentation, to the satisfaction of CSTE and the insurance provider may be required for all periods of time during which short-term disability benefits are requested.

CSTE classifies pregnancy as any other medically disabling condition, and will provide reasonable leave for all employees for the period of disability as determined by the employee and the physician. When ready to return to work, the employee will be reinstated to the original job or a similar level position providing circumstances have not so changed as to make it impossible or unreasonable to do so. At all times CSTE's Family/Medical/Parental Leave of Absence Policy will be in compliance with State and Federal laws.

If a disability, (other than pregnancy), prevents an employee from working for longer than thirteen (13) weeks, if at all possible when the employee is ready to return to work then CSTE will attempt to reinstate the employee to the same or similar position. However, there is no guarantee that the previous job or any job will be available.

Employees are not eligible for benefit accrual (sick, annual, or credit time) while on disability leave.

6.3 Educational Leave

For regular full-time employees, an educational leave of absence may be approved if the desired curriculum is of mutual benefit to the employee and to CSTE. Application should be made in the same manner as for an unpaid personal leave of absence. See "6.12 - Unpaid Personal Leave."

6.4 Election Day

CSTE encourages employees to exercise voting privileges in local, state, and national elections. However, since the polls are open for long periods, be advised to vote before or after regular working hours or during the lunch period.

6.5 Family/Medical/Parental Leave of Absence

Regular full-time employees may be entitled to job-protected family, medical, or parental leave of absence if they are unable to come to work due to pressing family or medical concerns as described under the Family/Medical/Parental Leave Policy stated below, which shall be administered in accordance with applicable State and Federal laws.

For purposes of this policy, the following definitions are provided:

<u>Family Member</u>

- A child - natural, adopted, foster child, a stepchild or a legal ward. If the child is over 18, he/she must be unable to care for himself/herself due to a serious illness.

- A parent - employees or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.

- A spouse or domestic partner.

- A sibling – employee’s or his/her spouse’s natural, adoptive, or stepsibling.

<u>Serious Illness</u>

- A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice, or (2) outpatient care requiring continuing treatment or supervision from a health care professional.

Family/Medical/Parental Leave policy requirements are as follows:

1) Any full-time employee who has completed one (1) full year of service with CSTE may request unpaid family, medical, or parental leave.

2) Under the circumstances set forth, each eligible employee shall have up to a total of twelve (12) weeks leave during any one (1) year period. If an employee is unable to return to work after twelve (12) weeks, the employee may lose job and benefits protection under FMLA.

3) Any paid sick leave or vacation leave taken by the employee under a request for FMLA will be counted toward and run concurrent with the twelve (12) week maximum.

4) Family leave shall be granted if requested upon the birth or adoption of a child of the employee or upon the serious illness of a family member.

5) A medical leave shall be granted upon the employee's own serious illness.

6) Whenever possible and subject to the employee’s health care provider approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt organizational operations.

7) In the event of a serious illness to the employee or of a family member which creates a need for unforeseeable family, medical, or parental leave, the employee shall provide CSTE with notice, as soon as practicable, of any needed time off and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.

8) The employee must furnish at least three (3) months’ notice (except under emergency circumstances) to enter family, medical or parental leave and two (2) weeks’ notice of intention to return to work.

9) Leave of absence rights available to the employee under other sections of the policy shall be counted toward the total time off available under this section.

10) Employees returning from FMLA will be reinstated to their former position and salary or will be offered an equivalent position, for which they are qualified, if a position is available.

11) If, due to the employee’s own medical circumstances, the original job can no longer be performed, CSTE will attempt to transfer the employee to an alternative suitable position, if available.

12) CSTE will continue to provide insurance benefits for the full period of the approved family, medical or parental leave. If the leave extends beyond twelve (12) weeks, the employee will be offered the opportunity to purchase continuing coverage under state Georgia Law Insurance Continuation rules.

13) Benefit accruals (such as vacation, sick, holiday benefits) will be suspended during the family/medical/parental leave and will resume upon return to active employment.

14) Other accumulated fringe benefits such as retirement, sick pay, vacation pay, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue

further during any such leave period.

15) If you normally pay a portion of the premiums for any insurance coverage, these payments will continue during the period of FMAL leave but you are required to pay your share of the premiums upon your return to work.

16) During a period of disability, an employee may be eligible for disability pay benefits and will run concurrent with FMLA time used

17) Should an employee seek a Leave of Absence for reasons other than described above, CSTE will evaluate such a request based on particular circumstances present at that time, including but not limited to the current and anticipated work responsibilities, performance, organizational needs, etc. CSTE reserves the right to refuse such a request at its sole discretion.

