

Policy Handbook

Policy Handbook



Northern Southeast Regional Aquaculture Association, Inc.

Employee Handbook 4/1/2024 Revision

Policy Handbook

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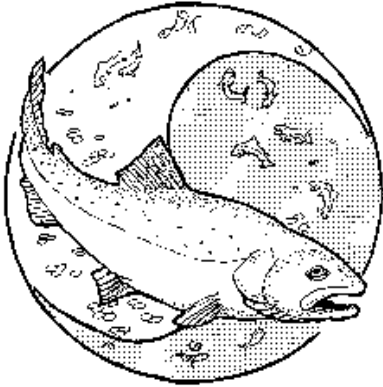
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Welcome to NSRAA!

We believe that every employee helps to make NSRAA successful. We hope that you will be proud to be a member of our team.

This handbook describes many of our policies. The handbook also outlines many of the programs and benefits available to eligible employees.

The handbook will answer many questions you may have about your employment at NSRAA. We suggest that you become familiar about the handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Scott Wagner

General Manager

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INTRODUCTORY STATEMENT

This employee handbook will give you important information about working at NSRAA. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells about many of our rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at NSRAA. Also, sometimes we may need to change the handbook. NSRAA has the right to add new policies, change policies, or cancel policies at any time. The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or NSRAA to terminate your employment at any time for any reason. The employment-at-will policy is further described in the policy titled Nature of Employment. If we make changes to the handbook, we will tell you about the change

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CORPORATE VALUES

	Human	Ethical	Excellence	Innovative
	Make every human contact caring, courteous, dignified and pleasant	Absolute honesty, integrity and fairness guide all actions	Strive to perform every task in an outstanding manner	Better ways to do everything
Fisherman and Inter-Agency relations	<ul style="list-style-type: none"> * Listen to concerns * Respond with understanding to needs 	<ul style="list-style-type: none"> * Provide complete and accurate information 	<ul style="list-style-type: none"> * Know needs * Give the highest level of service * Go the extra mile 	<ul style="list-style-type: none"> * Develop and deliver programs * Improve programs
Employees	<ul style="list-style-type: none"> * Provide quality pay opportunities, benefit programs and working conditions * Trust, care for and support each other * Encourage open communication 	<ul style="list-style-type: none"> * Treat /employees equitably * Respect individual rights * Provide equal employment opportunities * Provide rewards commensurate with individual contributions * Maintain professional, objective relationships 	<ul style="list-style-type: none"> * Provide opportunities to develop knowledge and skills * Provide leadership and direction * Know and understand our programs and contributions 	<ul style="list-style-type: none"> * Provide an environment that supports and rewards creativity and initiative * Encourage decision-making * Improve productivity
Community	<ul style="list-style-type: none"> * Support programs that provide human dignity and growth * Encourage staff to serve as leaders and volunteers 	<ul style="list-style-type: none"> * Comply with all laws and regulations * Understand and respond to sensitive issues 	<ul style="list-style-type: none"> * Make communities better places to live and work 	<ul style="list-style-type: none"> * Seek ways to respond to changing community needs
Programs	<ul style="list-style-type: none"> * Provide quality communications 	<ul style="list-style-type: none"> * Provide accurate disclosure * Comply with all 	<ul style="list-style-type: none"> * Focus on long-term results * Provide highest 	<ul style="list-style-type: none"> * Develop new technologies * Seek better ways

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101 Nature of Employment

Effective Date: 7/1/2013

Revision Date:

You become an employee at NSRAA voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that NSRAA may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between NSRAA and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of NSRAA.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the General Manager of NSRAA.

103 Equal Employment Opportunity

Effective Date: 7/1/2013

Revised Date:

To give equal employment and advancement opportunities to all people, we make employment decisions at NSRAA based on each person's performance, qualifications, and abilities. NSRAA 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.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to NSRAA.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Office Manager. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

Effective Date: 7/1/2013

Revision Date:

We expect NSRAA employees to be ethical in their conduct. It affects our reputation and success. NSRAA requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

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As an organization, NSRAA will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Office Manager for advice and consultation.

It is the responsibility of every NSRAA employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

105 Personal Relationships in the Workplace

Effective Date: 7/1/2013

Revision Date:

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. NSRAA also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. Exceptions to this policy may be changed if approved by the General Manager.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. The General Manager will determine the best course of action, which could include transfer to another position, change of supervisor or status quo. NSRAA is a small company and circumstances of this nature are not uncommon, and therefore a mutually agreeable solution can usually be met.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

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106 Employee Medical Examinations

Effective Date: 7/1/2013

Revision Date:

After we make a job offer to an applicant for certain types of jobs, we may require a medical examination. We will choose the health professional and pay for the examination. The job offer and starting the job then depend on whether the applicant satisfactorily completes the exam.

A job applicant may also be required to undergo a Non-Medical Test, such as a strength and ability test to determine if an applicant can perform job related functions.

Sometimes we may require current employees to take medical examinations to make sure they are fit for work if job related or a business necessity. If we ask you to take an exam, we will schedule it for a reasonable time and frequency and we will pay for it.

We keep any medical information separate from your other personnel information to protect your privacy. Also, only people who have a legitimate business need to know may see medical information.

107 Immigration Law Compliance

Effective Date: 7/1/2013

Revision Date:

NSRAA is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at NSRAA is required to complete the employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave NSRAA and are rehired, you must complete another Form I-9 if the previous I-9 with NSRAA is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration law, contact the Personnel Department. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

108 Conflicts of Interest

Effective Date: 7/1/2013

Revision Date:

NSRAA has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of NSRAA to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Executive Office.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of NSRAA that might result in a personal gain for you or for one of your relatives.

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For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence or have a potential for personal gain on transactions involving purchases, contracts, or leases, you must tell an officer of NSRAA as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which NSRAA does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving NSRAA.

110 Outside Employment

Effective Date: 7/1/2013

Revised Date:

You may hold an outside job as long as you can satisfactorily perform your NSRAA job and the job does not interfere with our scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at NSRAA, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with NSRAA. Also, you may not get paid or get anything in return from a person outside NSRAA in exchange for something you produce or a service you provide as part of your NSRAA job.

112 Non-Disclosure

Effective Date: 7/1/2013

Revision Date:

It is very important to NSRAA that we protect our confidential business information. Confidential information includes, but is not limited to, the following examples:

- * Customer lists
- * Bid contract price
- * Personnel Files

The disclosure, distribution, electronic transmission or copying of NSRAA's confidential information is prohibited. If you improperly use or disclose confidential information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you do not get any benefit from releasing the information.

Policy Handbook

114 Disability Accommodation

Effective Date: 7/1/2013

Revision Date:

NSRAA is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

We require post-offer medical examinations if it is job related, or if there is a business necessity for jobs that have bona fide job-related physical requirements. An examination will be given any person who enters the job but only after that person has been given a conditional job offer. We keep medical records separate from other personnel files and confidential.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, job descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

NSRAA is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. NSRAA will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

NSRAA is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

116 Job Posting and Employee Referrals

Effective Date: 7/1/2013

Revision Date:

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the organization according to your skills and experience. In general, we post all regular, full-time job openings, although NSRAA reserves its right to not post a particular opening.

Job openings will be posted on the NSRAA web site and normally remain open for 14 days or longer. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, submit a job posting application to the Project/Department Manager. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within NSRAA.

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After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, NSRAA may use other recruiting sources to fill open jobs.

