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# Automation Systems & Controls, Inc.

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# EMPLOYEE MANUAL

[www.plcsolutions.com](http://www.plcsolutions.com)

## **WELCOME**

Automation Systems & Controls, Inc., (ASCI) offers comprehensive engineering, design, programming and fabrication incorporated with commissioning services to industrial clients. Extensive networks and a staff with experience in a variety of industries provide the knowledge base necessary to supply the highest quality, best value solutions to satisfy each customers needs.

ASCI is a Certified Systems Integrator with Rockwell Automation. ASCI works on multiple major re-engineering projects where existing systems are completely removed and replaced with state-of-the-art customer solutions. Employees of ASCI perform duties in accordance with ASCI's areas of expertise in designing new or transforming existing manufacturing processes; integrating motors and sensors into manufacturing lines. ASCI provides complex efficient manufacturing processes for customers to improve data speed with maximum uptime, minimum downtime and waste, while maintaining high quality customer service and products.

Regardless of position, each ASCI employee has unique skills and talents essential to accomplishing the services and producing systems of ASCI. By working together we provide quality services and products to customers. If you are a new employee, we welcome you to ASCI. If you are a career ASCI employee, we thank-you for your many contributions. ASCI is always accepting applications for qualified personnel to join our team and is an equal opportunity employer.

## **COMPANY PROFILE**

ASCI is capable of managing projects encompassing complete rework of manufacturing facilities mechanically and electrically:

- The engineering staff brings industrial expertise in the automation of manufacturing and industrial processes; they are multi-disciplined, each is capable of performing field operations normally associated with instrumentation technicians and electricians.
- The project management team capabilities are augmented by graduate degrees in Business Administration and proven leadership experience with large and small organizations.
- The office management team and sales staff acts in a supportive role to the project managers and field personnel.

A 10,000 square foot facility located just off Interstate I-16 between Savannah and Statesboro, Georgia, provides ASCI with the logistic capability necessary for complex project coordination. The facility also houses state-of-the-art engineering and training offices and provides multi-phase power for production and testing of control panels, motor control centers and electrical switchgear.

## DISCLAIMER

*This **EMPLOYEE MANUAL** has been prepared to provide general guidance to you about some of the privileges you have as an employee and the duties and responsibilities that we share at ASCI. **THIS MANUAL IS NOT INTENDED TO BE, NOR IS IT TO BE CONSIDERED A CONTRACT OF EMPLOYMENT.** At-will relationships are not affected by this **MANUAL**. Information provided is current as of October 2014. Changes in Federal laws, State laws, rules or policies will take precedence over information provided in the **MANUAL**. The policies set forth in this **MANUAL** are subject to change and ASCI reserves the right to change information in this **MANUAL** for any reason at any time without prior notice. ASCI also reserves the right to modify or terminate any employee benefits, at any time. You are encouraged to read this **MANUAL** and keep it for easy reference. Questions should be directed to your supervisor or ASCI management. Although information in this **MANUAL** should address many of your questions, you should contact ASCI management for detailed policies and procedures regarding specific issues.*

*If you require this **MANUAL** in an alternative format, please contact the ASCI office staff at 912-653-5440.*

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<b>TABLE OF CONTENTS</b>		<b>PAGE NO.</b>
<b>WELCOME</b>		<b>2</b>
<b>COMPANY PROFILE</b>		<b>2</b>
<b>DISCLAIMER</b>		<b>3</b>
<b>EMPLOYEE AFTER HOURS NUMBERS</b>		<b>3</b>
<b>1. EMPLOYMENT</b>		<b>8</b>
1.1 Definition of Terms		<b>8</b>
1.2 Orientation		<b>8</b>
1.3 Employment At-Will		<b>9</b>
1.4 License, Certificate, Registration or Insurance		<b>9</b>
1.5 Employment Eligibility Verification		<b>9</b>
1.6 Criminal History Record Information		<b>9</b>
1.7 Selective Service		<b>10</b>
1.8 Information Disclosure		<b>10</b>
1.9 Personnel Records		<b>10</b>
1.10 Garnishment		<b>10</b>
1.11 Promotion		<b>11</b>
<b>2. EMPLOYEE BENEFITS</b>		<b>11</b>
2.1 Pay Periods		<b>11</b>
2.2 Payroll and Deductions		<b>11/12</b>
2.3 Compensation		<b>12</b>
2.4 90 Day Probationary Period		<b>12</b>
2.5 Fair Credit Reporting		<b>12/13</b>
2.6 Holidays		<b>13</b>
2.7 Vacations		<b>13</b>
2.8 Annual and Sick Leave		<b>13/14</b>
2.9 Personal Leave		<b>14</b>
2.10 Leave of Absence without Pay		<b>14</b>
2.11 Family and Medical Leave		<b>14</b>
2.12 Death in the Family Leave Policy		<b>14</b>
2.13 Court Leave and Jury Duty		<b>14/15</b>
2.14 Military Service Leave		<b>15</b>
2.15 Disaster Volunteer Leave		<b>15</b>
2.16 Organ/Bone Marrow Donation Leave		<b>15/16</b>
2.17 Blood Donation Time - State Law (O.C.G.A. §45-20-30)		<b>16</b>
2.18 Voting Time		<b>16</b>
2.19 Retirement		<b>16/17</b>
2.20 Equal Opportunity Employment		<b>17</b>
2.20.1 Anti-Discrimination Policy		<b>17/18</b>
2.20.2 Non-Harassment Policy		<b>18/19</b>
2.21 Unions		<b>19</b>

<b>3. OTHER AVAILABLE BENEFITS</b>	<b>19</b>
3.1 Benefits Program	19
3.2 Health and Life Insurance	19
3.3 Social Security, Medicare and Medicaid	20
3.4 Tax Deferred Annuity Plan	20
3.5 COBRA	20
3.6 Georgia Work Away Program	20
<b>4. EMPLOYEE RESPONSIBILITIES</b>	<b>20</b>
4.1 Personal Appearance During Work Hours	21
4.2 Use of ASCI Property	21
4.2.1 Computer and Information Security	21/22/23
4.2.2 Internet Acceptable Use Policy	23/24
4.3 Use of Privileged or Confidential Information	25
4.4 Arrests and Convictions	25
<b>5. EMPLOYEE PERFORMANCE MANAGEMENT</b>	<b>25</b>
5.1 Employment Reviews and Performance Evaluations	26
<b>6. HOURS OF WORK AND CLOSURES</b>	<b>26</b>
6.1 Wage and Hour	26
6.2 Attendance and Punctuality	26
6.3 Overtime	27
6.4 ASCI Work Hours and Work Schedules	27
6.5 Office Closures	27
<b>7. SAFETY, WORK-RELATED INJURY, ILLNESS OR OCCUPATIONAL DISEASE</b>	<b>27</b>
7.1 Observing Safety Regulations	27/28
7.2 Workers Compensation	28
7.3 Return to Work	28/29
<b>8. OUTSIDE ACTIVITIES</b>	<b>29</b>
8.1 Other Employment	29
8.2 Political Activity	29
<b>9. ALCOHOL AND DRUG POLICIES</b>	<b>29</b>
9.1 Drug-Free Workplace	29
9.2 Alcohol-Free Workplace	30

