

IOS Acquisitions, LLC  
**Employee Handbook**

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# Preamble

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Dear Employee,

Welcome IOS Acquisitions, LLC (IOS Staffing Services). As an employee of IOS Staffing Services you will find your daily responsibilities both rewarding and challenging. In order to fully immerse yourself in the culture of IOS Staffing Services, it is vital to understand the policies and procedures that govern this company. This handbook contains all of the benefits, policies, and procedures currently in effect for full-time employees at IOS Staffing Services. Full-time employees are those who work thirty (30) or more hours per week. It is important that this manual is not construed as a contract guaranteeing employment for a specific period of time.

## **Employment at Will:**

Employment at IOS Acquisitions, LLC (IOS Staffing Services), is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by management or the company. Nothing in this manual or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor or employee of IOS Staffing Services has the authority to enter into any agreement for employment for any specific period of time or to make any agreement for employment other than at-will. Only the president of the company has the authority to make such agreement and then only in writing signed by both the president and the employee.

# Diversity

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## **Equal Employment Opportunity:**

IOS Staffing Services provides equal employment opportunities to all employees regardless of race, gender, marital status, sexual orientation, color, national origin, or religious views. IOS Staffing Services fulfill all applicable federal, state, and local laws governing equal employment each region the company possesses facilities.

## **Anti-Discrimination and Harassment Policy:**

IOS Staffing Services is dedicated to fostering a work atmosphere where all individuals are treated with dignity and respect. IOS Staffing Services forbids unlawful discrimination based on race, gender, marital status, sexual orientation, color, national origin, or religious views. The company demands that all employees engage in professional relationships free from prejudice or bias.

## **The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA):**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) restricts employers with 15 or more employees from discriminating against applicants or employees with disabilities. IOS Staffing Services will provide adequate accommodations to all applicants and employees who are qualified for the position so that they can perform the necessary functions associated with their job.

# Employment

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## **Personal Relationships in the Workplace:**

The employment of relatives, married couples or persons involved in a romantic relationship may cause conflicts, raise issues of favoritism and damage employee morale.

A supervisor may not oversee a related employee. A supervisor who is related to another employee or applicant must immediately disclose the relationship to management. An employee in a romantic relationship may not be supervised by the romantic partner. A supervisor involved in a romantic relationship with another employee or applicant must immediately disclose the relationship to management.

A supervisor who fails to follow this policy of disclosure can be disciplined or terminated.

## **Employee Separation Procedures:**

*Note: see state specific folder.*

IOS Staffing Services requests that employees who choose to terminate their employment provide written notice to their supervisor, stating their last date of employment and the reason for leaving. The employee must return all Company equipment and/or property before the last day of employment, including but not limited to, keys, access cards, company phones, etc. The employee faces a pay reduction in their final check if they do not comply with returning all company property. IOS Staffing Services complies with state mandates regarding employee resignation and employee termination.

# Workplace Safety

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## **Workplace Bullying:**

IOS Staffing Services is committed to providing a safe and harassment-free workplace for all employees. The Company will not tolerate any instance of bullying. This policy applies to all employees, including supervisors, managers and executives. Employees found in violation of this policy will be subject to discipline, up to and including termination.

An employee who feels like they are being bullied at work, or witnesses bullying at work, should report it to a supervisor

## **Sexual Harassment:**

IOS Staffing Services requires that all employment relationships shall be conducted in a professional, cordial and inoffensive environment. Sexual harassment will not be tolerated at IOS Staffing Services. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and all other offensive verbal or physical conduct of a sexual or gender-related nature where: Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; and Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment. If any employee believes that he/she has been subjected to sexual harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with employment at IOS Staffing Services, or while on assignment for a client of IOS Staffing Services, the circumstances should be immediately brought to the attention of an IOS Staffing Services supervisor or manager. Upon notice from any source of a complaint or an incident of sexual harassment, the supervisor or manager is to report such complaint or information to the Chief Executive Officer or to corporate legal personnel. If the complaint involves the immediate supervisor or manager, or if the circumstances are uncomfortable to discuss with the supervisor or manager, the matter should be reported directly to the Chief Executive Officer or to corporate legal personnel. All complaints of sexual harassment will be investigated promptly under the direction of IOS Staffing Services Headquarters and, where necessary, corrective action will be taken. The investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of their good faith report of sexual harassment to the company. Any supervisor, agent, or employee who is found to have engaged in sexual harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge.

