

York County Development Corporation

EMPLOYEE HANDBOOK

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EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Personnel Policies for the York County Development Corporation (YCDC), which contains important information regarding my employment. I understand it is my responsibility to become familiar with these policies. Questions regarding such policies can be directed to the President and Executive Committee.

I understand that the personnel policies defined in this handbook are not an employment contract or a guarantee of employment, nor a legal document but a general explanation of policies, procedures, and benefits of the YCDC, which may be subject to state and federal laws and the express terms of any contracts that they describe. I further understand that the YCDC may change its policies, procedures, and benefits without advance notice, and that revised information may supersede, modify, or eliminate existing policies. I understand that the revised Handbook replaces all other previous Handbooks for the YCDC. Only the Board of Executive Directors of the YCDC has the ability to adopt any revisions to the policies in this handbook without advance notice to me or other employees. I will abide by the personnel policies outlined and understand that any violation of these personnel policies may subject me to disciplinary action, up to and including termination.

The relationship between the YCDC and its employees, including myself, is one of employment at will. I have entered into my employment relationship with the YCDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, the YCDC or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

I understand that employees may be required to sign a separate Non-Disclosure and Confidentiality agreement.

I understand that YCDC is an equal employment opportunity employer and that discriminatory practices, including unlawful harassment, will not be tolerated.

ACKNOWLEDGE RECEIPT OF HANDBOOK: I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the York County Development Corporation Employee Handbook.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

EMPLOYEE POSITION

EMPLOYMENT CATEGORY
(post-introductory period)

PERSONNEL POLICIES:

NATURE OF EMPLOYMENT

Employment with the YCDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the YCDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the YCDC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the YCDC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Executive Directors of the YCDC.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at YCDC will be based on merit, qualifications, and abilities. YCDC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YCDC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

IMMIGRATION LAW COMPLIANCE

The YCDC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the YCDC within the past three years, or if their previous I-9 is no longer retained or valid.

EMPLOYMENT CATEGORIES

It is the intent of the YCDC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the YCDC.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific

provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the YCDC management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the YCDC's full-time schedule (at least 32 hours per week). Generally, they are eligible for the YCDC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work more than 24 hours but less than the full-time work schedule (less than 32 hours per week). These employees will receive benefits after their introductory period pro-rated based on hours.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the YCDC is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The YCDC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the YCDC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the YCDC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for an additional 90 day-calendar period.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other YCDC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

TEMPORARY workers are those who are hired as interim replacements, to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers retain that status unless and until notified of a change. While temporary workers receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for some of YCDC's other benefit programs. Student employees will be classified as

Temporary workers and are ineligible for most benefits offered to regular part-time and full-time employees.

EMPLOYMENT APPLICATIONS

The YCDC relies upon the accuracy of information contained in the employment 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 the YCDC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the YCDC are well qualified and have a strong potential to be productive and successful, it is the policy of the YCDC to check the employment references of all applicants.

The President of YCDC or their appointed representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment and position(s) held. Some limited additional employment data may be released with a written authorization and a release signed by the individual who is the subject of the inquiry. Exceptions to this policy may be made where there exists a compelling "need-to-know" or where such disclosure is required by law.

EMPLOYMENT RECORDS

The YCDC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the YCDC, and access to the information they contain is restricted. Employees who wish to review their own file should contact the YCDC Executive Director. With reasonable advance notice, employees may, at the sole discretion of YCDC, review their own personnel files in the YCDC's offices and in the presence of an individual appointed by the YCDC to maintain the files.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the YCDC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Administrative Assistant.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. 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 YCDC's business dealings. For the purposes 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 employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of YCDC as soon as possible the existence of any actual or potential conflict of interest 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 YCDC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving YCDC.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the YCDC. If the YCDC determines that an employee's outside work interferes with performance or the ability to meet the requirements of the YCDC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the YCDC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the YCDC for materials produced or services rendered while performing their jobs.

NON-DISCLOSURE

The protection of confidential business information is vital to the interests and the success of the YCDC. Such confidential information includes, but is not limited to, the following examples:

- Prospective business/industry information
- Confidential community information

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

I understand that all employees may be required to sign a separate Non-Disclosure and Confidentiality agreement.