<b>10. CONFLICT RESOLUTION</b>	<b>30</b>
10.1 Third Party Involvement in Employment Matters	30
10.2 Grievance Procedures	30
10.3 Unlawful Discrimination Complaint Procedure	30
10.4 Mediation Procedure	31
10.5 Disciplinary Action	31
<b>11. ENDING EMPLOYMENT</b>	<b>31</b>
11.1 Separation	31/32/33
11.2 Return of Property	33
11.3 Unemployment Compensation	33
<b>12. GENERAL INFORMATION</b>	<b>34</b>
12.1 Smoking Policy	34
12.2 Travel	34
12.3 Employee Suggestions	34
<b>13. APPENDIX</b>	<b>35</b>
13.1 Forms	
13.1.1 <a href="#">INS Form I-9 - United States Immigration and Naturalization Service</a>	
13.1.2 <a href="#">State Board of Workers' Compensation - <i>Forms and Procedures</i></a>	
13.1.3 <a href="#">ASCI Employee Acknowledgement Form - Pg. 24 ASCI Employee Manual</a>	
13.2 State Law and Publications	
13.2.1 <a href="#">Georgia Criminal History Records - State Law (O.C.G.A. §35-3-34 (d.2))</a>	
13.2.2 <a href="#">Disaster Volunteer Leave - State Law (O.C.G.A. §38-3-90 et seq.)</a>	
13.2.3 <a href="#">Organ/Bone Marrow Donation Leave - State Law (O.C.G.A. §45-20-31)</a>	
13.2.4 <a href="#">Blood Donation Time - State Law (O.C.G.A. §45-20-30)</a>	
13.2.5 <a href="#">Return to Work - Board Rule 240 and O.C.G.A. § 34-9-240</a>	
13.3. State and Federal Acts	
13.3.1 <a href="#">U.S. Occupational Safety and Health Act of 1970 (OSH Act), 29 U.S.C. 651 et seq., and regulations at 29 CFR 1910 et seq.</a>	
13.3.2 <a href="#">Georgia Public Employee Hazardous Chemical Protection and Right-to-Know Act of 1988, Code of Georgia Annotated (CGA) 45-22-1 et seq.</a>	
13.3.3 <a href="#">Fair Labor Standards Act (FLSA)</a>	
13.3.4 <a href="#">Consolidated Omnibus Budget Reconciliation Act (COBRA)</a>	
13.3.5 <a href="#">Employee Retirement Income Security Act of 1974</a>	
13.3.6 <a href="#">Fair Credit Reporting Act - Georgia</a>	
13.3.7 <a href="#">Family and Medical Leave Act</a>	
13.3.8 <a href="#">Immigration Reform and Control Act</a>	
13.3.9 <a href="#">National Labor Relations Act - (NLRA) or the Act; 29 U.S.C. §§ 151-169</a>	
13.4 Regulatory Agencies:	
13.4.1 <a href="#">U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Region 4</a>	

- 13.4.2 [Georgia Department of Labor \(GDOL\) Safety Engineering Division](#)
- 13.4.3 [Georgia Department of Labor -Unemployment Compensation Benefits](#)
- 13.4.4 [State Board of Workers' Compensation](#)
- 13.4.5 [Selective Service System](#)

13.5 Other

- 13.5.1 [Hazard Communication Guidelines for Compliance](#)
- 13.5.2 [Material Safety Data Sheet \(MSDS\) - Reference Website](#)
- 13.5.3 [Georgia Work Away Program](#)
- 13.5.4 [Code of Federal Regulations, Title 32 - National Defense, Chapter XVI](#)

## 14. EMPLOYEE ACKNOWLEDGEMENT FORM

37



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### Automation Systems & Controls, Inc. Employee Manual 2014

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The contents of this publication are available by request to:  
[Automation Systems & Controls, Inc.](#)

## 1. EMPLOYMENT

Automation Systems & Controls, Inc., (ASCI) is an equal opportunity employer, and does not discriminate on the basis of race, color, sex, national origin, disability, age, political and religious opinions or affiliations. All forms of harassment *including* sexual harassment will not be tolerated by ASCI.

### 1.1 Definition of Terms

- Employer: Automation Systems & Controls Incorporated is the employer of all exempt employees referenced in this Manual. An employee is hired, provided applicable compensation and benefits, and has work directed and evaluated by Automation Systems & Controls, Incorporated.
- Exempt Employee: An exempt employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the *Fair Labor Standards Act* (FLSA). Being paid on a salary basis means employees regularly receive a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount will not be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive full salary for any week in which an employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any full work-week in which they perform no work.
- Non-Exempt Employee: ASCI does not hire non-exempt employees who are paid hourly.
- Temporary Employee: An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by Statute or as otherwise stated in the ASCI Employee Manual.

ASCI employees are classified as exempt in accordance with Federal and State law and regulations. Each employee is notified at the time of hire of their specific compensation category and exempt status.

### 1.2 Orientation:

Employees of ASCI will receive appropriate employee orientation. Employee orientation is conducted to introduce new employees to the company and provide a systematic approach for sharing general information, philosophies, policies and procedures to enable integration into the ASCI workforce; and to communicate standards and expectations of employment with ASCI. Each position shall have a job description. The description will include the purpose of the position, areas of responsibilities, qualifications required, salary range and working conditions affecting the job, ex. working hours or use of vehicles. ASCI management reserves the right and discretion to modify the job description at any time to meet the needs of the company. For more information or questions, please contact ASCI management.



### **1.3 Employment At-Will**

Georgia recognizes the doctrine of employment at-will. Employment at-will means that in the absence of a written employment contract for a defined duration, an employer may terminate an employee for good or bad cause, or no cause at all, as long as it's not an illegal cause.

### **1.4 License, Certificate, Registration or Insurance**

All employees in positions requiring any type of license, drivers license, certificate or registration must maintain the appropriate valid documents. Failure to maintain such documents without justifiable cause will result in disciplinary action and/or separation from employment. Employees who are required to use personal vehicles to perform assigned work-related duties are also responsible for ensuring that their vehicles are properly insured against loss and liability. Employees are prohibited from transporting clients, customers or other employees in uninsured vehicles while performing work-related duties.

### **1.5 Employment Eligibility Verification**

As mandated by the *Immigration Reform and Control Act*, ASCI is required to verify the identity and employment eligibility of new employees. In order to establish employment eligibility, all new employees must complete an I-9 form. It's a violation of Federal law to knowingly hire or recruit an alien unauthorized to work in the United States or any individual without complying with the identity and employment eligibility verification requirements.

[INS Form I-9](#) - United States Immigration and Naturalization Service (INS)

### **1.6 Criminal History Record Information**

ASCI will make all reasonable efforts to provide a safe environment for clients, customers and employees. Based on this objective, a review of [criminal history record information](#) will be completed on applicants selected for employment with ASCI. Records will be obtained from a Sheriff's Office, Police Department, Georgia law enforcement agency, or the [Georgia Felon Search Website](#). Georgia Crime Information Center Records indicate that in the event that an employment decision is made adverse to a person whose record was obtained, the individual will be informed by the business or person making the adverse employment decision of all information pertinent to that decision. This disclosure shall include information that a record was obtained, the specific contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor.

## **1.7 Selective Service**

### *CFR (Code of Federal Regulations) Title 32 - National Defense Chapter XVI*

The Selective Service System partners in the national preparedness community that anticipates and responds to the changing needs of the entire Nation. According to Federal regulation, men ages 18 through 25 who live in the U.S. who are citizens or non-citizens (including illegal aliens, legal permanent residents, seasonal agricultural workers and refugees) who reside in the U.S. before their 26th birthday are required to register with [Selective Service](#), within 30 days of their 18th birthdays. Selective Service accepts late registrations until age 26 and not afterward. Benefits or employment may be denied by ASCI, if registration with Selective Service is not submitted. Registration can be submitted at any U.S. Post Office. Failure to register with Selective Service can have a serious negative impact on the ability to obtain a drivers license, qualify for financial aid, pursue an education or obtain employment. In accordance with Federal regulation, ASCI will [verify all male employees' Selective Service registration status](#) online or by calling 1-888-655-1825 to obtain Selective Service registration numbers and registration dates of all male ASCI employees.

