



ARK-TEX URBAN TRANSIT, INC.

Employee Personnel Policies

SEPTEMBER 2014

Table of Contents

EMPLOYMENT

- 1.01 Employment at Will
- 1.02 Verification of Eligibility to Work
- 1.03 Employee Relations
- 1.04 Equal Employment Opportunity/Affirmative Action
- 1.05 Hiring of Relatives
- 1.06 Employee Medical Examinations
- 1.07 Conflicts of Interest
- 1.08 Outside Employment
- 1.09 Non-Disclosure
- 1.10 Job Posting and Employee Referrals

EMPLOYMENT STATUS & RECORDS

- 2.01 Employment Categories
- 2.02 Access to Personnel Files
- 2.03 Employment Reference Checks
- 2.04 Personnel Data Changes
- 2.05 Introductory Period
- 2.06 Employment Applications
- 2.07 Performance Evaluations
- 2.08 Background & License Checks

EMPLOYEE BENEFIT PROGRAMS

- 3.01 Employee Benefits
- 3.02 Holidays
- 3.03 Floating Holidays (Personal Days)
- 3.04 Employee Injury Policy
- 3.05 Worker's Compensation
- 3.06 Health/Dental Insurance
- 3.07 Benefits Continuation (COBRA)

TIMEKEEPING/PAYROLL/HOURS

- 4.01 Timekeeping
- 4.02 Paydays
- 4.03 Employment Termination
- 4.04 Layoff & Recall
- 4.05 Administrative Pay Corrections
- 4.06 Pay Deductions
- 4.07 Attendance, Work Hours & Work Schedules
- 4.08 Overtime

WORK CONDITIONS

- 5.01 Safety
- 5.02 Inclement Weather
- 5.03 Use of Telephones and Mail System
- 5.04 Use of Electronic Data/Email
- 5.05 Use of Social Media
- 5.06 Use of Equipment and Vehicles
- 5.07 Smoking
- 5.08 Business Travel Expenses
- 5.09 Visitors in the Workplace
- 5.10 Workplace Monitoring
- 5.11 Workplace Violence Prevention

LEAVES

- 6.01 Vacation Leave
- 6.02 Sick Leave
- 6.03 Bereavement Leave
- 6.04 Civil Leave
- 6.05 Military Leave
- 6.06 Leave of Absence
- 6.07 Family & Medical Leave

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

- 7.01 Employee Conduct and Work Rules
- 7.02 Harassment / Bullying
- 7.03 Whistleblower's Policy
- 7.04 Personal Appearance
- 7.05 Casual Days
- 7.06 Return of Property
- 7.07 Resignation
- 7.08 Solicitation
- 7.09 Discipline
- 7.10 Problem/Grievance Resolution
- 7.11 Rehire

MISCELLANEOUS

- 8.01 Life-Threatening Illnesses in the Workplace
- 8.02 Operations Policies
- 8.03 Ethics Policies
- 8.04 Drug and Alcohol Policies

SECTION 1
EMPLOYMENT

1 EMPLOYMENT

1.01 Employment-At-Will

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

Policies set forth in this section are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between ATUT and any of its employees, either expressed or implied. No supervisor has the authority to make any promises about job security to any employee. At any time either the employee or ATUT may decide to terminate the employment relationship with or without notice or with or without lawful cause.

In order to retain necessary flexibility in the administration of policies and procedures, ATUT reserves the right to change, revise, or eliminate any of the policies and/or benefits described herein, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the ATUT Board.

1.02 Verification of Eligibility to Work

In order to comply with the Immigration Reform and Control Act of 1986, each new ATUT employee is required to complete and sign a USCIS Form I-9 on the first day of employment. Each employee must provide proof of identity and employment eligibility with original, unexpired documents as shown on Form I-9 "Lists of Acceptable Documents." No employee will be hired nor any initial paperwork completed until such time the required documents are presented to the Human Resources Office.

1.03 Employee Relations

ATUT believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that ATUT amply demonstrates its commitment to employees by responding effectively to employee concerns.

1.04 Equal Employment Opportunity/Affirmative Action

Ark-Tex Urban Transit, Inc. (ATUT) is an equal opportunity employer. It is ATUT's policy to promote and ensure equal employment opportunity to all applicants for employment and to all employees. This is in order to prohibit discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, promotion, demotion, discipline or any other aspect of personnel administration based on race, age, religion, color, national origin, sex, genetic information, disability or any other characteristic protected by law. Discrimination has no place at ATUT and will not be tolerated.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ATUT will be based only on merit, training, experience, qualifications, and skills and abilities to perform a specific job.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, ATUT has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization. ATUT will fully comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendment Act of 2008 (ADAAA) to prohibit discrimination against a qualified individual with a disability because of the disability of such individual. ATUT will make reasonable accommodations for these qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. All qualified applicants who meet the requirements of the position and are able to perform the essential functions of the position for which they apply with or without reasonable accommodation will be given the same consideration for employment.

ATUT will strictly adhere to the Genetic Information Nondiscrimination Act (GINA) as adopted in May 2008, which prohibits the use of genetic information in any employment decisions. Any genetic information obtained inadvertently or willfully conveyed by the employee to the employer will be kept confidential and must be kept apart from the personnel file, but will be kept in the medical information file.

