

## **Revision to Employee Handbook**

Page 9 Added language to Equal Opportunity Employer due to the Pregnant Workers Fairness Act that went into effect this year.

Page 9 Added Affirmative Action Plan.

Page 21 Added Compensation Philosophy.

Page 27 Flex time - Added verbiage regarding no payout if not used.

Page 28 Added accrual rate to vacation schedule.

Page 29 Added PWFA language.

Page 30 Remove information regarding sick leave payout from the past.

Page 31 Add verbiage regarding seeing HR for additional benefit information.

Page 32 Removed Life insurance information since it is covered in the Benefits Booklet.

Page 30 Remove information regarding sick leave payout from the past.

Page 34 Corrected the wording regarding the eligibility period and the loan eligibility for vested deferral.

Page 35 Added change to the Jury Duty Policy – went from unpaid to paid time.

Page 36 Added verbiage exempt and non-exempt payment for jury pay.

Page 39 Added new policy Voluntary sick Leave Donation Policy.

Page 41 Updated the Disability/Pregnancy Accommodation law that passed a few months ago.

Page 45 Updated the wording on pay practices when office is closed due to emergency closing.

Page 51 Updated the wording regarding Conflicts of Interest and Outside Activities.

Page 52 Updated the wording regarding Business Gifts and Solicitation and Distribution.