## **1.8 Information Disclosure**

Applicants and employees are to provide factually accurate information on every required document and informative correspondence. Falsification or misrepresentation of any information that directly influences and/or impacts the employment or hiring decision based on records, credentials and/or qualifications, shall result in employment being withdrawn or separated.

## **1.9 Personnel Records**

Personnel records are the property of ASCI, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify their supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency.

## **1.10 Garnishment**

Garnishment is a court-ordered collection method available to creditors. In the event that a creditor files garnishment papers regarding an ASCI employee, the employee will be given the opportunity to challenge the validity and amount of the garnishment. ASCI management may also challenge the garnishment and will file an answer within 45 days of the date of a garnishment notice. ASCI will not discharge an employee on the basis that the creditor is garnishing the employee's wages.

## **1.11 Promotion**

It is the policy of ASCI to provide promotional opportunities for current employees where opportunities exist. Promotion is the advancement of an employee from a job position generally resulting in an increase in pay. Employees must meet the minimum requirements and applicable qualifications for the position in order to be eligible for promotion. Employees are encouraged to contact ASCI management for information on promotional opportunities.

## **2. EMPLOYEE BENEFITS**

### **2.1 Pay Periods**

Salary payments are made on a monthly pay period basis from the last working day of the month through the entire month, and is based on an annualized salary divided by 12 months. Paydays are generally the last day of the pay period unless the last day of the pay period falls on a weekend or holiday, in which case payday will be the last work day of the pay period.

### **2.2 Payroll and Deductions**

Payroll will be distributed with checks or direct deposit based on employee preference. If direct deposit is requested, employees must provide ASCI management with a voided cheque to set-up the direct deposit.

There are a number of payroll deductions applicable to most employees, such as Federal and State Income Taxes, Social Security and Medicare Taxes. The optional retirement 401K Plan is available after employment with ASCI has been received by employees for a minimum duration of one (1) full calendar year and contributions by ASCI are matched with those of participating employees. ASCI also deducts and pays employees' health insurance after the 90 Day Probationary Period.

Deductions from pay are permissible when an exempt employee is absent from work for one (1) full work-week. For absences of one (1) full work-week due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing no compensation for salary lost due to illness; or to offset the amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for significant major infractions of safety rules; or for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions.

If employees are absent for any reason for four (4) work days and no verbal communication has been received by ASCI management, employment will be assumed terminated.

ASCI is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the *Family and Medical Leave Act*. ASCI will not make deductions from an exempt employee's predetermined salary, ex.

because of the operating requirements of ASCI. If the employee is ready, willing and able to work, deductions will not be made for time when work is not available.

## **2.3 Compensation**

ASCI offers employees a range of tangible and intangible employee benefits that form a compensation package. Examples include, but are not limited to, health insurance, retirement benefits, leave and holidays, learning opportunities, potential flexibility in scheduling when job demands allow and the intangible rewards of providing quality services that make a difference in ASCI customer service satisfaction. Benefits are available after employment at ASCI is received for one (1) full calendar year.

## **2.4 90 Day Probationary Period Policy**

At the start of employment with ASCI, employment will be probationary on a trial period of up to 90 calendar days. 90 Day Probation Period is only required if the employee has not been previously employed by ASCI. ASCI employees performance will be assessed during the 90 Day Probationary Period to ensure achievement of established ASCI performance standards. Where there is uncertainty about an employee's ability to perform duties assigned, it is necessary to use the 90 Day Probationary Period to assess work performance and provide the employee with an opportunity to correct deficiencies. ASCI's use of the 90 Day Probationary Period ensures a high quality of performance from new and existing employees and gives new employees, supervisors and managers adequate opportunity to prove themselves. ASCI will maintain a written record of each employee's work performance during the 90 Day Probationary Period. This documentation provides the basis for conducting reviews with the employee about their progress in achieving performance goals or for identifying continuing performance deficiencies. At the start of employment at ASCI, mutual agreement must be reached in an initial 90 Day Probationary Period, the *ASCI Employee Acknowledgement Form* agreement must initialed and signed by each employee for record and submitted in writing to ASCI management. The *ASCI Employee Acknowledgement Form* is available on the last page of this *Manual*. During the 90 Day Probationary Period ASCI will follow fair disciplinary and/or dismissal procedure by communicating issues and providing employees with time to seek advice, and opportunities to improve. During the 90 Day Probation Period ASCI may dismiss an employee and they will not be able to take a personal grievance on the ground of unjustified dismissal or receive unemployment benefits. Employees may still pursue personal grievances on other grounds, such as sexual or racial harassment or unjustifiable disadvantages.

## **2.5 Fair Credit Reporting**

In accordance with the *Federal Trade Commission's Fair Credit Reporting Act (FCRA)*, 15 U. S. C. § 1661 et seq. and the following state ruling: GA Code 35-3-34 (3) (b). ASCI has specific duties when using a consumer credit report for hiring new employees or for employment purposes. All applicants or employees must give written consent to ASCI before a credit report is

obtained. Additionally, ASCI must provide the employee or applicant with a copy of the report and a summary of an employee's rights before ASCI may take any action based on the credit report.

## **2.6 Holidays**

Holiday Policy - All Automation Systems and Controls employees of exempt regular status are eligible for holiday pay. Holiday pay will be paid if the federal holiday falls on a normal work day which are Monday to Thursdays.

Georgia law provides six (6) holidays each year. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from ASCI management.

### **Observed Holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## **2.7 Vacations**

Exempt and Temporary employees are ineligible for vacation benefits. The scheduling of vacations is subject to approval by ASCI management. Employees may carry over vacation privileges from one (1) year to the next only with specific approval by ASCI management. Federal statutes do not require ASCI to provide employees with paid vacation time.

## **2.8 Annual and Sick Leave**

Exempt and Temporary employees are ineligible for paid annual and sick leave benefits. The scheduling of annual or sick leave is subject to approval by ASCI management.

Annual Leave may be appropriate in cases of illness, disability or possibly counted toward retirement. Unless an emergency situation exists, ASCI employees must request and receive prior approval from ASCI management.

Un-paid sick leave may be approved in cases of illness or disability. An employee may use sick leave for the following, upon receiving ASCI approval; absence due to personal illness or disability, absence due to exposure with a contagious disease when working would endanger the health of others, absence for dental or medical care, illness, and an accident or death of an immediate family member which requires the employee's presence. Immediate family is defined

as the employee's spouse, child, parent, brother or sister. Immediate family also refers to any other person who resides in the employee's household and who is recognized by law as a dependent of the employee.

## **2.9 Personal Leave**

Exempt and Temporary employees are ineligible for paid Personal Leave benefits. The scheduling of Personal Leave is subject to approval by ASCI management.

## **2.10 Leave of Absence without Pay**

Employees may be granted leaves of absence without pay when deemed appropriate by ASCI management. Leaves of absence without pay generally are approved for medical reasons when employees are reasonably expected to return to work and typically are approved for short periods of time, except in extraordinary circumstances that justify an extended period of time.

## **2.11 Family and Medical Leave**

The Family and Medical Leave does not apply to ASCI because, in Georgia, employers do not need to comply with the *Family and Medical Leave Act of 1993*, if they have less than 50 employees for at least 20 weeks in the current or previous year within a 75-mile radius. The Federal law, *Family and Medical Leave Act of 1993*, provides job-protected family and medical leave without pay from work for certain family and medical reasons.