We encourage you to refer friends who may be interested in working at NSRAA to submit an application, if they are qualified for an open position. You should first get your friend's permission to make the referral. You can give information about working at NSRAA but be sure to not make any commitments or promises about employment.

201 Employment Categories

Effective Date: 7/1/2013

Revision Date:

It is important that you understand the definitions of the employment classifications at NSRAA and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

These employment classifications do not guarantee employment with NSRAA for any specific period of time. You became an employee at NSRAA voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that NSRAA may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by NSRAA management. The General Manager is in the exempt classification but under a contractual obligation with the NSRAA Board of Directors. The contract delineates specific duties, responsibilities and benefits that may differ from regular fulltime employee designation.

In addition, being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the NSRAA full-time schedule. REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at NSRAA. In most cases, regular full-time employees are eligible for all NSRAA benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a REGULAR SEASONAL employee if you are not in a temporary or introductory status and you are scheduled to work less than 12 months per year. Regular seasonal employees are eligible for some NSRAA benefit programs, subject to the terms, conditions, and limitations of each benefit program.

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You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment with NSRAA is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

You are a TEMPORARY employee if you were hired as an interim replacement, or to temporarily increase our workforce, or to help finish a specific project. Employees are in the temporary category for a limited time. Even if you work at NSRAA longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as (Social Security and workers' compensation insurance). Temporary employees will be enrolled in the NSRAA 401a plan after successfully completing 1,000 hours per year for 2 consecutive years. Temporary employees are not eligible for any other NSRAA benefit programs.

202 Access to Personnel Files

Effective Date: 7/1/2013

Revision Date:

NSRAA keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of NSRAA. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If you wish to review your own file, contact the Office Manager. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of NSRAA is also present.

203 Employment Reference Checks

Effective Date: 7/1/2013

Revision Date:

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

The Office Manager will respond to reference checks. Responses to such inquiries will be confined to dates of employment, wage rates, and positions held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

Effective Date: 7/1/2013

Revision Date:

It is important that NSRAA have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency.

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To change your personal information, or if you have questions about what information is required, contact the Office Manager.

205 Introductory Period

Effective Date: 7/1/2013

Revision Date:

NSRAA has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with NSRAA is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, NSRAA also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. If you are promoted or transferred within NSRAA, you will be asked to complete a secondary introductory period of the same length when you start the new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

If you go through a secondary introductory period because of a promotion or transfer, and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you may be allowed to return to your former job or to a comparable job for which you are qualified. This will depend on our business needs and whether a comparable job is available.

When employees satisfactorily complete the first introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other NSRAA benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements.

Your employment status will not change if you go through a secondary introductory period due to a promotion or transfer within NSRAA.

208 Employment Applications

Effective Date: 7/1/2013

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We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment.

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If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

209 Performance Evaluation

Effective Date: 7/1/2013

Revision Date:

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal yearly performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

210 Job Descriptions

Effective Date: 7/1/2013

Revision Date:

We try to have accurate job descriptions for all jobs at NSRAA. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certifications required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Supervisor and the hiring manager prepare a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Supervisor.

214 Medical Information Privacy

Effective Date: 7/1/2013

Revision Date:

This policy describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions, ask your supervisor or the Office Manager.

NSRAA is committed to keeping our employees' personal information private. This policy of privacy applies to our health plans that are covered by state or federal law, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs. We will refer to all of these plans in this policy as the Benefit Plans.

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The Benefit Plans are required by federal and state law to protect the privacy of your health information and other personal information, and to provide you with notice about our policies and protections. When the Benefit Plans use or disclose your protected health information, the Benefit Plans promise to respect the privacy of that information.

The Benefit Plans will not use your protected health information or disclose it to others without your permission, except for the following reasons:

- * Treatment
- * Payment
- * Health Care Operations
- * Disclosure to Employer or Operating Company
- * Disclosure to Health Care Vendors and Accreditation Organizations
- * Public Health Activities
- * Health Oversight Activities
- * Research
- * To Comply with the Law
- * Judicial and Administrative Proceedings
- * When required by Law Enforcement Officials
- * Health or Safety
- * Government Functions
- * Workers' Compensation

The Benefit Plans may also disclose your protected health information when necessary to file claims with other insurance carriers.

The Benefit Plans will not use or disclose your protected health information for any purpose other than the purposes described in this policy without your written okay and agreement. You may take back an authorization that you gave before by sending a written request to the Office Manager, but not about any actions the Benefit Plans have already taken.

The Benefit Plans may disclose protected health information about you to a relative, a friend or any other person you identify, provided the information is directly relevant to that person's involvement with your health care or payment for your care. For example, if a family member or a caregiver calls us with knowledge of your protected health information, we may confirm it or answer questions about it. You have the right to stop or limit this type of disclosure by contacting the Office Manager. If you are a minor, you also may have the right to block your parents' access to your protected health information, if permitted by state law.

You have the right to additional restrictions on who can see your protected health information. While the Benefit Plans will consider all requests for restrictions carefully, they are not required to agree to a requested restriction.

You have the right to confidential communications about your protected health information confidentially. While the Benefit Plans will consider reasonable requests carefully, the Benefit Plans are not required to agree to all requests.

You have the right to see and copy your protected health information. If you ask for copies, the Benefit Plans may charge you copying and mailing costs.

You have the right to make corrections to your protected health information. If your doctor or another person created the information that you want to change, you should ask that person to change the information.

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You have the right to know who your protected health information is disclosed to. If you request an accounting more than once during any 12-month period, the Benefit Plans will charge you a reasonable fee for each accounting statement after the first one.

You have the right to a paper copy of this policy. You may contact the Office Manager to obtain a paper copy of this policy, even if you agreed to receive this policy electronically.

If you want to make any of the requests listed above, you must contact the Office Manager.

If you want more information about your privacy rights, do not understand your privacy rights, are concerned that the Benefit Plans have not respected your privacy rights, or disagree with a decision that the Plans made about who can see your protected health information, you may contact the Office Manager. You may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. We will not take any action against you if you file a complaint with the Secretary of Health and Human Services or the Office Manager.

Finally, the Benefit Plans may change this policy at any time. If the policy is changed, the Benefit Plans may make the new policy effective for all of your protected health information that the Benefit Plans maintain, including any information created or received before the new policy. If the Benefit Plans change this policy, you will be notified of the change.

216 Social Security Number Policy

Effective Date: 7/1/2013

Revision Date:

To protect your personal information, NSRAA will not use your Social Security number to identify you. That means we will not:

- * Publicly post or publicly display your Social Security number.
- * Print your Social Security number on any card you need to access our products or services.
- * Require you to send your Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- * Require you to use your Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
- * Print your Social Security number on any materials that are mailed to you, unless state or federal law requires the Social Security number to be on the document that is mailed.

However, Social Security numbers may be included in job applications and forms sent by mail.

If NSRAA used your Social Security number in the past in a way that this policy now prohibits, we will continue using your Social Security number in that way, if:

- * The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- * You get a yearly memo that tells you that you have the right to stop the use of your Social Security number in a way that is prohibited by this policy.

A written request by you to stop the use of your Social Security number in a prohibited way will be taken care of within 30 days of our receiving the request. You will not be charged for stopping the use of your Social Security number. NSRAA will not deny you services because you make a written request to stop the use of your Social Security number.

Policy Handbook

NSRAA will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for our own identification or authorization purposes.

If you have questions about this policy or feel your Social Security number has been misused by NSRAA, contact the Office Manager.