## **Drugs, Alcohol, and Drug Testing:**

Substance abuse has an adverse impact on an employee's work, personal and family life, as well as on the ability of Insurance Overload Staffing Systems (IOS Staffing Services) to conduct business and provide quality services to its clients. Such abuse can cause poor performance, can decrease productivity and can create safety hazards in the workplace. The use, distribution, dispensation, sale, offering for sale, possession, purchase, manufacture, or trading of illegal

drugs on the premises of IOS Staffing Services, on client premises, or in any other work-related environment by employees is strictly prohibited. The prohibition of illegal drug activity includes occasions when an employee is representing IOS Staffing Services or one of the clients of IOS Staffing Services at events and meetings beyond normal work hours. Furthermore, employees are not permitted to consume alcohol while on the premises of IOS Staffing Services, while on client premises, or while conducting IOS Staffing Services business. This does not include official day or evening functions at which alcohol may be served socially as long as such use does not prevent employees from performing their jobs satisfactorily and does not pose any threat to the safety or welfare of the employee or others.

The standards followed by IOS Staffing Services in the screening, hiring and employment of personnel are effective deterrents in preventing the problems associated with drug abuse in the workplace. IOS Staffing Services does not conduct drug testing of its staff members or its temporary personnel.

Employees who violate this policy or assist other persons in violating it are subject to disciplinary action, up to and including termination. Nothing in this policy is intended to create an express or implied employment contract and no provision in it shall be construed as creating any contract or equitable rights whatsoever.

### **Weapons Policy:**

Insurance Overload Staffing Systems (IOS Staffing Services) strictly prohibits the carrying of firearms of all kinds whether loaded or unloaded, concealed or unconcealed, functioning or out of working order, and regardless of the legal status of government permits, as well as the carrying of illegal knives, on all premises of IOS Staffing Services and at all off-premises business and social events participated in by IOS Staffing Services or its clients. With the exception of on-duty security guards and law enforcement officers, this prohibition applies to all persons, including, but not limited to, IOS Staffing Services officers, staff employees, temporary employees, agents for IOS Staffing Services, business invitees, licensees, and social visitors. This policy does not apply to the carrying of a weapon within a vehicle so long as it is not removed from the vehicle or displayed from the vehicle, and not intended for use in the conduct of business or social contacts involving IOS Staffing Services. IOS Staffing Services reserves the right to conduct searches of any applicable person, and of any personal effects, including, but not limited to, briefcases, purses, desks, and lunch bags, at any location where IOS Staffing Services business or employment is being conducted, and at any location of any business or social function participated in by IOS Staffing Services. To the extent a search of an applicable person is requested by IOS Staffing Services management and that person is present, the individual may refuse the search; provided however, that such refusal can result in ejection from the premises and termination of employment, if applicable, for refusal to cooperate. IOS Staffing Services reserves the right to conduct searches on its property without an employee being present. Persons found to be in violation of this policy are subject to immediate removal from premises and/or summary discharge from employment. Employees should immediately report to their supervisor or local branch representative incidents of violence or threats of violence. IOS Staffing Services will not retaliate against any employee for reporting such an incident, and will not knowingly permit any retaliation by management or non-management employees. Employees found to have knowledge of the violation of this policy by others without reporting it to IOS Staffing Services

will be subject to employment discipline up to and including discharge. This policy shall not be construed to create any duty or obligation on the part of IOS Staffing Services or its clients to take any actions beyond those required of an employer by existing law, and does not in any way create or impose a duty upon IOS Staffing Services to conduct searches.

# Workplace Expectations

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## **Confidentiality and Trade Secrets Policy:**

As a condition of initial and continued employment with IOS Staffing Services, all current and former employees are expected to conduct themselves in a manner which protects and preserves the company's proprietary, confidential, and trade secret information. The following are examples of confidential and/or trade secret information that must be maintained as confidential by employees and former employees:

- Business matters relating to marketing, costs, profits, and pricing methods.
- The details or provisions of any private written or oral contract or understandings between the Company and a third party, client, or vendor.
- The details of any statistical data, training manual, financial statements, forms, techniques, methods, or procedures not generally known to competitors of the Company.
- Procedural, training, or instructional manuals which have been developed by the Company and which are not generally known to the public.
- Long-range plans, budgets, acquisition strategies, methods of operations, bid information, and financial performance belonging to the Company and not generally known to the public.
- Computer software and programs, proprietary information, and other data relating to aspects of the Company finances or unique operations which cannot be obtained from sources other than the Company.
- Other confidential information that provides the Company with a substantial competitive advantage in conducting its business that has not, by legitimate means, become generally known and in the public domain.
- Names and addresses and any related information pertaining to IOS Staffing Services' customers that is not generally known in the public domain.
- Confidential employee information (e.g. medical records) obtained within the course and scope of your employment duties.