## **2.12 Death in the Family Leave Policy**

In the event of the death of an immediate family member, full-time employees will be granted five (5) days absence with pay during the seven (7) day period beginning with the date of death. For this purpose, immediate family includes spouse, parent, child, brother or sister.

In the event of the death of a grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law or step family member, employees will be granted up to three (3) days absence with pay for the purpose of attending the funeral.

Time off with pay will be paid at the employee's base rate. Where circumstances warrant a period of absence longer than the period of paid absence provided, the employee may request to extend the period of absence by using vacation time if available or by taking time off without pay.

## **2.13 Court Leave and Jury Duty**

Unpaid court leave may be used by employees on all days summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding. Employees are required to provide a copy of

the summons, subpoena or judicial order as soon as possible. Court leave time includes the time actually required by the judicial proceeding and any reasonable time needed to prepare for or recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits.

## **2.14 Military Service Leave**

Military leave is a leave of absence from work while engaged in the performance of ordered military duty and while going to and returning from such duty. Military leave may also be used by members of the U.S. Armed Forces or any force of the organized militia to attend service schools, active duty training, inactive duty training and examination purposes. ASCI employees are eligible for military leave without pay. An employee who leaves a position to perform State or Federal military service will be restored to their previous position or a similar position.

## **2.15 Disaster Volunteer Leave - State Law (O.C.G.A. §38-3-90 *et seq.*)**

ASCI employees who are certified disaster service volunteers are eligible for leave without pay in order to participate in specialized disaster relief activities based on the following conditions:

- There must be a disaster within Georgia or a neighboring state with a reciprocal agreement that has been declared by the President or a State Governor
- The American Red Cross must request the employees' services
- Employees are to submit written requests for disaster volunteer leave along with supporting documentation to their supervisor
- Requests will be reviewed and either approved or denied on a case-by-case basis
- Disaster volunteer leave may be granted for up to fifteen (15) workdays (not to exceed one hundred twenty (120) work hours) in a twelve (12) month period

Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request a leave without pay.

## **2.16 Organ and Bone Marrow Donation Leave - State Law (O.C.G.A. §45-20-31)**

- Organ Donation Leave: A leave of absence without pay for thirty (30) calendar days will be granted to employees who donate an organ for transplantation. For the purpose of this policy, 'organ' means a human organ, including an eye, that can be transferred from the body of one human to the body of another. ASCI employees requesting leave to donate an organ must provide a statement to ASCI management from either the medical practitioner performing the

transplant or from the hospital administrator. This statement must certify that the employee is donating an organ for transplantation.

- Bone Marrow Donation Leave: A leave of absence without pay for seven (7) calendar days will be granted to employees who donate bone marrow for transplantation. ASCI employees requesting leave to donate bone marrow must provide a statement to ASCI management from either the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating bone marrow for transplantation.

### **2.17 Blood Donation Time - State Law (O.C.G.A. §45-20-30)**

Employees are to be allowed unpaid time during work hours to donate blood, blood platelets or granulocytes (white blood cells) through the pheresis process. Pheresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor. Employees must request and receive prior approval from ASCI management to be absent from work for blood donation. ASCI management may schedule times to be used for this purpose based on the needs of the company. Employees who do not use the time allowed, as specified below, at the time of each donation, do not accrue any right to additional absence.

- Up to two (2) hours per donation, no more than eight (8) hours per year, may be granted when employees donate blood.
- Up to four (4) hours per donation, no more than sixteen (16) hours per year, may be granted when employees donate blood platelets or granulocytes through the pheresis process.

### **2.18 Voting Time**

ASCI Employees are encouraged to vote. ASCI will make every effort to allow at least two (2) unpaid hours either before or after work to vote.

### **2.19 Retirement *Employee Retirement Income Security Act of 1974***

Eligible employees may contribute to the 401K retirement plan after employment at ASCI is received for one (1) full calendar year. Employer percentage contributions to the 401K retirement program is reviewed and determined annually by the ASCI management and is matched to participating employees contributions. Information about ASCI's retirement plan will be kept in the ASCI general managers office available upon request for review.

The *Employee Retirement Income Security Act of 1974* (ERISA) is a Federal law that sets minimum standards for retirement and health benefit plans in private industry. ERISA covers retirement, health and other welfare benefit plans. Among other things, ERISA provides that those individuals who manage plans (and other fiduciaries) must meet certain standards of



conduct. The law also contains detailed provisions for reporting to the government and disclosure to participants. Provision is aimed at assuring that plan funds are protected and that participants who qualify receive their benefits. ASCI employees who have selected a retirement date and have received confirmation from their retirement benefit plan should advise ASCI management of the selected date as soon as possible and give at least thirty (30) days advance written notice except when shorter notice is deemed acceptable by ASCI management.

## **2.20 Equal Opportunity Employment**

ASCI is an equal opportunity employer. No discrimination against a job applicant or an employee will be tolerated because of an individual's race, color, religion, sex, pregnancy, national origin, age, disability or genetic information. No discrimination will be tolerated against an individual because that individual complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. This ASCI policy applies to all types of work situations, including hiring, firing, promotions, training, wages, and benefits. Violations are to be reported to the [U.S. Equal Employment Opportunity Commission](#) (EEOC).

### **2.20.1 Anti-Discrimination Policy**

The ASCI anti-discrimination policy is a declaration that ASCI will not discriminate against any qualified individual on the basis of race, religion, national origin, color, gender, age, disability, or veteran status. Discrimination of all types will not be tolerated at ASCI. Consistent with Federal, State law and policy, ASCI restates its commitment to the concepts of affirmative action and equal opportunity. Neither employment, nor services, programs, and work-related activities should be hindered by any prohibited bias factors such as race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, veteran status or disability. Prohibited bias factors will not be permitted to have an adverse influence on decisions regarding employees, clients, customers, contractors, volunteers or participants and/or users of ASCI services or activities.

- **Age:** The *Age Discrimination in Employment Act* prohibits discrimination against workers who are forty (40) years of age or older. Georgia law provides that discrimination in hiring and employment against individuals between the ages of forty (40) and seventy (70) is a misdemeanor.
- **Bankruptcy:** Federal law prohibits discrimination in employment decisions against people who have declared bankruptcy.
- **Disability:** Under the *Georgia Equal Employment for People with Disabilities Code*, the *Rehabilitation Act of 1973*, and the *Americans With Disabilities Act of 1990*, employers may not discriminate against qualified individuals with a disabilities. A person with disabilities is defined as an individual who possesses the requisite skills, experience, education and other

job-related requirements of the position, and who can perform the essential functions of the job with or without reasonable accommodation. Furthermore defined as a person with a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded by the employer as having such an impairment. The determination of if a person is 'disabled' should be made with reference to measures that might mitigate that individuals impairment, including medicine or eyeglasses. For the disabled, major life activities are caring for oneself, performing manual tasks, walking, hearing, speaking, breathing, learning and working. ASCI may conduct reasonable accommodation which may include making existing facilities accessible to the disabled, restructuring jobs, reassigning work or otherwise modifying schedules or revising any employment tests, although ASCI is not required to create a job that does not already exist. A reasonable accommodation is not considered *reasonable* if it causes ASCI undue hardship, significant difficulty or expense.