301 Employee Benefits

Effective Date: 7/1/2013

Revision Date:

NSRAA gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- * 401(a) Savings Plan (Employer Contribution)
- * 403 (b) Savings Plan (Employee Contribution)
- * Benefit Conversion at Termination
- * Bereavement Leave
- * Dental Insurance
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Vacation Leave
- * Personal Leave
- * Pharmacy
- * Voting Time Off
- * Witness Duty Leave

You may have to pay part or all of the cost for some benefits but NSRAA fully pays for many of them.

303 Vacation Benefits

Effective Date: 7/1/2013

Revision Date: 12/4/2013

NSRAA offers vacation time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid vacation time:

- * Regular Seasonal Employees
- * Regular Full-time employees
- * Introductory

Policy Handbook

The amount of paid vacation time you receive each year depends on how long you have been working and if you are an employee living remote. This is the schedule for accruing vacation:

- *Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued monthly at the rate of 0.833 days.
- *After 3 years of eligible service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days.
- *After 5 years of eligible service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days.
- *After 10 years of eligible service the employee is entitled to 25 vacation days each year, accrued monthly at the rate of 2.083 days.
- *Employee living remote, 10 to 12 months a year (Hidden Falls and Deer Lake), upon initial eligibility is entitled to 15 vacation days, accrued monthly at the rate of 1.25 vacation days for each month worked.
- *Employee living remote, 10 to 12 months a year (Hidden Falls and Deer Lake), after 3 years of eligible service the employee is entitled to 20 vacation days, accrued monthly at the rate of 1.667 days for each month worked.
- *Employee living remote, 10 to 12 months a year (Hidden Falls and Deer Lake), after 5 years of eligible service the employee is entitled to 25 vacation days, accrued monthly at the rate of 2.083 days for each month worked.

The maximum number of vacation days for all employees is 25 days.

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each type of leave affects vacation accruals.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. You can request to use vacation time after it is earned.

You may not take less than one-half hour vacation at a time. To schedule your vacation time, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. A written vacation request form is required and available from supervisors. The request form is not valid until signed by Operations Manager or General Manager.

You will be paid for vacation time off at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation by the end of a benefit year, you may carry over the unused time to the next benefit year. If the total amount of your unused vacation time reaches the "cap" amount, you temporarily stop accruing vacation.

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The "cap" amount is your annual vacation amount plus 40 hours. When you take vacation again and your total accrued amount falls below the cap, you will start accruing vacation again.

If an employee living remote becomes a non-remote employee (project other than Hidden Falls or Deer Lake) then vacation accrual and cap would revert to the new applicable accrual rate. Accumulated leave over the new cap would be retained by the employee but additional accrual would not begin until leave was once again below the cap.

If you are hospitalized during your vacation, any day of hospitalization will be charged to your sick leave, if available, rather than to your vacation time.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

305 Holidays

Effective Date: 7/1/2013

Revision Date: 1/1/2021

NSRAA gives time off to all employees on the following holidays:

- * New Year's Day (January 1)
- * Mental Health Day (January 13)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Seward's Day (last Monday in March)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Alaska Day (October 18)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving (fourth Friday in November)
- * Christmas (December 25)

Eligible employees will receive 11 days (88 hours) per year. The hours will be credited to the employees in January of each year. Employees are expected to take the holiday on that day or within the pay period the holiday falls. At no time may a holiday be used longer than 2 pay periods after the holiday occurred. If not taken on the holiday, employees should designate on their timesheet which holiday is taken. Holidays do not carry forward to the following calendar year.

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the following employment classifications are eligible for holiday time off with pay immediately:

- * Regular Seasonal Employees
- * Regular Full-time Employees
- * Introductory

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If a recognized holiday falls on a Saturday, NSRAA will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, NSRAA will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

We do not count holiday paid time off as hours worked when calculating overtime.

306 Workers' Compensation Insurance

Effective Date: 7/1/2013

Revision Date:

NSRAA provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither NSRAA nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

307 Sick Leave Benefits

Effective Date: 7/1/2013

Revision Date:

NSRAA provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

If you are eligible, you will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning sick leave.

You may not take less than one hour sick leave. You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent, or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence.

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If you are absent for three or more consecutive days due to illness or injury, you must give us a doctor's statement that states you are ill or injured, when it began, and when you should be able to return to work.

We may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence, due to injury of 5 calendar days or more, you must provide a doctor's statement that you may safely return to work.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may not be used for any other absence. You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

308 Time Off to Vote

Effective Date: 7/1/2013

Revision Date:

NSRAA wants employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, or by absentee ballot, we will give you up to 1.5 hours paid time off to vote during working hours.

If you need time off to vote, see your supervisor for the time off at least two days before the election day.

To get paid for the time you take off to vote, you must show your voter's receipt to your supervisor the first work day after the election.

Early voting and absentee voting are options for remote living and in town employees alike.

309 Bereavement Leave

Effective Date: 7/1/2013

Revision Date:

NSRAA provides bereavement leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Employees in the following employment classifications are eligible for up to 5 days of bereavement leave with pay:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any

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special forms of pay, such as incentives, commissions, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchild. We will also consider requests for bereavement leave if someone dies who was as close to you as an immediate family member.

310 Relocation Benefits

Effective Date: 7/1/2013

Revision Date:

NSRAA may give relocation benefits to eligible transferred or newly hired employees when we ask them to relocate to a new work location. Employees eligible for relocation benefits include:

- * Seasonal Employees
- * Full-Time Employees
- * Introductory

For more information about the relocation benefits, contact the Personnel Department. The relocation benefits may include:

- * Moving household goods

All requests for relocation assistance must be made before the date of an expense. We will reimburse expenses only if we approved the expense before it happened, and if we think the expense is reasonable, and if we received satisfactory proof no more than 30 days after the date of the expense.

If we reimburse relocation expenses and you terminate employment within two years of the relocation, we consider the amount we paid to be just a loan. We will then expect you to repay NSRAA for up to 50 percent of the original relocation reimbursement we paid.

311 Jury Duty

Effective Date: 7/1/2013

Revision Date:

NSRAA encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to 8 weeks of paid jury duty leave over any 1 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

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If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or NSRAA may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for NSRAA.

Subject to the terms, conditions, and limitations of the applicable plans, NSRAA will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Your vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Any compensation received from participation on a jury will be turned over to NSRAA.

312 Witness Duty

Effective Date: 7/1/2013

Revision Date:

If you get a subpoena to testify in court, NSRAA will give you time off to be a witness. If you are summoned to be a witness for NSRAA or if we ask you to testify, we will give you time off with pay.

If you have to go to court to be a witness for someone other than NSRAA, we will give you a maximum of 16 hours time off with pay at your base rate. You may also use any available paid leave benefits you have such as vacation to be paid for any unpaid time off you have to take.

If you need to get time off to be a witness, show the subpoena to your supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

313 Benefits Continuation (COBRA)

Effective Date: 7/1/2013

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at NSRAA's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

314 Educational Assistance (Professional Development)

Effective Date: 7/1/2013

Revision Date:

NSRAA offers an educational assistance program to encourage employees to maintain and improve their job-related skills through formal education.

Employees in the following employment classifications are eligible for the educational assistance program:

- * Regular Seasonal Employees
- * Regular Full-Time Employees

There is no waiting period once you are in an eligible classification. To apply for financial educational assistance, you must submit a Professional Development application to your supervisor. You must continue to be an active employee and perform your job satisfactorily to stay in the program. Upon approval NSRAA will pay all or a portion of educational cost.