## **Conflict of Interest Policy:**

IOS Staffing Services employees are expected to devote their best efforts and attention to the performance of their jobs. Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or potential conflict of interest. A conflict of interest exists when an employee's loyalties or actions are divided between the interests of IOS Staffing Services and those of another, such as a competitor, supplier, or customer. Both a conflict of interest and the appearance of a conflict of interest should be avoided. An employee who is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest or the appearance of a conflict of interest should discuss the situation with his or her immediate supervisor for clarification. If an employee or someone with whom the employee has a close personal relationship (a family member or companion) has a personal, financial, or employment relationship with a competitor, supplier, or customer, the employee must disclose

this fact in writing. If an actual conflict of interest is determined to exist, IOS Staffing Services may respond as it deems is appropriate, based upon the circumstances.

### **Outside Employment:**

IOS Staffing Services Employees may pursue and participate in employment or other business activities outside of normal working hours, provided such arrangement neither creates a conflict of interest, nor detracts from performance while working for IOS Staffing Services, and provided the employee does not offer or provide such services to the company. Any employee who has other employment must disclose such employment to his or her supervisor, so that an evaluation can be made as to whether a conflict of interest exists. The failure to adhere to this guideline, including the failure to disclose any potential conflicts, will result in disciplinary action up to and including termination.

### **Attendance and Punctuality Standards:**

IOS Staffing Services Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to work on a regular and consistent basis.

Employees are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on company authorized business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Excessive unexcused absenteeism may result in disciplinary action, up to and including termination.

If you are unable to report to work you must inform IOS Staffing Services that you will not be able to report to work prior to the start of your shift. In all cases of absence or tardiness, employees must provide their supervisors with an honest reason or explanation. Failure to notify the company prior to your scheduled start time will be considered a no-call, no-show by IOS Staffing Services. An employee who fails to notify the company of an absence in accordance with this policy for three consecutive work days will be considered to have voluntarily resigned employment with IOS Staffing Services. Personal appointments should be scheduled during non-work hours unless approved in advance by your supervisor.

### **Professional Appearance Policy:**

IOS Staffing Services strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels. To help meet these goals, we have adopted a Business Casual Dress Policy as our dress standard Monday through Thursday for primarily office employees.

There may be times when more customary business attire would be appropriate, for example, when clients are here, when you meet with a customer, vendor or are representing the company at an outside community function. Reasonable accommodation will be made for employees religious beliefs and disabilities whenever possible which is consistent with the business necessity to present a professional appearance to the public.

The following guidelines will help day-to-day define acceptable Business Casual attire.

**GUIDELINES: (Monday through Thursday)**

1. Choose business casual clothing that communicates professionalism.
2. Keep your workday schedule into account when you are dressing.
3. Casual business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment.
4. We ask that you **NOT WEAR** jeans, shorts, bib overalls, halter-tops, beachwear, workout attire, tank tops, t-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, we ask that you not wear athletic shoes, flip-flops or slippers.
5. Business reasons might require employees to wear business attire on casual day.
6. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
7. **Acceptable Friday dress code may include jeans and well-kept athletic shoes.**
8. His/her supervisor or manager will counsel any employee whose appearance does not meet these standards. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

**Electronic Communication and Internet Use:**

While you are at work, IOS Staffing Services expects that you will be focused on your job duties. Using personal cell-phones during work-time can create a distraction. IOS Staffing Services therefore does not permit the use of cell phones or other mobile devices during your scheduled working hours, unless you receive permission in advance. If you receive permission to use your cell phone at work, IOS Staffing Services expects that all calls will be kept to an absolute minimum and reserved for emergencies and unusual circumstances. Please inform your friends and families of this policy. Sending or receiving of text messages is not permitted at any time other than during your meal or break periods. If IOS Staffing Services finds that excessive personal calls are interfering with work, you will no longer have permission to use your phone or keep it on your person while working.

Employees are prohibited from talking, composing text messages and reading text messages on cell-phones or any other mobile device (even with a hands-free device) while operating a IOS Staffing Services vehicle (regardless of whether the employee is on company time or personal time) or while operating a personal or rented vehicle for company business.