- **Equal Pay:** *The Equal Pay Act* and Georgia law forbid employers to pay different wages to men and women who are performing equal jobs.
- **Pregnancy:** The *Pregnancy Discrimination Act* prohibits discrimination because of or on the basis of pregnancy, childbirth, or related medical conditions. Women experiencing pregnancy, childbirth or related medical conditions will be treated the same by ASCI for all employment-related purposes, including receipt of benefits, as other persons not so affected but similar in their ability or inability to work.
- **Race, Color, Religion, Sex or National Origin:** *Title VII of the Civil Rights Act of 1964* prohibits discrimination or any adverse employment action on the basis of race, color, religion, sex or national origin.
- **Retaliation:** The law prohibits employers from retaliating against their employees for asserting their rights to be free of discrimination. Retaliation is seeking revenge at a perceived wrong. Examples of retaliation could include termination, suspension, disciplinary action, denial of promotion, benefits or refusal to hire an individual. Federal and state laws prohibit retaliation against persons who file complaints of discrimination or who participate in an employment discrimination proceeding. Employees will be free from restraint, interference, coercion or reprisal in bringing an appeal, serving as a representative of an appealing party, appearing as a witness or seeking information about the appeal policy and process.

### **2.20.2 Non-Harassment Policy**

The ASCI non-harassment policy refers to sexual harassment, religious, gender, and racial harassment. ASCI management and employees are encouraged to communicate effectively and to treat each other with respect to resolve complaints as quickly as possible. However, any employee who believes they have been subjected to discriminatory and/or harassing behavior may have their complaints addressed through the ASCI complaint process in which the procedure for reporting suspected harassment provides that ASCI employees may bypass their immediate supervisor by reporting alleged harassment to the [U.S. Equal Employment](#)

[Opportunity Commission \(EEOC\)](#). The harassment policy will be posted and disseminated to all employees, who are required to sign the *Employee Acknowledgement Form* indicating receipt of the policy. Furthermore, the ASCI non-harassment policy prevents employers or supervisors from retaliating against employees who complain about harassment. In addition to Georgia labor law, a federal law called *Title VII of the Civil Rights Act of 1964* prohibits sexual harassment. Sexual harassment includes unwelcome sexual advances, requests or demands for sexual favors, or any other conduct that is of a sexual nature and affects an individual's employment or creates an offensive work environment. Under *Title VII of the Civil Rights Act of 1964*, it also is illegal for an employer to retaliate against an employee for complaining about sexual harassment.

## **2.21 Unions**

In accordance with the *National Labor Relations Act*, ASCI employees have rights to organize, join unions and engage in collective bargaining. ASCI will not interfere with an employee's right to join a union and engage in union activities, including discharging or otherwise discriminating against employees because they engage in union activities. ASCI will and is required to bargain in good faith with a union. Georgia has a *Right to Work* law which prohibits interference with employment to compel any person to either join or refrain from joining a union.

## **3. OTHER AVAILABLE BENEFITS**

### **3.1 Benefits Program**

ASCI shall provide a competitive package of benefits after employment is received for one (1) full calendar year to all eligible employees with the understanding that benefit plans may change from time to time. *Summary Plan Descriptions* or contracts are considered confirmation of the terms and conditions of employee benefits provided by ASCI. *Summary Plan Descriptions* are kept in the ASCI general managers office available upon request for review. For eligibility requirements, refer to the *Summary Plan Description* for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and Statutes. ASCI will determine levels of deductibility and co-payments for all insurance related benefits annually.

### **3.2 Health and Life Insurance**

ASCI provides individual health and life insurance benefits for eligible employees except those who are insured through their spouse, retired military or other plans. Health and life insurance benefits begin after the 90 Day Probation Period. Eligible employees may elect to participate in available health plan(s) offered by ASCI. ASCI pays the individual insurance premium for all eligible employees. ASCI may require employees to pay a portion of insurance premium in the future. Information about ASCI's health plan(s) are kept in the ASCI general managers office available upon request for review.

### **3.3 Social Security, Medicare and Medicaid**

ASCI participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and ASCI contributes the matching portion of applicable wage base as established by Federal law.

### **3.4 Tax Deferred Annuity Plan**

ASCI offers a tax deferred annuity plan through payroll deduction at the employee's expense and which is subject to Federal, State and local provisions. ASCI reserves the right to modify or terminate any employee benefits, at any time.

### **3.5 COBRA**

Employees are allowed to continue their health insurance coverage under the State Health Benefit Plan in some cases when coverage would normally be lost. The Federal *Consolidated Omnibus Budget Reconciliation Act* (COBRA) gives employees and their dependents who lose their health benefits the choice to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances. These circumstances include voluntary or involuntary job loss, reduction in hours worked, transition between jobs, death, divorce and other life events. Employees or dependents must pay the full cost of coverage at the State's group rate, plus an administrative fee. *Summary Plan Descriptions* contain complete information about COBRA. COBRA-eligible individuals are encouraged to contact *State Health Benefit Plan* (SHBP) for more information about COBRA coverage. SHBP provides employees with written notice describing important information about rights and obligations under COBRA when loss of eligibility is reported.

### **3.6 Georgia Work Away Program**

ASCI encourages possibilities of telework from home or other alternate locations that will benefit the environment, the State and ASCI employees. The Work Away Program offers alternatives to balance the demands of work and home, including teleworking and flexible work schedules.

## **4. EMPLOYEE RESPONSIBILITIES**

ASCI Employees are expected to maintain and exercise high moral and ethical standards in carrying out their responsibilities, functions and to perform respective jobs in a professional manner. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism and undue influence. ASCI employees are expected to avoid misconduct, personal or financial gain and conflict of interest. Employees are encouraged to report all suspected violations to ASCI management.

## **4.1 Personal Appearance During Work Hours**

ASCI does not specify a company dress code but employees are expected to be clean and neat in appearance during work hours. Employees are also expected to wear safety clothing and equipment such as safety vests, hardhats, gloves and protective eye wear. As representatives of ASCI, employees should present a professional image. Promotion of particular political, moral, religious, personal or any other opinion on illustrated or lettered clothing is prohibited. The wearing of obscene, vulgar, offensive or inflammatory clothing is also prohibited. Employees not in compliance with dress standards may be subject to disciplinary action.

## **4.2 Use of ASCI Property**

ASCI property is to be used for work-related reasons only. The use of ASCI computers including e-mail, internet, other computer searches and communications should be professional and for work-related reasons only. The display or transmission of sexually explicit images, messages or cartoons is prohibited. Also, ethnic slurs, racial comments, off-color jokes or anything that may be considered harassment or showing disrespect to others is prohibited also including sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, ASCI's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes. Employees are not permitted to use ASCI computers for playing games, conducting inappropriate searches, personal business or otherwise performing other employment activities. Employees are prohibited from making or charging long-distance telephone calls to ASCI unless it is work-related. The receiving and making of local telephone calls of infrequent and short duration are permitted. However, this privilege may be withdrawn if abused. Voicemail messages should be professional and communicate accurate information. The use of Internet for personal reasons is permitted similar to that of local telephone calls if the use is infrequent, short in duration and does not interfere with job related duties. This privilege may also be withdrawn if abused. Employees may have personal items in their work areas if suitable and reasonable. These items must not be offensive, inflammatory or inconsistent with the ASCI work setting. Employees will be required to remove items determined to be inappropriate from their work areas at any time.