6.6 Holidays

Regular employees are eligible to receive holiday pay immediately upon employment. Regular part-time employees and regular full-time employees working 30-39 hours per week will receive holiday pay proportionate to the hours worked each pay period. Temporary employees are not eligible to receive holiday pay.

CSTE observes most of the same holidays as the Federal government for Atlanta-based employees. All national holidays are scheduled on the day designated by the Federal government. In general, if a recognized holiday falls on a Saturday, the preceding Friday will be observed or if a recognized holiday falls on a Sunday, the following Monday will be observed. These holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

Employees may take time off to observe a religious holiday(s). If available, a full day of unused sick leave, vacation day, or accrued credit time may be used for this purpose. Otherwise the time off is without pay. The CSTE supervisor must be notified at least ten (10) business days in advance.

If a holiday occurs during a scheduled vacation, the employee will not be charged leave for that day. Employees on an unpaid leave of absence are not eligible to receive holiday pay.

6.7 Jury Duty

It is each employee's civic duty as a citizen to report for jury duty whenever called. Jury duty leave of absence eligibility is immediate upon hire. Employees who must be absent from work to perform jury duty will be excused for those periods they are called to serve. Human Resources must be notified within forty-eight (48) hours of receipt of the jury summons. It is expected for the employee to report to work if released from jury duty before the end of CSTE's workday or if temporarily released from jury duty.

Such absences will not be deducted from the regular employee's accrued vacation leave nor will the employee forfeit benefits during the time in which the leave occurs. The employee will continue to be paid at the normal rate and should charge the time out to Jury Duty in Pay Code and their normal/most used Project Code on the time card. In order to receive jury duty pay, the Human Resources Coordinator must be presented with the document issued by the court of jury service. All compensations or fees received from the court may either be retained by the employee or signed over to CSTE, but must be reported to the Human Resources Coordinator since the monies received from the court can be deducted from your normal pay.

6.8 Military/Reserves/National Guard

If a regular full-time employee is inducted into the U.S. Armed Forces, the employee will be eligible for re-employment after completing military service provided:

- Orders are shown to the Human Resources Coordinator as soon as the employee receives them.
- Active duty service is satisfactorily completed.
- The military service is directly entered from employment with CSTE.
- Re-employment is applied for and is available within ninety (90) days after discharge from active duty. If the employee is returning from up to six (6) months active duty for training, application must be made within a reasonable time (usually thirty (30) days) after discharge.
- CSTE will do its best to reinstate the employee to the former position or a similar position.

Employees who serve in U.S. military organizations or National Guard units may take the necessary time off without pay from CSTE to fulfill this obligation and will retain all of the legal rights for continued employment under existing laws. These employees may apply unused accrued vacation time to the leave if they wish; however, there is no obligation to do so.

It is expected that the Human Resources Coordinator will be notified as soon as the employee knows the duty dates.

6.9 Paid Leave of Absence

Time off for any reason such as sick, annual, or credit, must be taken in a minimum of fifteen (15) minute increments. If less than fifteen (15) minutes are taken, fifteen (15) minutes will be charged. If more than fifteen (15) minutes but less than thirty (30) minutes are taken, thirty (30) minutes will be charged.

6.10 Paid Personal Leave

Any regular full-time employee working 40 hours per week who has completed one (1) full year of service with CSTE will accrue two (2) days per year of paid personal leave on their one (1) year anniversary date. Full-time employees working 30-39 hours per week will accrue personal leave proportionate to their scheduled hours worked. Thereafter, personal days will be accrued on January 1. These days will be in addition to any other leave and will accrue no pay eligibility. Personal days cannot be carried over and/or accumulated from year to year (i.e. use it or lose it). Any personal time not taken by the last day of the year will be forfeited. Part-time and temporary employees are not eligible for personal leave.

6.11 Sick Leave

Regular employees are immediately eligible upon hire for paid sick leave. There is no waiting period for use of accrued sick leave. Temporary employees are not eligible for sick leave.

Sick leave is for illness in the immediate family/household, for personal sickness, for the purpose of visiting doctors, dentists or other practitioners in their offices, and/or for death in the immediate family. This time may also be used for tending to a serious illness suffered by a member of your immediate family /household, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes sibling living in your home, spouse, domestic partner, child, parent, grandchild or grandparent. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of CSTE.

Sick leave may be used during times of bereavement after the loss of an immediate family member. An eligible employee may take up to three days of sick leave for the death of an immediate family member, which includes: spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparent and grandparent-in-law. If additional time is needed, vacation or unpaid personal leave may be taken with approval by your immediate supervisor.