IOS Staffing Services' computer network, email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems are to be used for business-related purposes and only to transmit and receive business information. IOS Staffing Services treats all messages sent, received, or stored in its email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems (collectively "Communications") as property of IOS Staffing Services.

IOS Staffing Services has the capability to access, review, copy, and delete any Communications sent, received, or stored on the Company's computer network, email system, electronic and internet resources, and on the message recording and storage systems of Company-issued mobile phones. IOS Staffing Services reserves the right to access, review, copy, or delete all messages stored on any issued Company phone, or to search any company property for any purpose. IOS Staffing Services may disclose any information discovered to any party (inside or outside the Company) that it deems appropriate. By using IOS Staffing Services Communications systems, you agree that you have no reasonable expectation of privacy in relation to such usage or any items or information stored in IOS Staffing Services Communications or in the IOS Staffing Services Communications network.

## **Social Media-Acceptable Use:**

*Note: see state specific folder.*

The following principles apply to professional use of social media on behalf of IOS Staffing Services as well as personal use of social media when referencing IOS Staffing Services.

- Employees should be aware of the effect their actions may have on their images, as well as IOS Staffing Services' image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that IOS Staffing Services may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to IOS Staffing Services, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with a supervisor.

- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at IOS Staffing Services. IOS Staffing Services computer systems are to be used for business purposes only. When using IOS Staffing Services' computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, IOS Staffing Services blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates [the Company's Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with IOS Staffing Services, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent IOS Staffing Services positions, strategies or opinions."
- It is highly recommended that employees keep IOS Staffing Services related social media accounts separate from personal accounts, if practical.

# Compensation

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## **Paydays and Time Records:**

IOS Staffing Services will pay their employees weekly. The employee will receive a statement of earnings and withholdings in compliance with state law. Each employee must validate their paycheck and address the Company if there are any problems regarding their wages. IOS Staffing Services employees required to submit time records must do so by the date set by the Company. The time record should accurately and truthfully reflect all hours worked, including vacation or leave hours.

## **Non- Salaried Employee:**

The federal overtime provisions are contained in the Fair Labor Standards Act (FLSA). Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit in the Act on the number of hours employees aged 16 and older may work in any workweek. The Act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is worked on such days.

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek is permissible provided the employee is compensated for such if Federal overtime amount occurs.

*Note: see state specific folder.*

## **Meal and Rest Periods:**

*Note: see state specific folder.*

The scheduling of meals at IOS Staffing Services is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

# Leaves of Absence

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## **Holiday Pay:**

IOS Staffing Services observes the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (plus day after), and Christmas Day. The floater holidays include: Martin Luther King Day, Columbus Day, and Veterans Day. If a Floater Holiday falls on a workday and an employee works on such a Floater Holiday, that employee will receive a comp-day and may take that comp-day anytime within a year from the date it is worked. In the event of voluntary separation from the company, an employee will not receive pay or credit for unused comp-days.

## **Vacation:**

IOS Staffing Services believes that vacations are essential for good health, efficiency and job morale. As a consequence, the company confers vacation benefits on all staff employees and strongly urges that they be fully utilized. **All unused vacation days within the calendar year will be forfeited.** Vacation time will not be paid in cash in lieu of time taken. Vacation days may not be taken in advance of the pro rata accrual. New employees do not earn or accrue vacation until after the completion of six(6) months of continuous employment.

On the first day following the end of the sixth month of continuous employment, the employee is credited with five (5) vacation days. After 12 months through the fifth (5th) year of continuous service the employee earns ten (10) days of vacation. Upon completion of the sixth(6th) year through the tenth (10th) year of continuous service, the employee earns fifteen (15) days of vacation. Upon completion of the eleventh (11th) year through fifteenth (15th) year of continuous service, the employee earns twenty (20) days of vacation. The scheduling of vacation days must be cleared with the manager of the employee's office or an officer of the company in the employee's chain of command. An employee may be denied a request for a specific vacation schedule (other than verifiable emergencies) if other staff members are already scheduled for that time period, or if: 1). A request to take eight (8) or more consecutive vacation days is made less than thirty (30) days in advance, or 2). A request to take three (3) to seven (7) consecutive days is made less than two (2) weeks in advance, or 3). A request to take one (1) or two (2) consecutive days is made less than one (1) week in advance.