### **4.2.1 Computer and Information Security**

This section sets forth important rules relating to the use of ASCI's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and ASCI's telephone, voice mail and electronic mail systems. ASCI has provided these systems to support business. Although limited personal use of ASCI's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, ASCI's ethical responsibilities or with applicable laws and regulations. Each user is personally

responsible to ensure that these guidelines are followed. All data in ASCI's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of ASCI. ASCI management may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in ASCI's systems. This includes documents or messages marked 'private', which may be inaccessible to most users but remain available to ASCI. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to ASCI's host computer system, networks and voice mail system. In addition, security technology has been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided:

- Attempts should not be made to bypass, or render ineffective, security technology provided by the company
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or ASCI management
- Additions to or modifications of the standard software configuration provided on ASCI's PCs should never be attempted by individual users. Requests for such changes should be directed to computer support or ASCI management
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or ASCI management
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus

- ASCI's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data
- Computer games should not be loaded on ASCI's PCs
- Unlicensed software should not be loaded or executed on ASCI's PCs
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up hard drives. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or ASCI management
- There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:
  - Turn off your personal computer when you are leaving your work area or office for an extended period of time
  - Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy
  - Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside ASCI
  - Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis

#### **4.2.2 Internet Acceptable Use Policy**

Desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. ASCI has provided access to the Internet for authorized users to support business. No use of the Internet should conflict with the primary purpose of ASCI, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed. ASCI may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of their usage of the Internet. In

addition, ASCI may restrict access to certain sites that it deems are not necessary for business purposes. ASCI's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, religious or political beliefs
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or ASCI management
- Without prior approval of management software should not be downloaded from the Internet as the download could introduce a computer virus onto ASCI's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of ASCI
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups
- Employees should not download personal e-mail or Instant Messaging software to ASCI computers
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes
- The Internet should not be used to endorse political candidates or campaigns
- The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to management.



### **4.3 Non-Disclosure of Privileged or Confidential Information**

Any privileged or confidential information must not be used by employees of ASCI to gain advantage for themselves, relatives, friends or acquaintances. The use of ASCI computers to obtain information concerning clients, customers, other employees or third-parties for non-work-related reasons is also prohibited. Any information that an employee learns about ASCI, or its members or customers, as a result of working for ASCI that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by ASCI or to other persons employed by ASCI who do not need to know such information to assist in their job duties. The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of ASCI. The disclosure, distribution, electronic transmission or copying of ASCI's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data
- Service financial information, including information related to customers, and pending projects and proposals

Employees are required to sign the *ASCI Employee Acknowledgement Form* - non-disclosure agreement as a condition of employment. Any employee who discloses confidential ASCI information will be subject to disciplinary action, including possible separation, even if they do not actually benefit from the disclosure of such information. Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants or other places where conversations might be overheard.

### **4.4 Arrests and Convictions**

ASCI employees are required to disclose any felony convictions, convictions and/or pending charges upon commencing employment at ASCI. Employees are also required to notify their supervisor or ASCI management of any arrests and/or convictions within five (5) calendar days of the date of arrest or conviction. Required action will be determined and conducted on a case-by-case basis.

## **5. EMPLOYEE PERFORMANCE MANAGEMENT**

ASCI management reserves the right and has authority to add employee goals, competencies, add to or remove job responsibilities, eliminate responsibilities entirely, alter responsibilities, direct and control ASCI employees' duties based on the needs of ASCI.

## **5.1 Employment Reviews and Performance Evaluations**

ASCI reviews will be conducted periodically to assess the employee's work performance and compliance with the terms and conditions of employment. Evaluations will include progress reports and recommendations for corrective action, if any are identified. Performance and adherence to terms and conditions ratings will be considered for performance-based pay rate increases and determinations will be made accordingly.

## **6. HOURS OF WORK AND CLOSURES**

### **6.1 Wage and Hour - *Fair Labor Standards Act* (FLSA)**

The FLSA applies to all employees at ASCI unless employees are specifically exempt. Hourly employees are subject to FLSA and are considered non-exempt. Employees engaged in executive, administrative or professional capacities and who are paid on a salary basis are exempt. The FLSA, also known as the *Federal Wage and Hour Law*, regulates minimum wage, overtime compensation, equal pay, record keeping and child labor for employees of enterprises engaged in interstate or foreign commerce and employees of State and local governments. The FLSA is enforced by the Wage and Hour Division of the U.S. Department of Labor (DOL). Under the law, non-exempt (hourly) employees must be paid a minimum wage per hour. Federal law is more stringent than Georgia law, employers who are in compliance with federal law also comply with Georgia law.

### **6.2 Attendance and Punctuality**

Attendance is a key factor in job performance. Punctuality and regular attendance are expected by all employees at ASCI. Excessive absences, whether excused or unexcused, tardiness or leaving early is unacceptable. If an employee is absent for any reason, will arrive late or leave early, ASCI management must be notified as far in advance as possible. In the event of an emergency, verbal notification must be provided to management or office staff as soon as possible. For all absences extending longer than one (1) day, employees must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, employees should indicate the nature of the problem causing the absence and the expected return-to-work date. A physician's statement may be required as proof for any illness-related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for four (4) consecutive days without notification will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with ASCI. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, ASCI may counsel employees prior to termination for excessive absences, tardiness or leaving early.

### **6.3 Overtime**

ASCI employees engaged in executive, administrative or professional capacities are paid on a salary basis. Exempt employees do not have to be paid overtime. Because the Federal law is more stringent than the Georgia law, employers who are in compliance with federal law also comply with Georgia law.

### **6.4 ASCI Work Hours and Work Schedules**

The work hours of ASCI vary in time and/or days of the week, based on work schedules. The office and facility should be open for business during these various times unless not reasonable or feasible due to administrative, programmatic or unforeseen circumstances. Office and facilities are to be adequately staffed to transact business during the various hours necessary and appropriate for their service and administrative functions. Work schedules may vary depending on the job type and work location. Work hours and location must be scheduled based on the needs of ASCI and management has the authority to assign hours of work, arrange the work schedules and locations of employees as necessary to meet the demands of all ASCI business proceedings. ASCI management may also allow employees to work desired hours if it does not negatively impact ASCI business or the workload of other employees. Provision will also be extended for the supervision of employees working modified hours and written records of these employees' work hours will be maintained. Additionally, in order to comply with efforts to improve air quality, ASCI management may adjust employees' work schedules to accommodate alternative commute options.

### **6.5 Office Closures**

There may be times when ASCI may be closed due to severely inclement weather or other emergencies. ASCI management has the authority to close the office and/or facility due to severely inclement weather or other emergencies. This authority may be delegated by ASCI management to appropriate staff, if required.

## **7. SAFETY, WORK-RELATED INJURY, ILLNESS OR OCCUPATIONAL DISEASE**

### **7.1 Observing Safety Regulations**

Safety is the responsibility of both ASCI management and employees. Every effort should be made to be safety conscience and take precautions to avoid injury, illness and exposure to occupational disease while performing job duties. Employees must follow all safety rules and regulations applicable to assignments and must bring potentially unsafe or unhealthy conditions and/or potential exposure to hazardous chemicals to the attention of supervisors for immediate review and appropriate action. ASCI is obligated to provide employees a place of employment free from recognized hazards to safety and health, such as exposure to toxic chemicals, excessive noise levels, mechanical dangers, heat or cold stress, or unsanitary conditions. Under the

*Occupational Safety and Health Act*, employers have a specific duty to comply with all applicable safety and health regulations and a general duty to maintain a place of employment that is free from recognized hazards that can cause death or serious physical harm to employees. It is the employees responsibility to support and uphold this duty. In compliance with the Occupational Safety and Health Administration (OSHA) ASCI maintains specific records of job related injuries and illnesses. ASCI will maintain the *OSHA Form 300* injury/illness log, for each recordable injury or illness. ASCI will also conspicuously post the *OSHA Form 300A*, which includes a summary of the previous year's work-related injuries and illnesses. ASCI will also record injuries and illnesses on the *OSHA Form 301* individual incident reports that provide added detail about each specific recordable injury or illness.