Not every course is eligible for the educational assistance. To be eligible, a course or a group of courses that are part of a degree, licensing, or certification program must be related to your current job duties or to a position you might have at NSRAA in the foreseeable future. NSRAA will make the final decision about whether a course or program is eligible for educational assistance and is related to your current job or a future one. If you have questions about educational assistance, contact the Executive Office for more information.

We hope that educational assistance will develop your skills but we do not promise or guarantee that more education will result in promotions, new job assignments, or pay increases.

We invest in employees' education because we expect that our investment will benefit NSRAA. However, if you receive educational assistance and then voluntarily terminate your employment within one year of the last payment, we will consider the amount we paid to be just a loan. We will then require you to repay up to 50 percent of the original educational assistance payment we made.

316 Health Insurance

Effective Date: 7/1/2013

Revision Date: 8/9/2016

Our health insurance plan offers medical and dental benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

The eligible employees can enroll in the health insurance plan subject to the terms and conditions of the agreement between NSRAA and its insurance carrier. NSRAA has a grandfathered health insurance plan with less than 50 employees.

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If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance plan in the Summary Plan Description (SPD). When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Office Manager for more information.

317 Life Insurance

Effective Date: 7/1/2013

Revision Date:

NSRAA offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between NSRAA and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Office Manager for more information.

318 Short-Term Disability

Effective Date: 7/1/2013

Revision Date:

NSRAA has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees in the following employment classifications are eligible for the STD plan:

- * Regular Seasonal Employees
- * Regular Full-Time Employees
- * Introductory

Eligible employees may participate in the STD plan for illnesses or injuries lasting no more than ten (10), but not less than five (5) consecutive working days. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

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319 Long-Term Disability

Effective Date: 7/1/2013

Revision Date:

Long-term disability (LTD) is available through a supplemental insurance program.

Employees may participate in the LTD plan subject to the terms and conditions of the agreement between NSRAA and its insurance carrier.

There are more details in the LTD Summary Plan Description including cost, the limits, and the restrictions. If you have questions about LTD benefits, contact the Office Manager for more information.

320 401(a) Savings Plan

Effective Date: 7/1/2013

Revision Date: 6/16/2015-401(a) section added, missing from 7/1/2013 revision

NSRAA offers a 401(a) savings plan as a benefit to help eligible employees save for the future and their retirement years.

You are eligible to join our 401(a) savings plan after 2, 12 month consecutive pay periods with over 1,000 hours worked in each 12 month period.

NSRAA contributes an amount equal to 7% of your pre-tax salary to the 401(a) plan. There is no match required or allowed from the employee. You will choose how your plan account should be invested.

If you have questions about the 401(a) plan, contact the Office Manager for more information.

321 403(b) Savings Plan

Effective Date: 7/1/2013

Revision Date: 6/16/2015-section number changed to 321 from 320

NSRAA employees qualify to make contributions to a 403(b) savings plan to save for the future and their retirement years.

You are eligible to join our 403(b) savings plan when you start work for NSRAA, subject to all the terms and conditions of the plan.

You choose how much salary you wish to contribute to the 403(b) plan. The IRS sets a maximum amount determined by age. You also will choose how your plan account should be invested.

Your 403(b) contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing the 403(b) plan. Your 403(b) account will be taxed when you take money out of it at the legal retirement age but at that time it is possible that you will pay taxes at a different rate than you currently do. Liquidating or pulling money from a retirement account prior to retirement age draws a penalty of about 10% plus any tax requirement

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at time of withdrawal.

There are more details about our 403(b) savings plan in the Summary Plan Description. If you have questions about the 403(b) plan, contact the Office Manager for more information.

401 Timekeeping

Effective Date: 7/1/2013

Revision Date:

Employees are responsible for accurately recording the hours they work. The law requires NSRAA to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

Employees must sign their time records to say they are accurate. Each supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must initial the changes on the time record.

403 Paydays

Effective Date: 7/1/2013

Revision Date: 9/18/2019

All employees are paid on the 5th or 6th of each month for work performed the previous month.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that

payday. If you are on vacation on payday, you will get your paycheck when you return.

NSRAA has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account if you authorize it. On paydays, instead a check, you will get a statement explaining how much you were paid and all the details.

405 Employment Termination

Effective Date: 7/1/2013

Revision Date:

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

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- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to NSRAA, or return of NSRAA-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with NSRAA is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, NSRAA may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

408 Pay Advances

Effective Date: 7/1/2013

Revision Date:

You may ask for a pay advance if you have an urgent need because of a personal emergency. You must first explain the emergency in writing to your supervisor. Any pay advance must be covered by sufficient hours worked to cover the advance. The General Manager will look at every request separately and does not guarantee that all requests will be approved.

410 Pay Deductions and Setoffs

Effective Date: 7/1/2013

Revision Date:

Laws require NSRAA to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security and Medicare taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." Medicare has no "wage base," so deductions are made on entire earnings. We also contribute to your Social Security and Medicare. We pay the same amount of Social Security and Medicare tax to the government as we deduct from your pay.

NSRAA also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that NSRAA must deduct money from your paycheck for personal charges to pay off a debt you owe NSRAA.

Policy Handbook

If you want to know why money was deducted from your paycheck or how your pay is calculated, see your supervisor.

501 Safety

Effective Date: 7/1/2013

Revision Date:

Workplace safety is a top priority at NSRAA. We want NSRAA to be a safe and healthy place for employees, and visitors. The Hatchery Manager/Project Manager is responsible for implementing, administering, monitoring, and evaluating workplace safety. Workplace safety depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate NSRAA safety standards, you may be subject to disciplinary action, up to and including termination of employment.

Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Hatchery Manager/Project Manager or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly; follow the laws, and start insurance and worker's compensation processing.

502 Work Schedules

Effective Date: 7/1/2013

Revision Date:

There are different work schedules at NSRAA. Your supervisor will tell about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

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504 Use of Phone and Mail Systems

Effective Date: 7/1/2013

Revision Date:

If you make personal calls on NSRAA business phones, we will require that you pay us for any charges.

You may not use NSRAA postage or metering for your personal mail. The postage is intended only for official business-related mail.

Our telephone communications are an important reflection of our image to the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

505 Smoking

Effective Date: 7/1/2013

Revision Date: 8/24/22

NSRAA prohibits smoking in the workplace, and NSRAA supplied housing. NSRAA recognizes Sitka General Code 9.20 and has established a reasonable distance for a nonsmoking area to be approximately 25' from doorways and windows. We will follow the preferences of nonsmokers if there is a difference between the wishes of the smokers and nonsmokers.

This policy applies equally to all employees as well as to our visitors.

506 Rest and Meal Periods

Effective Date: 7/1/2013

Revision Date:

All employees will have one meal period each workday lasting more than four (4) consecutive hours. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

507 Overtime

Effective Date: 7/1/2013

Revision Date:

There may be times when NSRAA cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and

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hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

508 Use of Equipment and Vehicles

Effective Date: 7/1/2013

Revision Date: 9/18/19

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use NSRAA property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Per Alaska National (NSRAA's insurance carrier), each employee must complete an authorization and release form to allow Samba Safety to obtain your driving record and enroll you in the Samba Safety Driving Monitoring Program for the duration of your employment.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

Employees requesting to use a vehicle for personal purposes must receive prior approval from their supervisor.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

Effective Date: 7/1/2013

Revision Date:

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes disrupt normal business operations at NSRAA. We may even have to close a work facility.

When we are officially closed due to emergency conditions, you will be paid for the time off.