PERFORMANCE EVALUATION

The employee's performance evaluation will coincide with a salary and wage review annually in December. The Executive Director's evaluation will be conducted by the Executive Committee and presented to the employee by the YCDC President. The Executive Director will handle all other employee evaluations. Salary and wage increases will be implemented annually. Increases will take effect the first pay period in January of the current year. For new

employees, a salary and wage review, as well as a performance evaluation will be conducted within the first six months of employment.

EMPLOYEE BENEFITS:

VACATION BENEFITS

Introductory employees begin to earn vacation starting on their first day of employment; however, introductory employees may not use accrued vacation until they enter a regular employment category. Vacation is earned and computed at the end of each pay period.

Regular full-time employees of the YCDC are eligible to receive paid vacation leave according to the below schedule. Regular part-time employees of YCDC are eligible to receive paid vacation leave pro-rated based on hours worked.

VACATION EARNING SCHEDULE

YEARS OF ELIGIBLE SERVICE	MAXIMUM VACATION DAYS EACH YEAR	ACCRUED VACATION HOURS PER PAY PERIOD
First year	10 days	3.333
After 3 years	13 days	4.333
After 5 years	15 days	5.000
After 10 years	20 days	6.666

Employees accrue vacation leave beginning on their date of employment (benefit year). Introductory employees may not use vacation time during the Introductory Period of their employment. Employees are encouraged to use available accrued vacation within the benefit year. In the event that vacation time is not used by the end of the benefit year, employees may carry unused time forward. If the total amount of vacation time reaches a cap of 30 days (240 hours), further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Paid vacation time can be used in minimum increments of one hour.

Employees with payroll questions should contact the HR Department and/or Executive Director. A listing of unused vacation time for each eligible employee will be provided to the Board of Executive Directors on request.

Upon voluntary resignation or retirement, all full-time employees will be paid for unused vacation time that has been earned through the last day of work.

Employees may take vacation at any time during the year, but he/she must coordinate vacation with other employees within the office and with the YCDC's calendar to avoid conflicts with scheduled work of the YCDC that may require their presence.

HOLIDAYS

The holidays regularly observed by the YCDC, for which Regular Full-time employees will be paid their incremental wages/salary are as follows:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday of October)
- Veteran's Day (November 11)
- Thanksgiving & the following Friday (fourth Thursday in November)
- Christmas (December 25)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

RETIREMENT BENEFITS

Employees will be eligible for retirement benefits on their start-date if they are anticipated to earn \$5,000 or more annually. The YCDC matches up to 3 percent of the employee's salary towards retirement. Such contributions will be deducted from the employee's salary. Employees may change the said contribution amount at any time, so long as the Administrative Assistant has received notification 10 working days prior to the following payday. (Revised 1/11/2017)

SEC. 125 CAFETERIA PLAN

Eligible employees may elect to participate in a SEC. 125 Cafeteria Plan six months after date of hire, and thereafter during the Annual Election Period for each plan year. The following Benefit Package Options include Unreimbursed Medical Plan, Flexible Spending Account Election and Dependent Care Assistance Plan. Eligible employees may make personal pre-tax contributions to the plan. Such contributions will be deducted from the employee's salary. Reimbursements will be made according to plan documents. Revision 6/11/2013

WORKERS' COMPENSATION INSURANCE

The YCDC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be

reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the YCDC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the YCDC.

PERSONAL/SICK LEAVE BENEFITS

The YCDC provides paid personal leave/sick leave benefits to all regular full-time employees for periods of temporary absence due to illnesses or injuries.

Eligible full-time employees will accrue personal/sick leave benefits at the rate of 2 hours per pay period, a total benefit of 6 days (48 hours) per benefit year. Revised 6/11/2013. Eligible regular part-time employees will accrue personal/sick leave benefits pro-rated for hours worked.

Paid personal/sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household. Personal/sick leave may also be used, at the discretion of the YCDC President for purposes of attending funerals, medical appointments that cannot be arranged or scheduled outside of the employee's working hours, to meet the needs of family member, or for other personal reasons. An employee's use of personal/sick leave for purposes other than those set forth above and approved by the YCDC President shall be grounds for immediate dismissal.

Employees who are unable to report to work due to illness or injury should notify the YCDC office before the scheduled start of their workday, explaining the reason for absence and expected day of return, if possible.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance and workers' compensation programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

For regular full-time and regular part-time employees, unused personal/sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Unused personal/sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

TIME OFF TO VOTE

The YCDC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the YCDC will grant up to .5 hours of paid time off to vote.