## **7.2 Workers Compensation**

In accordance with Georgia law, ASCI provides workers' compensation coverage for employees who incur work-related injuries, illness or exposure to occupational disease. Employees pay no premium for this coverage. All work-related injuries, illnesses and exposures to occupational disease should be reported immediately to ASCI management who will report the injury to DOAS (877-656-7475) and AmeriSys (678)-781-2848. If an incident is not reported within thirty (30) calendar days Workers' Compensation coverage may be jeopardized. ASCI management is required follow the above procedure in immediately reporting all work-related injuries, illnesses and exposures to occupational disease that require medical treatment resulting in time lost from work. In emergency situations, medical treatment should be sought from the nearest health care facility or by calling 911 for assistance. In other situations, employees must contact a Medical Review Officer (MRO) who will make necessary medical referrals. Employees who do not seek non-emergency treatment based on a MRO referral may jeopardize Workers' Compensation benefits. If a claim is approved by the Workers' Compensation Program, work-related injuries, illness or exposure to occupational disease are covered. Employees are entitled to payment of hospital bills, prescribed drugs, ambulance, physicians' and other medical expenses. If a work-related injury, illness or exposure to occupational disease causes lost work time, employees have the option to use accrued leave or receive Workers' Compensation benefits for the loss of wages. Workers' Compensation income benefits begin for any lost time in excess of seven (7) days. Employees cannot file a separate lawsuit against ASCI. For injured employees who also had a pre-existing permanent impairment, under certain circumstances ASCI may be entitled to reimbursement from the [Subsequent Injury Trust Fund](#) for a reimbursement of a portion of any workers' compensation benefits paid.

## **7.3 Return to Work - [Under Board Rule 240 and O.C.G.A. § 34-9-240](#)**

The State of Georgia's Return-to-Work Program is also known as *Focus on Ability*. The Return-To-Work (RTW) benefit program is the safe return of employees to transitional or regular employment. The philosophy of this program is to control the effects of disability and absenteeism in the work place and assist injured or ill employees to return to their normal activities as soon as possible. The RTW program offers an employee access to transitional duties that are approved by a physician, such as a flexible schedule to permit attendance at medical or therapy appointments or assignments to special projects that provide job-related duties that are

better suited to any reduced capacities. By participating in the RTW program, ASCI employees become an active part of the decision-making process of transitional employment. ASCI will maintain contact with any injured or ill employees as a vital part of the Return-To-Work process. ASCI believes that maintaining good communication from the point of injury to recovery is vital to maintain the relationship between ASCI and the respective ill or injured employee. All contact and communication by ASCI will convey respect for the employee and acknowledgement will be given for both loss and continuing value of each and every employee.

## **8. OUTSIDE ACTIVITIES**

As an employer, ASCI is not concerned with the non-work time of employees. Conduct outside of working hours is only a legitimate concern when it affects ASCI operations or reflects negatively on the business proceedings or reputation of ASCI. Disciplinary action will be considered on a case-by-case bases according to each unique situation.

### **8.1 Other Employment**

ASCI employees may have other employment in addition to ASCI if it does not interfere or conflict with their ability to effectively and efficiently perform assigned job duties and responsibilities or violate Federal or State laws, rules, regulations, create a conflict of interest with ASCI and/or ASCI policies.

### **8.2 Political Activity**

ASCI employees are protected from political pressure, influence or coercion by ASCI policy which states that ASCI is an equal opportunity employer, and does not discriminate on the basis of race, color, sex, national origin, disability, age, political and religious opinions or affiliations in accordance with Federal and State laws.

## **9. ALCOHOL AND DRUG POLICIES**

### **9.1 Drug-Free Workplace**

In accordance with Federal and State Laws, ASCI is committed to providing a drug-free workplace. Employees are prohibited from illegally engaging in the manufacture, distribution, dispensing, possession or the use of illegal drugs at any time at any place including the workplace. Employees are to be free of illegal drugs while at work or performing job related responsibilities at any location. Employees are also not to report for work while impaired by prescription or over-the-counter pharmaceutical drugs. It is illegal to take drugs prescribed for another person. Employees may be required to submit to drug testing and those employees who do not comply are subject to disciplinary action, which may include employment separation and denial of future employment with ASCI.

## **9.2 Alcohol-Free Workplace**

Employees are to be free of alcohol while at work or performing job related responsibilities at any location. Employees may be required to submit to alcohol testing and those employees who do not comply are subject to disciplinary action, which may include employment separation and denial of future employment with ASCI.

## **10. CONFLICT RESOLUTION**

ASCI employees are encouraged to bring all work-related concerns to the attention of ASCI management for review and potential resolution. Management will communicate openly and directly with employees to review concerns. Dialogue and/or questions regarding any facet of conflict resolution should be directed to ASCI management.

### **10.1 Third Party Involvement in Employment Matters**

ASCI employees or management are not recognize third party involvement, expressed or implied in relation to ASCI management or employees. Third parties include, but are not limited to employees' relatives, friends, acquaintances, professional representatives and attorneys. Third parties are also individuals who are not reasonably considered by ASCI to be in a need-to-know status. ASCI management and employees are to remain involved in direct communication, contact and relation with one another rather than communicating indirectly or through third parties, representatives or organizations.

### **10.2 Grievance Procedures**

Internal grievances will be reviewed to establish unfavorable employment decisions which includes any conditions or decisions not considered unlawful, discriminatory or harassing in nature. Grievances must be filed within ten (10) days. Informal attempts at resolution do not extend this deadline.

### **10.3 Unlawful Discrimination Complaint Procedure**

Complaints which allege illegal discrimination based on race, color, sex, national origin, disability, age, religious, political opinions or affiliations and allegations of sexual harassment may be filed with ASCI management or by reporting unlawful discrimination directly to the [U.S. Equal Employment Opportunity Commission \(EEOC\)](#).

## **10.4 Mediation Procedure**

Mediation will be conducted by a group of ASCI employees, managers and/or supervisors to discuss concerns or work-related disagreements to reach a mutually satisfactory agreement and outcome. Informal or non-adversarial mediation may, in some circumstances, be supported by a certified mediator for dispute resolution within the grievance process or not.

## **10.5 Disciplinary Action**

If disciplinary action is taken due to employees' inappropriate behavior and/or unsatisfactory performance, except in separation from employment, employees will be given pertaining information to enable the correction of inappropriate behavior and/or unsatisfactory performance.

## **11. ENDING EMPLOYMENT**

### **11.1 Separation**

Either ASCI or the employee may initiate separation. ASCI encourages employees to provide at least two (2) weeks (14 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee.

ASCI management has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

- **Resignation:** Employees who resign from ASCI should provide two (2) weeks or fourteen (14) calendar days advance written notice except when shorter notice is deemed acceptable by ASCI management. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
- **Termination or Lay-off:** Under certain circumstances, the termination or lay-off of an employee may be necessary. Termination or lay-off's may be conducted as a result of, but not limited to, shortages in work, funds or changes in the company. Consideration will be given by management to each employees knowledge, skills, abilities, performance and length of employment at ASCI to determine retainment or separation from employment.