If an emergency closing is not authorized and you do not report for work, you will not be paid for the time off. You may request to use any available paid time off you have, such as vacation.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

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512 Travel Policy & Business Expenses

Effective Date: 7/1/2013

Revision Date:

We will reimburse you for reasonable business travel expenses if the General Manager or Operations Manager approves the travel in advance. After a trip is approved, you should make your travel arrangements through NSRAA's travel department.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by NSRAA, you may not use that vehicle for personal reasons unless you got advance approval.

There may be times when you want to have a family member or friend come with you on a business trip. There may also be times when you want to combine a business trip with personal travel. In both cases, you must first get prior approval. Since the purpose of your trip is business, we need to make sure that nothing interferes with that objective. You are responsible for any expenses related to the personal portion of the trip or for your companion.

When a business trip is over, submit your completed travel expense report within 10 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

513 Other Business Expenses (NSRAA Accountable Plan)

Effective Date: 4/1/2024

Revision Date:

Business expenses incurred by the employee outside of travel, which are covered by handbook item 512, may be eligible for reimbursement by NSRAA. Qualifying reimbursements are not considered income for the employee if the following plan is observed and as such are not taxable.

1. For the cost to be eligible for reimbursement, the cost must be directly related to NSRAA business.
2. The expense needs to be supported by appropriate documentation. This can be direct receipts for goods purchased for NSRAA, not including expenses paid for with NSRAA credit cards or NSRAA charge accounts, or calculations of fuel use and/or personal vehicle use time.
3. The expense must be submitted for reimbursement within 60 days of the date the expense was incurred.
4. If NSRAA advances funds prior to the expense being incurred, any excess funds must be returned to NSRAA.

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Not all expenses may be eligible for reimbursement. If you have questions on eligible expenses and how to submit for reimbursement, consult your supervisor and/or the NSRAA Business Expense and Personal Vehicle Use Guidelines Policy for further details. Submissions for reimbursement must be completed on the form provided by NSRAA and authorized by your supervisor and Operations Manager or General Manager.

514 Personal Vehicle Use for NSRAA Related Business

Effective Date: 4/1/2024

Revision Date:

NSRAA owns a number of vehicles and vessels that are available for employees to utilize to fulfill their job requirements. At times all vehicles may be in use, or an employee's personal vehicle could be preferred, and as such NSRAA does allow the use of personal vehicles and vessels for NSRAA related business. Certain operational expenses may be eligible for reimbursement under handbook policy item 513. If an employee chooses to use a personal vehicle (automobile or vessel) for NSRAA business, they agree to the following terms of use.

1. If an accident or incident occurs while operating a personal vehicle for NSRAA business, the employee's insurance policy will be primary in the event of a claim and NSRAA's policy will be supplemental.
2. If an employee wishes to use a personal vessel for NSRAA related business, the employee must provide proof of insurance coverage, including liability, to NSRAA prior to use. The employee must provide proof of current insurance every year thereafter.
3. NSRAA's supplemental automobile and marine insurance policy coverage is only for liability, not collision/damage. If damage occurs that is not covered by the employee's policy, NSRAA may cover all or a portion of the repair depending on circumstances and subject to Operations Manager or General Manager approval.
 - a. To be eligible for consideration of damage repairs, the damage must have been the direct result of NSRAA related business/job function.

Depending on the nature and expense associated with personal vehicle use, not all use situations or expenses may be eligible for reimbursement. For more information consult your supervisor and/or the NSRAA Business Expense and Personal Vehicle Use Guidelines Policy.

515 Visitors in the Workplace

Effective Date: 7/1/2013

Revision Date: 2/1/2024

Only visitors who are properly authorized may be on NSRAA premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

If you have visitors, you are responsible for their conduct and to watch out for their safety. If you see an unauthorized person at work, notify your supervisor immediately.

516 Computer and Email Usage

Effective Date: 7/1/2013

Revision Date:

To help you do your job, NSRAA may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored

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communication without authorization.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At NSRAA you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of NSRAA, religious or political causes, outside organizations, or any other non-business matters.

NSRAA buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. NSRAA prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Personnel Department or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 3/26/2021

Revision Date:

NSRAA provides internet access at various locations for the purposes of work-related business as well as providing service to employees living in company provided housing. During normal business hours, internet use is restricted to activities to facilitate the completion of NSRAA work. At no time is NSRAA-provided internet access to be used to promote or perpetuate illegal activity or inappropriate messages or content. The use of certain websites, file sharing programs, or applications can present unwanted access to NSRAA networks that could compromise the security and integrity of operations.

Due to the insecurity of files and potential for harmful access, the use of peer-to-peer (P2P) networking is not allowed on NSRAA networks. P2P programs are those such as Limewire, Frostwire, Kazaa Lite, Gnutella, and BitTorrent.

NSRAA reserves the right to monitor traffic on its networks and restrict or block access as deemed necessary. Staff found to be in violation of this policy could be subject to disciplinary action, up to and including termination of employment.

Family and visitors using an NSRAA network are held to the same standard. The employee associated with the family member or visitor that violates the policy will be considered responsible and could face disciplinary action.

518 Workplace Monitoring

Effective Date: 7/1/2013

Revision Date:

NSRAA may conduct workplace monitoring to help ensure quality control, employee safety, and security.

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We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

You may ask to see information about you that was gathered by workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

520 Telecommuting

Effective Date: 7/1/2013

Revision Date:

NSRAA may offer telecommuting to some employees upon the approval of the General Manager, when we believe it would benefit both the organization and the employee. Telecommuting is the practice of working from a location outside of your normal place of work.

If you think that telecommuting would improve your ability to get your job done, submit a written request to your supervisor. The request should explain how you think telecommuting would be good for both NSRAA and you. Your request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers would be overcome.

When we decide if we will approve a telecommuting request, we look at factors such as position and job duties, performance history, related work skills, and the impact on the organization.

Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work each day or each pay period will stay the same as before you started telecommuting (unless changes are agreed upon in writing).

You and your supervisor must agree upon your schedule. If there is no written agreement about your schedule, you will work the same schedule as you did before you started telecommuting. You cannot change your schedule until your supervisor approves the change.

Telecommuting is an alternative method for meeting the business needs of NSRAA. It is not a universal employee benefit and is considered a temporary arrangement. We have the right to refuse to make telecommuting available to an employee. We also may terminate an existing telecommuting arrangement at any time.

522 Workplace Violence Prevention

Effective Date: 7/1/2013

Revision Date:

We are committed to preventing workplace violence and making NSRAA a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, including supervisors and temporary employees, with

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courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people.

NSRAA does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, customer, or member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the General Manager. NSRAA wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

526 Cell Phone Usage

Effective Date: 7/1/2013

Revision Date:

We provide cell phones to some locations for business use. Employees may use work cell phones for short personal calls within reasonable limits, with approval of their supervisor. Priority is given to business related calls. Sometimes we may check cell phone bills to make sure this policy is being followed.

When using a cell phone, please remember to keep your conversations private and quiet.

601 Medical Leave

Effective Date: 7/1/2013

Revision Date:

NSRAA does not meet the threshold employee number requiring FMLA benefits. However, NSRAA does offer the following guidelines for family leave.