BEREAVEMENT LEAVE

Up to three days of paid bereavement leave will be provided to regular full-time employees in the event of the death of an immediate family member. The YCDC defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

JURY DUTY

The YCDC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees will be paid their regular pay, less jury fees, for the time given to jury service.

Employees must show the jury duty summons to the YCDC President as soon as possible so arrangements can be made in order to accommodate their absence. Upon the employee's return from jury duty, the employee must notify the President and advise of any payment received for jury service.

MEMBERSHIP DUES

Membership in community, business and professional organizations, which the YCDC deems necessary to the advancement of the organization and its goals, shall be provided to all regular full-time employees. The Executive Committee is charged with the responsibility of determining which memberships are beneficial to the organization.

OFFICE PROCEDURES:

HOURS OF WORK

Regular office hours are from 8 a.m. – 5 p.m., Monday through Friday, with one hour for lunch.

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the YCDC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, hours exceeding 40 hours per week, must always be approved before it is performed by nonexempt employees. Nonexempt employees should report to work no more than ten minutes

prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without prior authorization from their immediate supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

PAYDAYS

All employees are paid semimonthly on the 15th and the last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The YCDC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the YCDC, or return of the YCDC-owned property. Suggestions, complaints, and questions can also be voiced.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid within a reasonable period of time and in accordance with applicable State law.

PAY DEDUCTIONS

The law requires that the YCDC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The YCDC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The YCDC matches the amount of Social Security taxes paid by each employee.

The YCDC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Administrative Assistant can assist in answering your questions.

COMPENSATORY TIME OFF

Exempt employees normally use vacation and sick leave for personal time away from work. The YCDC recognizes that occasional time off for exempt employees is appropriate and allowed. The President and Executive Committee have the discretion to allow occasional time off. Non-Exempt employees normally use vacation and sick leave for personal time away from work. To the extent that such leave is not available, personal time away from work will not be compensated.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Employees will notify their immediate supervisor as well as YCDC staff of variances in their work schedule. As a courtesy to YCDC staff, an employee leaving the office to carry out assigned duties outside the office should notify at least one staff member of their destination and approximate time of return. 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.

USE OF PHONE AND MAIL SYSTEMS

The YCDC acknowledges that employees must periodically use the telephone to conduct personal business. Employees should practice discretion in using telephones when making personal calls. If personal use of company's phone system results in an expense, employee will reimburse YCDC. Questions regarding the account may be directed to the YCDC Executive Director or the Administrative Assistant.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of the YCDC-paid postage for personal correspondence is not permitted.

PURCHASING OF SUPPLIES AND EQUIPMENT

Whenever possible, all supplies and equipment should be purchased from locally available suppliers. Unanticipated purchases not authorized in the budget, must have the prior approval of the Executive Committee.

SAFETY

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the YCDC Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

SMOKING

In keeping with the YCDC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors.

REST AND MEAL PERIODS

Each workday, regular full-time nonexempt employees are provided with two, 15 minute, rest periods. Determination of when the break is taken is left up to the individual, with due consideration given to the urgency of office work.

All regular full-time employees are provided with one meal period of 60 minutes in length each workday. Employees should coordinate lunch hours so that the office is adequately covered at all times.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours or 40 hours per week, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the prior authorization of the YCDC Executive Director.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Executive Director if any equipment, machines, or tools appear to be damaged, defective, or are in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The YCDC Executive Director can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or snow and ice, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work for regular full-time employees will be paid.

BUSINESS/TRAVEL EXPENSES

The YCDC will reimburse employees for reasonable business/travel expenses incurred during the performance of their work. The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the YCDC. Employees shall be awarded compensation for time spent in business-related travel. Employees who use their personal vehicles to conduct business-related travel will be reimbursed at the maximum allowable IRS rate. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to the YCDC Executive Director or YCDC President.

Employees must submit completed expense reports monthly. Receipts for all individual expenses should accompany reports. Business/travel expenses for the Executive Director must be approved by the YCDC President or it's designee. Business/travel expenses for all other employees shall be approved by the Executive Director. Receipts for all employees must be submitted within 90 days from the date the expense was incurred to be eligible for reimbursement.