Full-time employees working 40 hours per week accrue sick leave at the rate of four (4) hours per pay period. Full-time employees working 30-39 hours per week and part-time employees will accrue sick leave proportionate to the hours worked each pay period. There is no limit on the amount of sick leave that may be carried over from year to year. Under special circumstances, advance sick leave up to the amount of accumulated vacation leave may be approved by the Executive Director.

Employees who need to take sick leave are required to notify their manager at least thirty minutes before their normal morning reporting time. CSTE may request "proof-of-illness."

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, but will defer to state statutes; see “5.8 - Disability Insurance-Long and Short-Term.” The sick leave policy does not apply if sick leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

6.12 Unpaid Leave of Absence

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period of time. Under certain circumstances, a regular employee may be eligible for an unpaid leave of absence.

A Senior Director must approve all short-term unpaid leaves of absence. The Executive Director must approve all long-term unpaid leaves of absence. Failure to return to work from a leave of absence at the time agreed will be considered a resignation and will result in termination of employment. Furthermore, excessive unpaid leave not covered under a qualifying family/medical or parental leave of absence or prior approval by the Executive Director may result in disciplinary action up to and including termination of employment.

6.13 Unpaid Personal Leave

In very special circumstances, CSTE may grant regular employees an unpaid leave for personal reasons. Unpaid personal leave of absence should be requested from the employee’s Senior Director and Executive Director. A personal leave of absence must not interfere with the operations of the job or CSTE.

During an unpaid personal leave of absence, vacation and other benefits will no longer continue to accrue.

6.14 Vacation

Regular employees are immediately eligible upon hire to accrue vacation time. During the first three (3) months of employment, use of vacation or credit time in the amount of 40 hours or more at any one time is not permitted without prior approval of the Executive Director. No vacation leave will be "advanced" before it is accrued without the Executive Director's prior approval.

Regular full-time employees working 40 hours per week will accrue vacation at the rate of four (4) hours per pay period for the first three (3) years of service; six (6) hours per pay period during the fourth and fifth years of employment; and eight (8) hours per pay period thereafter.

Regular full-time employees working 30-39 hours per week and part-time employees will accrue vacation leave proportionate to the hours worked each pay period. Temporary employees are not eligible for paid vacation.

Vacation Benefits
Rate of Accrual Table

Employee Type	Less than 3 years of service	3 years but less than 5 years of service	5 or more years of service
Full-time employees (40 hours per week)	4 hours each pay period (13 days per year)	6 hours per pay period (19.5 days per year)	8 hours per pay period (26 days per year)
Full-time employees (30-39 hours per week) and Part-time employees	4 hours times average # of hours per biweekly pay period divided by 80 = biweekly accrual rate	6 hours times average # of hours per biweekly pay period divided by 80 = biweekly accrual rate	8 hours times average # of hours per biweekly pay period divided by 80 = biweekly accrual rate

Employees are strongly encouraged to take earned vacation during the year in which it is accrued. In the event that an employee has not used all vacation accrued by the end of the year, the employee will be allowed to carry over and accumulate into the following year up to 240 hours or 30 days. Any vacation time in excess of 240 hours not taken by the last day of the year will be forfeited. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by the Executive Director. However, you must take at least one (1) week of vacation every year.

Employees requesting vacation time must submit a “Time Off Request” to their manager for prior approval through the payroll system. Requests will be evaluated upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence. Employees conducting project work are expected to inform their cooperative agreement contact of vacation leave.

The purpose of a vacation is to provide an employee with time to rest and relax; therefore, no additional wages or salary will be paid in lieu of a vacation except for employees eligible to participate in the vacation-selling program.

6.15 Vacation Sell

This benefit is only applicable to annual leave accrual. Full-time employees are eligible to participate in cashing-out unused vacation days upon meeting the following criteria. This Vacation Selling benefit works in conjunction with the Vacation accrual policy in that 240 hours or 30 days of vacation is allowed to be accumulated and carried over to the following year.

- Employee must have used five (5) days or forty (40) hours of vacation time in the same year of selling vacation days.
- Employee must retain a minimum of ten (10) days or (80) hours of vacation in their vacation “bank.”

There is a cash-out cap of five (5) days or forty (40) hours per year. Decisions to cash-out vacation days will be made once a year, typically during the month of November. The cash-out payment will be received in the first pay period in December less applicable federal and state taxes.

6.16 Administrative Leave

Administrative leave may be given at the discretion of the Executive Director.