NSRAA may provide unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child or military family leave entitlements. Family leave may also be requested to care for a

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child, spouse, or parent with a serious health condition or a covered active duty or military caregiver leave. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave:

- * Regular Full-Time Employees
- * Regular Seasonal Employees
- * Introductory

Eligible employees may request family leave only after they have completed 365 calendar days of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying that you need a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. The 12 week maximum applies to any combination of both family leave and medical leave during any 12 month period. If this initial period of leave is not enough, we will also consider your written request for one extension of no more than 5 calendar days. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If your spouse is also employed by NSRAA, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption or placement of a foster child or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, NSRAA will continue to provide your health insurance benefits for the full period of an approved family leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

602 Family Leave

Effective Date: 7/1/2013

Revision Date:

NSRAA provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A

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serious health condition can also include continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave:

- * Regular Seasonal Employee
- * Regular Full-Time Employees
- * Introductory

Eligible employees may request family leave only after they have completed 365 calendar days of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. The 12 week maximum applies to any combination of both family leave and medical leave during any 12 month period. If this initial period of leave is not enough, we will consider your written request for one extension of no more than 5 calendar days. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If your spouse is also employed by NSRAA, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, NSRAA will continue to provide health insurance benefits for the full period of an approved family leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.

603 Personal Leave

Effective Date: 7/1/2013

Revision Date:

Eligible employees may ask for an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request personal leave:

- * Seasonal Employees
- * Regular full-time employees

Eligible employees may request personal leave only after they have completed 365 calendar days of

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service. If you wish to take a personal leave, give a written request to your supervisor as far in advance as possible.

An eligible employee cannot take more than 60 calendar days of personal leave every 1 year. If this initial period of leave is not enough, we will consider your written request for one extension of no more than 10 calendar days. If your supervisor approves, you may use any available paid time off, such as vacation, as part of your personal leave period.

We may not approve every request for personal leave. We will look at each request individually. The business priorities of NSRAA must come first. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period.

Subject to the terms, conditions, and limitations of the applicable plans, NSRAA will continue to provide health insurance benefits for the full period of an approved personal leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a personal leave. When you return from leave, the benefits will start accruing again.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, NSRAA cannot guarantee that you will be reinstated in all cases.

If you do not come back to work promptly at the end of a personal leave, we will assume that you have resigned.

605 Military Leave

Effective Date: 7/1/2013

Revision Date:

NSRAA will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive full pay if you are on leave for a two-week training assignment or a shorter absence. You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are

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based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Office Manager for more information.

607 Pregnancy Related Absences

Effective Date: 7/1/2013

Revision Date: 6/18/2015

NSRAA will provide 2 weeks paid Maternity leave; this leave is independent of annual or sick leave. Unused annual leave or a maximum of 2 weeks sick leave may be taken after the initial 2 weeks of paid Maternity leave.

NSRAA will provide 2 weeks paid Paternity leave, which is independent of annual and sick leave.

NSRAA will not discriminate against an employee who asks for an excused absence for medical disabilities associated with pregnancy. If you ask for leave because of a pregnancy-related condition, we will treat your request the same as a medical leave request and follow the applicable federal and state laws. Read the Medical Leave policy in this handbook for more information.

If you ask for time off for pregnancy and/or childbirth reasons such as bonding or child care, we will treat your request the same as an unpaid leave request. This is because bonding or child care is not considered medical disabilities.

615 Court Appearance Leave

Effective Date: 7/1/2013

Revision Date:

While NSRAA hopes this never happens, if you are the victim of a crime or a witness to a crime, or a member of your family is a crime victim, you may ask for time off to go to court to attend court dates related to the crime.

For purposes of this leave, a crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require that the victims appear in court. A family member includes your daughter, son, mother, father, husband, or wife.

If you need to take court appearance leave, we will ask you to let the Supervisor know in advance whenever possible when you will be gone, and to give them a written document showing that you need to be in court. The document you provide may be:

- * a police report indicating that you or a member of your family was a victim of a crime;
- * a court order protecting or separating you or a member of your family from someone who committed an act of domestic violence, or other evidence from the court or prosecuting attorney that shows you or your family member has appeared in court; or,
- * documentation from a medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or other crime.

You may ask for court appearance leave if you need to:

- * prepare for or be in court;
- * receive medical treatment or get medical treatment for a victim who is your daughter, son,

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- mother, father, husband or wife; or,
- * get services needed because of a crisis caused by domestic violence, sexual assault, stalking or some other crime.

You won't be paid while you are on leave in court but you may use leave you already have earned while away from work.

NSRAA will do all that we can to make sure that any information you give us to show your need for court appearance leave is kept strictly confidential.

701 Employee Conduct and Work Rules

Effective Date: 7/1/2013

Revision Date: 2/22/2023

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and NSRAA.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol, marijuana or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Sexual or other unlawful or unwelcome harassment

Since your employment with NSRAA is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, NSRAA may terminate your employment at any time, with or without cause or advance notice.

702 Drug and Alcohol Use

Effective Date: 7/1/2013

Revision Date: 2/22/2023

NSRAA is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

NSRAA will not permit the use or possession of marijuana, illegal drugs or the misuse of alcohol on the job or on company property. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify NSRAA if you have a criminal conviction for drug-related activity that happened at work. You

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must make the report within five days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor without fear of reprisal.

Further information on Drug Testing in Section 714.

Site or location specific drug and alcohol policies may supersede or add to the language found in this section.

703 Sexual and Other Unlawful Harassment

Effective Date: 7/1/2013

Revision Date: 8/31/2020

1. POLICY

It is the policy of Northern Southeast Regional Aquaculture Association (NSRAA) to maintain a work environment free of sexual harassment for staff. Sexual harassment is contrary to the standards of NSRAA. It diminishes individual dignity and impedes equal employment and work opportunities. Sexual harassment is a barrier to fulfilling NSRAA's mission. It will not be tolerated in the NSRAA work place, including NSRAA provided housing.

Sexual harassment violates NSRAA's long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal.

A claim under this policy may be brought by NSRAA or by full time, seasonal or temporary staff, or any other individual based on the conduct of any NSRAA employee or individual on NSRAA property. Persons who lodge sexual harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g., adverse action or consequences) for those actions. Retaliation will not be tolerated.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. A person who knowingly and intentionally files a false complaint under this policy is subject to NSRAA discipline. Both a person who sexually harasses another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to NSRAA discipline.

An individual may engage in conduct of a sexual nature that may not be sufficiently severe, persistent or pervasive to constitute sexual harassment as described below, but is nonetheless inappropriate. Such conduct also will not be tolerated, and is prohibited by NSRAA and is subject to discipline up to and including termination of employment.

2. DEFINITION OF SEXUAL HARASSMENT

For the purposes of determining whether a particular course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Some examples of conduct that may constitute sexual harassment include, but are not limited to:

Unwanted sexual statements – sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one's sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures and/or written material.

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Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.), and otherwise.

Unwanted personal attention – letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, pressure for dates where a sexual/romantic intent appears evident but remains unwanted, and stalking.

Unwanted physical or sexual advances – touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse, or other sexual activity.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient.

This policy addresses intentional conduct. It also addresses conduct which results in negative effects even though such negative effects were unintended. Sexually-related conduct forms the basis of a sexual harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe, persistent or pervasive as to interfere unreasonably with employment performance or participation in a NSRAA activity or living environment.

Sexual harassment most often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank. It is also possible for a person who is not in a position of power or authority over another to sexually harass that person, such as a project manager being sexually harassed by a seasonal employee or a supervisor being sexually harassed by a supervisee. Sexual harassment occurs between persons of the same gender and persons of different genders.