Abuse of this business/ travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

YCDC CREDIT CARD USE

The Executive Committee or the Executive Director can give approval for a company credit card for individual employees. Use of the company credit card is limited to YCDC business expenses only. The credit card can also be used for actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives. Original itemized receipts must be turned in prior to payment of the credit card statement. Any charges without original itemized receipts must be approved by the YCDC President. Repeated failure to supply original itemized receipts will be deemed abuse of this policy. Employees are expected to limit charges to reasonable amounts. Alcoholic beverages are an approved expense only while entertaining a business client or with prior approval from the Executive Committee. If such a charge does not meet these requirements the employee must reimburse YCDC the amount of the charge prior to the credit card statement payment date.

Abuse of this policy can be grounds for disciplinary action, up to and including termination of employment. Revision 6/13/2013

COMPUTER AND E-MAIL USAGE

Computers, computer files, the E-mail system, and software furnished to employees are the YCDC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. The YCDC prohibits the illegal duplication of software and its related documentation.

The YCDC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the YCDC prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

LEAVES OF ABSENCE:

FAMILY AND MEDICAL LEAVE

The YCDC is not an employer covered by the Family and Medical Leave Act. However, employees who have completed one year of full-time employment shall at the discretion of the Executive Committee and with the approval of the Board of Directors, be allowed to request up to a maximum of 12 weeks of family leave within any 12-month period. Request for leave should be made to the Executive Committee at least 30 days in advance of foreseeable events and as soon as possible for unseen events. The YCDC will provide family and medical leaves of absence without pay to eligible employees who wish to take time off from work duties: for the employees serious health condition; to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family and medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, the YCDC will assume that the employee has resigned.

UNPAID PERSONAL LEAVE

The YCDC provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. All regular full-time employees are eligible to request unpaid leave as described in this policy:

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from the YCDC President.

Unpaid leave may be granted for a period of up to 60 calendar days every calendar year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 45 calendar days. With the Board of Executive Director's approval, an employee may take any available sick leave or vacation leave as part of the

approved period of unpaid leave.

Requests for unpaid leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the YCDC cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the YCDC will assume the employee has resigned.

MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services in accordance with applicable law.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

ADMINISTRATIVE POLICIES:

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the YCDC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in

disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property
2. Falsification of timekeeping records
3. Working under the influence of alcohol or illegal drugs
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
5. Boisterous or disruptive activity in the workplace
6. Insubordination or other disrespectful conduct
7. Smoking in prohibited areas
8. Sexual or other unlawful or unwelcome harassment
9. Excessive absenteeism or any absence without notice
10. Unauthorized disclosure of confidential information
11. Unsatisfactory performance or conduct

Employment with the YCDC is at the mutual consent of the YCDC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

DRUG AND ALCOHOL USE

It is the YCDC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the YCDC premises and while conducting business-related activities off the YCDC premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs or intoxicated from alcohol. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the YCDC Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the YCDC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the YCDC any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the YCDC Executive Director without fear of reprisal.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The YCDC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the YCDC Executive Director. If the Executive Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the YCDC President. Employees can raise concerns and make reports without fear of reprisal.

Employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the YCDC Executive Director who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

PERSONAL APPEARANCE

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult the YCDC Executive Director if you have questions as to what constitutes appropriate business attire.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the YCDC property immediately upon request or upon termination of employment. Where permitted by applicable laws, the YCDC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The YCDC may also take all action deemed appropriate to recover or protect its property.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the YCDC. Although advance notice is not required, the YCDC requests at least two weeks' written notice of resignation from nonexempt employees and four weeks' notice from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

SOLICITATION

The YCDC works as a non-profit organization and does not make contributions to individuals or organizations. In an effort to assure a productive and harmonious work environment, persons not employed by the YCDC may not solicit or distribute literature in the workplace at any time for any purpose.

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the YCDC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The YCDC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the YCDC is based on mutual consent and both the employee and the YCDC have the right to terminate employment at will, with or without cause or advance notice, the YCDC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

The YCDC recognizes that there are certain types of employee problems that are serious enough to justify either suspension or termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the YCDC.

MISCELLANEOUS:

POLICY UPDATES AND REVISIONS

The Board of Executive Directors of the YCDC must approve any additions, deletions, revisions or changes to the policies set forth within this manual. The Board of Executive Directors will notify employees of changes immediately upon approval.

All employees are encouraged to bring concerns about the policies set forth herein to the attention of the YCDC Executive Director.