ASCI management has authority to discharge an employee from the employ of ASCI. As stated within this Manual, all employment at ASCI is at-will. Employees may be terminated from employment with ASCI with or without cause, and employees are free to leave the employment of ASCI with or without cause. Reasons for discharge may include, but are not limited to:

- **Falsifying or withholding information on the employment application that did or would have affected ASCI's decision to hire an employee.** This conduct will result immediate termination;

- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to ASCI or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including ASCI's property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of ASCI or its customers;
- Placing oneself in a position in which personal interests and those of ASCI are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using ASCI property or services for personal gain or taking, removing or disposing of ASCI material, supplies or equipment without proper authority;
- Gambling in any form on ASCI property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the ASCI premises at any time in violation of ASCI's policies.
- Carrying or possessing firearms or weapons on ASCI property;



- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of ASCI management, the employee may be asked to leave immediately or be given a period of notice.

## **11.2 Return of Property**

Employees are responsible for ASCI equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Tools and equipment
- Telephone cards
- Credit cards
- Safety attire and identification badges
- Office/building keys
- Office/building security passes
- Computers, computerized diskettes, electronic/voice mail codes
- Intellectual property (such as, written materials or work products)

In the event of separation from employment, or immediately upon request by ASCI management, Employees must return all ASCI property that is in their possession or control. Where permitted by applicable law(s), ASCI may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. ASCI also may take any action deemed appropriate to recover or protect its property.

## **11.3 Unemployment Compensation**

Employees being separated from employment will receive written notice from ASCI management and should file for [unemployment compensation benefits](#) with the Georgia Department of Labor, who will determine eligibility.

## **12. GENERAL INFORMATION**

### **12.1 Smoking Policy**

Smoking is prohibited in all ASCI vehicles and facilities. Smoking is prohibited inside employees' personal vehicles during work times when other ASCI employees, clients and/or customers are being transported in their vehicle. Smoking is permitted in outdoor designated areas during meal breaks or discretionary break periods. Designated smoking areas should not be near primary entrances or exits and should not present a negative image which affects ASCI's professionalism or reputation.

### **12.2 Travel**

ASCI employees may be required to travel to perform work-related duties and will be reimbursed for reasonable and necessary expenses while traveling to and during the performance of work-related duties. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Employees serving in an official capacity for ASCI at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by ASCI, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or ASCI's current and anticipated work. Expenses for these purposes can be paid by ASCI, if funds are available, and the employee obtains prior written approval of such expenses. Employees are responsible for transportation costs between ASCI and home during normal work hours. Transportation costs are paid by ASCI for work outside normal work hours if the employee is on official business for ASCI. Employees authorized to use their personal cars for ASCI business are reimbursed at the U.S. Internal Revenue Service approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

### **12.3 Employee Suggestions**

ASCI management encourages employees to make suggestions that will promote efficiency and/or result in savings monetary or otherwise. Suggestions are always appreciated and should be submitted to ASCI management for review.

## 13. APPENDIX

### 13.1 Forms

- 13.1.1 [INS Form I-9 - United States Immigration and Naturalization Service](#)
- 13.1.2 [State Board of Workers' Compensation - \*Forms and Procedures\*](#)
- 13.1.3 [ASCI Employee Acknowledgement Form - Pg. 24 ASCI Employee Manual](#)

### 13.2 State Law and Publications

- 13.2.1 [Georgia Criminal History Records - \*State Law \(O.C.G.A. §35-3-34 \(d.2\)\)\*](#)
- 13.2.2 [Disaster Volunteer Leave - \*State Law \(O.C.G.A. §38-3-90 et seq.\)\*](#)
- 13.2.3 [Organ/Bone Marrow Donation Leave - \*State Law \(O.C.G.A. §45-20-31\)\*](#)
- 13.2.4 [Blood Donation Time - \*State Law \(O.C.G.A. §45-20-30\)\*](#)
- 13.2.5 [Return to Work - \*Board Rule 240 and O.C.G.A. § 34-9-240\*](#)

### 13.3. State and Federal Acts

- 13.3.1 [U.S. Occupational Safety and Health Act of 1970 \(OSH Act\), 29 U.S.C. 651 et seq., and regulations at 29 CFR 1910 et seq.](#)
- 13.3.2 [Georgia Public Employee Hazardous Chemical Protection and Right-to-Know Act of 1988, \*Code of Georgia Annotated \(CGA\) 45-22-1 et seq.\*](#)
- 13.3.3 [Fair Labor Standards Act \(FLSA\)](#)
- 13.3.4 [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#)
- 13.3.5 [Employee Retirement Income Security Act of 1974](#)
- 13.3.6 [Fair Credit Reporting Act - Georgia](#)
- 13.3.7 [Family and Medical Leave Act](#)
- 13.3.8 [Immigration Reform and Control Act](#)
- 13.3.9 [National Labor Relations Act - \(NLRA\) or the Act; 29 U.S.C. §§ 151-169](#)

### 13.4 Regulatory Agencies:

- 13.4.1 [U.S. Department of Labor Occupational Safety and Health Administration \(OSHA\) Region 4](#)
- 13.4.2 [Georgia Department of Labor \(GDOL\) Safety Engineering Division](#)
- 13.4.3 [Georgia Department of Labor -Unemployment Compensation Benefits](#)
- 13.4.4 [State Board of Workers' Compensation](#)
- 13.4.5 [Selective Service System](#)

### 13.5 Other

- 13.5.1 [Hazard Communication Guidelines for Compliance](#)
- 13.5.2 [Material Safety Data Sheet \(MSDS\) - Reference Website](#)
- 13.5.3 [Georgia Work Away Program](#)



*We hope the information in this **MANUAL** is of use to you. Further questions should be directed to ASCI management. This **MANUAL** is not a contract or a legal document and should not be interpreted as such. ASCI reserves the right to change information in this **MANUAL** at any time for any reason without prior notice. ASCI reserves the right to modify or terminate any employee benefits, at any time. Please sign and date the **EMPLOYEE ACKNOWLEDGEMENT FORM** following this page and submit to ASCI management.*

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# Automation Systems & Controls, Inc.

303 BILL FUTCH ROAD • ELLABELL, GA 31308 • TEL 912.653.5440 • FAX: 912.653.5444

## 14. EMPLOYEE ACKNOWLEDGEMENT FORM

**Initial** \_\_\_\_\_ By signing below I acknowledge receipt of the *ASCI EMPLOYEE MANUAL* and that I am responsible to read and comply with the policies, procedures and guidelines described within the *MANUAL* and understand that if I have further questions which have not been answered in the *MANUAL*, I should contact ASCI management for guidance and/or clarification.

**Initial** \_\_\_\_\_ I understand this *MANUAL* is not a contract of employment or a legal document and is not to be interpreted as such. ASCI reserves the right to change information in this *MANUAL* at any time for any reason without prior notice.

**Initial** \_\_\_\_\_ I will protect privileged and confidential information, including trade secrets vital to the interests and the success of ASCI and ASCI customers. I understand the disclosure, distribution, electronic transmission or copying of ASCI's confidential information is prohibited.

**Initial** \_\_\_\_\_ I understand and agree to the *90 day Probationary Period Policy* as set forth within this *MANUAL* and I agree by signing I waive my rights to employment insurance if employment is not satisfactory by either myself or ASCI within this 90 day probationary period. Furthermore I understand that during the 90 day Probationary Period ASCI may dismiss me, and I will not be able to take a personal grievance or unemployment benefits on the ground of unjustified dismissal.

**ASCI Employee Name:** \_\_\_\_\_ **(Print)**

**ASCI Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date Rec'vd:** \_\_\_\_\_

**ASCI Authority Name:** \_\_\_\_\_ **(Print)**

**ASCI Authority Signature:** \_\_\_\_\_

*ASCI Management: Please provide a copy of this signed **EMPLOYEE ACKNOWLEDGEMENT FORM**, to the employee and retain the original in each employee's Personnel File.*