Alleged discriminatory behavior that does not include conduct of a sexual nature is not covered by this policy; however, the discriminatory conduct is addressed by Sexual and Other Unwanted Harassment policy (e.g., sex, gender identity, gender expression, sexual orientation, etc.). In some cases, an individual may allege there has been discriminatory action in addition to unwelcome conduct of a sexual nature. In these instances, the matter is assessed under the policy prohibiting the type of discrimination alleged as well as this sexual harassment policy and any other applicable policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a NSRAA activity;
2. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in a NSRAA activity; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, living environment, or participation in a NSRAA activity.

3. CONSENSUAL RELATIONSHIPS

NSRAA's nepotism policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or close personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons, without prior written approval. Issues of nepotism are addressed in NSRAA's Employee Handbook.

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Romantic or sexual relationships between employee which occur outside of the supervisory context may also lead to difficulties. Asymmetry of the supervisor-supervisee relationship means that any sexual relationship between employees is potentially exploitive and should be avoided. Staff engaged in such relationships should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for the employee's instruction or evaluation.

In the event of a charge of sexual harassment, NSRAA will in general be unsympathetic to a defense based upon consent when the facts establish that a professional supervisor-employee power differential existed within the relationship.

4. RESPONSE AND PROCEDURES

Prevention and Education. NSRAA is committed to preventing and eliminating sexual harassment of staff. To that end, this policy will be published on the NSRAA web site. Information regarding sexual harassment and this policy will be included in orientation materials for new staff and made available in the NSRAA corporate office and other appropriate locations. In addition, appropriate educational sessions will be provided by NSRAA on an ongoing basis to (1) inform staff about identifying sexual harassment and the problems it causes, (2) advise staff about their rights and responsibilities under this policy, and (3) train personnel in the administration of this policy.

Assistance with Sexual Harassment Concerns. Supervisors are responsible for ensuring and monitoring NSRAA's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every staff member. NSRAA can take corrective action only when it becomes aware of problems. **Therefore, NSRAA encourages persons who believe that they have experienced or witnessed sexual harassment to come forward promptly with their inquiries, reports, or complaints and to seek assistance within NSRAA.** Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under this policy.

Confidential Counseling. Information about or assistance with sexual harassment issues may be obtained from a variety of resources, including Sitkans Against Family Violence (SAFV). Prior to or concurrent with lodging a sexual harassment complaint, individuals may find it helpful to consult with a counselor or otherwise seek assistance. These offices provide advice and support to individuals who believe they are experiencing sexual harassment. All information shared with these offices will remain confidential to the extent permitted by law and NSRAA policy. Discussions with representatives of these offices will not be considered a report to the NSRAA regarding the problematic behavior and will not, without additional action by the complainant, result in intervention or corrective action.

Lodging a Complaint. An individual may complain to NSRAA about alleged sexually harassing behavior or retaliation by contacting their supervisor, department head; operations manager or general manager.

Investigation and Investigation Procedures. NSRAA will handle sexual harassment complaints consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints. Complainants and Respondents will be given copies of the procedural guidelines, and the guidelines will also be made readily available to employees. The matter will then proceed to investigation or other form of effective and fair review. The investigation or review may be performed by operations manager, general manager or by outside independent sources. The purpose of an investigation, which will include interviewing the parties and witnesses, is to gather and assess evidence. During the course of an investigation, the investigating supervisor will work collaboratively with other appropriate supervisors, employees or outside council. For example, if a supervisor is involved in a complaint, the project manager or operations manager would generally work collaboratively.

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Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment or inappropriate behavior and, if so, (3) referral to the appropriate administrative authority for corrective action.

Corrective Action. Corrective action could include a requirement not to repeat or continue the harassing or retaliatory conduct, a reprimand, denial of a merit pay increase, pay decrease, reassignment, suspension and termination. The severity of the punishment will depend on the frequency and severity of the offense and any history of past discriminatory or retaliatory conduct. A finding of sexual harassment may be cause for the separation of the offending party from NSRAA, in accordance with NSRAA procedures. Every effort will be made to assure NSRAA-wide uniformity of sanctions for similar offenses.

NSRAA Action. NSRAA may assume the role of a complainant and pursue a report or complaint of sexual harassment, either informally or formally. NSRAA may respond to complaints or reports by persons external to NSRAA about alleged sexually harassing conduct by NSRAA employees.

Reporting Requirements. To assure NSRAA-wide compliance with this policy and with federal and state law, the general manager must be advised of all reported incidents of sexual harassment and their resolution. The administrative office will monitor repeated complaints within the same unit or against the same individual, where identified, to assure that such complaints are appropriately handled.

Retaliation. NSRAA will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation. NSRAA also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. NSRAA will also take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with NSRAA using the same procedure for lodging a sexual harassment complaint.

704 Attendance and Punctuality

Effective Date: 7/1/2013

Revision Date:

We expect NSRAA employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 7/1/2013

Revision Date:

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what visitors think about NSRAA. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent NSRAA, you should be clean, well groomed, and

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wear appropriate clothes. This is particularly important if your job involves dealing with visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, NSRAA may make a reasonable accommodation to this policy for a person with a disability.

706 Return of Property

Effective Date: 7/1/2013

Revision Date:

NSRAA may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at NSRAA, you must return all NSRAA property immediately.

708 Resignation

Effective Date: 7/1/2013

Revision Date:

Resignation means that you voluntarily terminate your employment at NSRAA. If you decide to resign, we would like you to tell us in writing at least 4 weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

Before an employee leaves, we will try to schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

710 Security Inspections

Effective Date: 7/1/2013

Revision Date:

NSRAA wants to have a work environment that is free of illegal drugs, or other improper materials. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with housing, desks, lockers, and other storage devices for your convenience but these are always the sole property of NSRAA. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

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712 Solicitation

Effective Date: 7/1/2013

Revision Date:

NSRAA does not allow people who are not employees to solicit or distribute literature in the workplace at any time for any reason.

We realize that many employees participate in events and organizations outside work. However, employees should try to schedule these activities to non working times, such as lunch periods, work breaks, or any time when you are not scheduled to be working, and may not use NSRAA resources such as computer, copier, supplies, e-mail, internet, etc. for any such purpose.

These are examples of the types of solicitation that we do not allow:

- * The collection of money, goods, or gifts for religious groups
- * The collection of money, goods, or gifts for political groups

We also limit what types of information are posted on our bulletin boards. We display information on NSRAA bulletin boards that we think is important to employees such as:

- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information

If you want to post something on a bulletin board, first give it to the Supervisor for approval. If it is approved, the Supervisor will then post your message.

714 Drug Testing

Effective Date: 7/1/2013

Revision Date:

We are committed to making NSRAA a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. We may ask employees to provide body substance samples, such as urine and/or blood. We will use the samples to check for the illegal or illicit use of drugs and alcohol. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

We will provide copies of the drug testing policy to all employees. If you have questions about our drug testing policy or its administration, contact the Office Manager.

718 Problem Resolution

Effective Date: 7/1/2013

Revision Date: 4/2/2014

NSRAA encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from NSRAA supervisors and management.

NSRAA tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give

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positive and constructive criticism to each other.

If you disagree with NSRAA rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the next supervisor in the chain of command.
2. Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. If there isn't resolution after meeting with your supervisor or his/her superior, you present the problem to the Operations Manager.
4. The Operations Manager counsels and advises you, helps you to put the problem in writing, visits with your managers, if necessary.
5. If there isn't resolution to the situation after meeting with the Operations Manager, you present the problem to the General Manager in writing.
6. The General Manager reviews and considers the problem. The General Manager informs you of the decision and forwards a copy of the written response to the Office Manager for your file. The General Manager has full authority to make any adjustment that is determined to be appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make NSRAA a better place to work.