**\*Vacation resets on January 1st of each year.**

## **Personal Days:**

In addition to the company holidays, you are entitled to three (3) personal days a year. These three (3) personal days are earned after three (3) months of regular, full-time employment and

may be used for personal emergencies, observation of religious holidays, or for doctors' appointments. **\*At the time of termination with the company, you will not receive pay or credit for unused personal days.**

### **Sick Days:**

The Company provides regular full-time employees up to six (6) sick days per year to be used in times of illness or injury which cause employees to be unable to report to work. New employees do not receive paid sick days until after completion of their initial 90-day probationary period. After the 90-day period, employees are credited sick days for the remainder of the calendar year at a rate of up to six (6) days per year calculated on a pro rata basis from the date of hire. On January 1 of each year, each employee who is not then on unpaid leave is credited with six (6) sick days for that year. Employees on unpaid leave on January 1 and returning to full-time work after January 1 will be credited sick days calculated on a pro rata basis for the remainder of the year. **\*Any remaining unused sick days from the preceding year which are not carried over and expire on January 1.** When employees are unable to report to work, they must telephone their manager/supervisor no later than one hour after their office hour starting time. Leaving a message through another employee is not a substitute for telephoning the manager/supervisor, unless the manager/supervisor is not in the office. Employees who are ill for more than one (1) day, unless on approved medical leave, must contact the manager/supervisor each day of illness. Employees should understand that calling in, of itself, does not justify an absence. Employees may be asked to submit a physician's statement regarding their absence at any time. Absences for whatever reason of three (3) days or greater without notification to managers/supervisors may be considered an abandonment of employment. At the time of termination with the Company, an employee will not receive pay or credit for unused sick days. For major illnesses and hospitalization, employees may refer to the Family and Medical Leave Act Policy in this manual.

### **Pregnancy Discrimination Act:**

According to the Pregnancy Discrimination Act (PDA):

- An employer cannot refuse to hire a pregnant woman because of her pregnancy, because of a pregnancy-related condition, or because of the prejudices of co-workers, clients, or customers.
- An employer may not single out pregnancy-related conditions for special procedures to determine an employee's ability to work. However, if an employer requires its employees to submit a doctor's statement concerning their inability to work before granting leave or paying sick benefits, the employer may require employees affected by pregnancy-related conditions to submit such statements.
- If an employee is temporarily unable to perform her job because of her pregnancy, the employer must treat her the same as any other temporarily disabled employee.
- Pregnant employees must be permitted to work as long as they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, her employer may not require her to remain on leave until the

baby's birth. An employer also may not have a rule that prohibits an employee from returning to work for a predetermined length of time after childbirth.

- Employers must hold open a job for a pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.
- Any health insurance provided by an employer must cover expenses for pregnancy-related conditions on the same basis as costs for other medical conditions. An employer need not provide health insurance for expenses arising from abortion, except where the life of the mother is endangered.
- Pregnancy-related expenses should be reimbursed exactly as those incurred for other medical conditions, whether payment is on a fixed basis or a percentage of reasonable-and-customary-charge basis.
- The amounts payable by the insurance provider can be limited only to the same extent as amounts payable for other conditions. No additional, increased, or larger deductible can be imposed.
- Employers must provide the same level of health benefits for spouses of male employees as they do for spouses of female employees.
- Pregnancy-related benefits cannot be limited to married employees. In an all-female workforce or job classification, benefits must be provided for pregnancy-related conditions if benefits are provided for other medical conditions.
- If an employer provides any benefits to workers on leave, the employer must provide the same benefits for those on leave for pregnancy-related conditions.
- Employees on leave because of pregnancy-related conditions must be treated the same as other temporarily disabled employees for accrual and crediting of seniority, vacation calculation, pay increases, and temporary disability benefits.

## **Family and Medical Leave:**

The Family Medical and Leave Act allows eligible employees to unpaid, job-securitized leave for certain medical and family issues. There are specific requirements in order for the FMLA to apply to certain employers:

- A covered employer is a private sector employer with 50 or more employees in 20 or more work weeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer.
- A covered employer is a public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs.
- A covered employer is a public or private elementary or secondary school, regardless of the number of employees it employs.

In order for an **employee** to be eligible, they must:

- Work for a covered employer.
- Have worked for the employer for at least 12 months (Do not have to be consecutive months).
- Have at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave

- Have worked at a location where the employer has at least 50 employees within 75 miles.

The FMLA allows eligible employees up to 12 workweeks off in a 12 month period for one or more of these reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The employee must give IOS Staffing Services ample notice if they foresee family or medical leave in the near future. A typical benchmark for most employers is 30 days. If the need for leave is unforeseeable, the employee must notify IOS Staffing Services as soon as possible. The employee must also provide the company with sufficient evidence to determine whether the employee meets the conditions under the FMLA.