722 Workplace Etiquette

Effective Date: 7/1/2013

Revision Date:

NSRAA can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help

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you get along with others. If you have comments or suggestions about workplace etiquette, contact the Administrative Department.

- * Return copy machine and printer settings to their default settings after changing them.
- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Retrieve print jobs in a timely manner and be sure to collect all your pages.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- * Try to minimize unscheduled interruptions of other employees while they are working.
- * Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- * Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- * Try not to block walkways while carrying on conversations.
- * Refrain from using inappropriate language (swearing) that others may overhear.
- * Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.
- * If you see trash in the workplace, driveways or other common areas, pick it up and discard.

723 Social Media and Workplace Documentation

Effective Date: 8/31/20

Revision Date:

NSRAA has a social media account to share information about our operations, post job openings, and to interact with the public. Some NSRAA staff are authorized to post on the NSRAA social media page(s). When doing so you are posting on behalf of the company and must take care not to post personal opinions and interact in a positive and professional manner.

Because there is not always a clear distinction between personal voice and institutional voice, if an unauthorized employee wishes to comment on an NSRAA post, they must state their opinions are their own and not the views of NSRAA. NSRAA also recognizes that most NSRAA employees will be active on their own social media platforms. What an employee chooses to share could have a direct impact on the organization. The following list of considerations provides guidance to employees on acceptable and unacceptable workplace documentation and social media interaction. Employees who violate these guidelines may be subject to disciplinary action or termination.

Both in professional and individual roles, employees should follow the same behavioral standards online as they would elsewhere. The same laws, professional expectations and guidelines for interacting with others apply online and offline.

- * Be mindful and aware of your job duties and how your actions, or the actions of your coworkers, could be viewed by the public or individuals outside of the industry. When documenting your job duties, company sponsored social gatherings, or general NSRAA site conditions or activities; or the duties or social gathering interactions of your coworkers, it is expected that NSRAA employees will engage in a professional, ethical, and respectful manner at all times.
- * Do not post confidential, sensitive or proprietary information about or regarding NSRAA, employees, contractors, or others. Do not post personal information relating to employees or customers, clients, or other persons or organizations that have a relationship with NSRAA.

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- * Employees must be aware that once information is posted to a social media platform it is considered permanent, even if removed by the poster.
- * Posting any content contrary to NSRAA policy will not be tolerated. If an employee documents such behavior, they should report said behavior to their supervisor. Before posting pictures or video of NSRAA operations or site conditions or activities, the approval of either the site/project manager or operations manager must be received. If you are in question if you need approval to post content, always ask your supervisor. When in doubt, do not post.
- * Each employee will be held liable for any violations of this handbook policy, including an employee's guests or family that utilize NSRAA housing or facilities, and those that gain access to NSRAA facilities through a relationship with an NSRAA employee. It is therefore the responsibility of the NSRAA employee to communicate the guidelines of this policy to their family and guests to ensure their family/guest follows the guidelines outlined herein.

800 Life-Threatening Illnesses in the Workplace

Effective Date: 7/1/2013

Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. NSRAA wants to help these employees to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. NSRAA will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.

Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If you have questions or concerns about life-threatening illnesses, you should contact the Personnel Department for information and referral to appropriate services and resources.

802 Recycling

Effective Date: 7/1/2013

Revision Date:

We want to help the environment by recycling at NSRAA. We are committed to buying, using, and disposing of products and materials in the best ways for the environment.

You should use the special recycling containers when you throw away the following materials when available:

- * paper

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- * corrugated cardboard
- * printer cartridges
- * batteries
- * aluminum

If you have any questions or new ideas and suggestions for the recycling program, contact the Personnel Office.

808 Dogs in the Workplace

Effective Date: 7/1/2013

Revision Date:

You may bring your dog to work as long as your dog is well behaved and you follow these guidelines. If you do not follow these guidelines, you will not be able to bring your dog back to work.

First, ask your manager if you can bring your dog to work. Managers will consider whether having your dog at work will cause any problems or keep you from getting your work done. Managers also need to consider the effect your dog may have on others around you. Your co-workers have first rights over dogs. Any employee with allergies, who is afraid of dogs, or that has some other concern about dogs has the right to ask that dogs be kept in an office or left at home. You need to accept co-workers concerns about dogs, just like you want co-workers to accept bringing a dog to work.

For your dog to come to work it must be at least four months old, spayed or neutered, properly licensed, up-to-date with shots, clean and well-groomed, and completely free of fleas. Most importantly, your dog must be housetrained. If your dog goes to the bathroom indoors more than a couple times, you will have to leave it home until you can show it has been trained not go to the bathroom indoors again.

Your dog should only go to the bathroom outdoors in an out-of-the-way spot some distance from the parking lot and work building, not in grassy areas where people might choose to sit. All waste should be picked up immediately and disposed of in an appropriate receptacle. Dog owners are expected to carry a cleanup kit at all times.

Your dog should be friendly toward people and other dogs. If your dog shows any sign of aggression, your dog will not be able to come back to work. Barking dogs will also not be tolerated. Your dog should know basic commands like come, sit, stay, and down.

Your dog must be kept in your immediate work area such as your office, cubicle, or workspace. When in common areas of the workplace or parking lot, your dog must be kept on a leash. If you must leave your dog for any reason, you must either assign a willing co-worker to be responsible for your dog while you are gone or you must put your dog in a dog crate.

Dogs are not allowed in the:

- * restricted hatchery areas
- * conference room
- * kitchens/dining rooms

You are completely liable for your pet. And remember, bringing your dog to work is a privilege, not a right.

Hidden Falls and Medvejie each have specific policies regarding pets. You may request a copy of these policies.

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810 Mail and Shipping

Effective Date: 1/1/2021

Revision Date:

Employees may ship personal mail to the NSRAA office, however, NSRAA reserves the right to open and inspect mail as deemed necessary. Indicating work or personal on shipping labels will facilitate proper mail check in procedures. Employees should be aware that the USPS will not forward mail from a business address. Anything set up to deliver to the office will continue to do so until modified with the shipper. NSRAA does not guarantee that personal mail will be forwarded to a new address.

Employees living remote and shipping mail to a freight forwarder will be bound by the respective policy of the mail handler, which may include the provision for inspection.

Employees wishing to utilize an account of NSRAA to ship personal goods (Fed-Ex for example) must understand the following provisions. NSRAA does not guarantee delivery windows or the proper handling of shipments. NSRAA will not follow up, outside of a basic inquiry, for insurance claims on shipments. Employees that are terminating employment, or those that are leaving at the end of a season, may not ship personal items on any NSRAA account within 2 weeks of the stop employment date. If an invoice for a personal shipment is not received by the time payroll is generated, and the employee has terminated employment with NSRAA or will not have hours in the following month, NSRAA reserves the right charge the employee an additional 25% of the estimated shipment cost to cover any variances. NSRAA typically receives ~75% discount with Fed-Ex. Use of NSRAA accounts for personal shipments is a privilege and a choice of the employee.

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NSRAA POLICY HANDBOOK

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about NSRAA. I understand that I should consult the Office Manager if I have any questions that are not answered in the handbook.

I became an employee at NSRAA voluntarily. I understand and acknowledge that there is no specified length to my employment at NSRAA and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that NSRAA may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that NSRAA will not change or cancel its employment-at-will policy. I understand that NSRAA may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the General Manager of NSRAA.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____