Upon returning from leave, the employee is entitled to their original job or an equivalent job with similar pay.

### **Jury Duty:**

*Note: see state specific folder.*

Upon notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide a copy of the summons. Employees may be granted paid leave based on state mandates.

### **Voting Leave:**

*Note: see state specific folder.*

IOS Staffing Services allows their employees to vote. The company will provide a reasonable amount of time to vote if a rational time period does not exist before or after work. The employee will be paid during this time based on specific state provisions. The company must receive notice of the employee's intentions to vote prior to Election Day.

### **Military Leave:**

IOS Staffing Services promises not to discriminate against those required to perform services for the United States' Armed Services. To clarify, no employee will be denied reemployment or promotion based on serving the United States.

## **Bereavement Leave:**

### **Funeral Leave for an Immediate Family Member:**

When a death occurs in an employee's immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

The pay for time off will be prorated for a part time employee if the funeral occurs on a scheduled work day. The Company may, in unusual circumstances, require verification of the need for the leave.

### **Immediate Family Defined for Bereavement Leave:**

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

### **Non-family Member Funeral Leave:**

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's manager on a case-by-case basis.

The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. The supervisor should confirm that the time is recorded accurately on the time cards. The Company may require verification of the need for the leave.

### **Additional Time Off:**

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member.

Additional unpaid time off may be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

*Note: Oregon is the only state with bereavement leave laws.*

# Benefits

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## **Group Medical, Dental, Vision:**

IOS Staffing Services offers to its regular full-time employees group health insurance benefits. The insurance benefits include group medical, vision, and dental insurance benefits. Insurance coverage is effective on the first day of the month following ninety (90) days of full-time employment. The group medical plan is through United Healthcare(Oxford). There is two(2) choices of the Exclusive Provider Organization (EPO) plans. Employees have several levels of coverage within the plans to choose from. Employees have **dental/vision** insurance coverage through Met Life Dental Insurance. Insurance Staffing Services and the employee share in the cost of the premium. The employee's share is paid weekly through payroll deductions. The deductions may be pre-tax dollars. Eligible employees should contact the Benefits Department to receive group health insurance information prior to their coverage effective date. Employees who miss their enrollment date will be eligible to enroll in the annual open enrollment period.

## **COBRA:**

Within 90 days of a new employee becoming subject to group-health plan coverage, plan administrators must notify, in writing, each covered employee and spouse of the right to future continuation of coverage. For further information on COBRA coverage, please visit <http://www.dol.gov/ebsa/faqs/faq-consumer-cobra.html>.

## **Worker's Comp:**

All IOS Staffing Services employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must immediately report any accident or injury to their supervisor and the human resources department so that the necessary paperwork may be completed. Workers' compensation is governed by state law, and each state's system differs. To find out the details of your state's law, contact your state department of industrial relations or workers' compensation.

**401 (k) Plan:**

Regular full-time staff employees who are compensated on a salary only basis are eligible to participate in the 401(k) plan. Employees must be 21 years of age or older and have four months of full-time employment with the company. After meeting the eligibility criteria, employees may enroll into the plan during the next enrollment period. The plan has two open enrollments a year:

- December open enrollment for a January 1 effective date
- June open enrollment for a July 1 effective date.

Employees may contribute any percent up to the current year maximum allowed by the IRS. Please verify the current maximum amount with the Benefits Department. Employees may change contribution amounts at any time. Contact the Benefits Department for a change form. For the company's vesting schedule contact the Benefits Department. The plan will accept rollover contributions from any other qualified plan. The plan prohibits participation of highly compensated employees. Each year the Internal Revenue Service defines the definition of highly compensated. Please contact the Benefits Department for additional information.

# Employee Acknowledgment

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I hereby acknowledge receipt of the IOS Staffing Services Policy Handbook. I have read, understand, and agree to follow the policies and procedures contained therein. I understand that, except for the employment at-will policy, IOS Staffing Services can change any and all policies or practices at any time.

In consideration of my employment, I agree to abide by the policies and procedures of IOS Staffing Services and agree that, unless subject to a properly executed written agreement to the contrary, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the IOS Staffing Services or me. My signature below certifies that I understand that no manager or representative of IOS Staffing Services other than the CEO or president has any authority to enter into any agreement for employment with me for any specified period of time, or to make any agreement contrary to the foregoing, and that such changes must be in writing, unless IOS Staffing Services has entered into a properly executed written agreement to the contrary.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