It is the policy of ATUT to provide an employment environment free of harassment or bullying including, but not limited to, sexual, ethnic, racial or religious harassment, sexual exploitation, and intimidation or aggressive behavior. Employees are encouraged to report any improper activities described above, including any form of discrimination in the workplace. In turn, ATUT will protect employees from retaliation for making any such report in good faith.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Any employee who believes they have been retaliated against for making any such report, or "whistleblowing," may file a complaint with the Human Resources Office. Employees have the right to raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination, harassment/bullying, and/or retaliation, will be subject to disciplinary action, up to and including termination of employment.

Refer to **Section 7.10 Problem Resolution** for more details.

1.05 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by ATUT may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. ATUT employees cannot be transferred into such a reporting relationship. Prohibited degrees of relationship are shown in below chart.

In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship, the parties may be separated by reassignment or termination from employment.

For the purposes of this policy, relatives are defined as spouse, child, parent, sibling, grandparent, grandchild, or same by relation of marriage. This policy shall also apply to those persons who are living in the same household.

See Nepotism Chart on Next Page.

NEPOTISM CHARTS

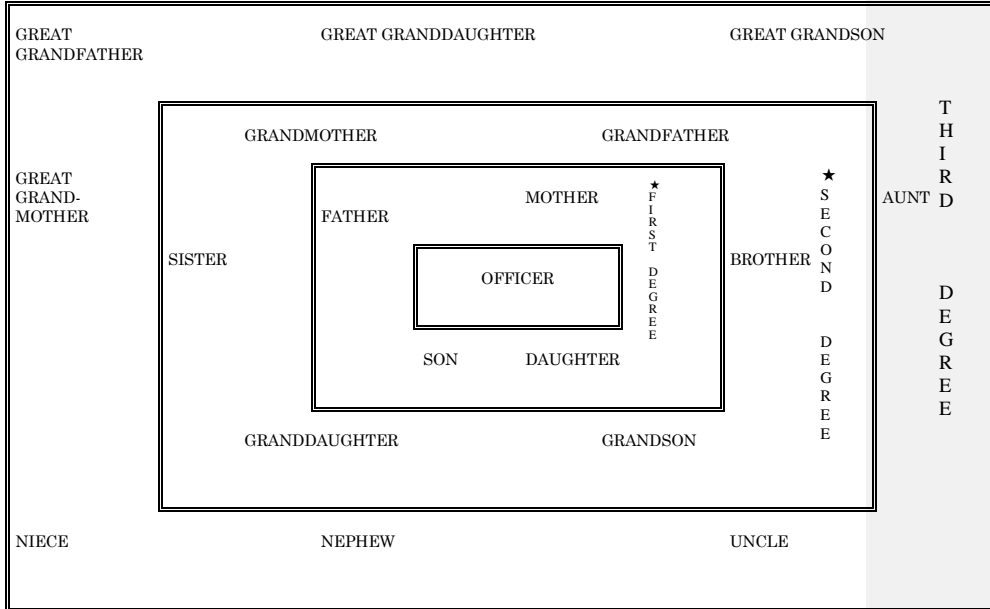


FIGURE 1 – CONSANGUINITY KINSHIP CHART

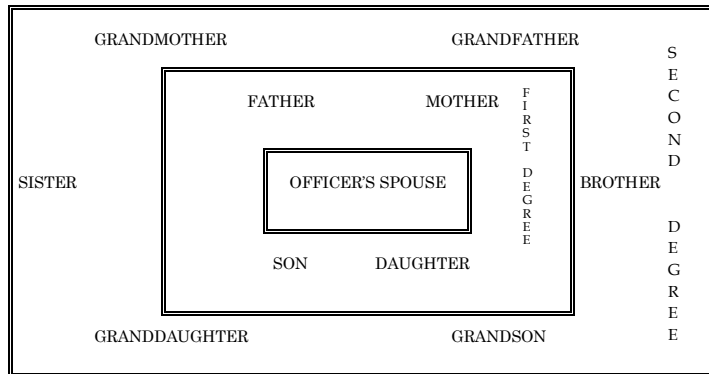


FIGURE 2 – AFFINITY KINSHIP CHART

«Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition.
(Legal Reference: V.T.C.S. Article 5196h.)

1.06 Employee Medical Examinations

Operators and those employees who hold a CDL are required to pass a Department of Transportation (DOT) physical exam.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at ATUT's expense by a health professional of ATUT's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at ATUT's expense by a health professional of ATUT's choice.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Records are the property of ATUT and access to this information will be limited.

1.07 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which ATUT wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Office for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Executive Director of ATUT. Business dealings with outside firms should not result in unusual gains. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of ATUT's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, as defined in Section 1.04.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of ATUT as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which ATUT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ATUT.

ATUT is funded through federal, state, and local monies; it is in the best interest of the company for all employees to refrain from entering political races and elections. This policy is to pertain to all elections, all levels, partisan or non-partisan. Employees who choose to run for a public office must resign immediately after public announcement of their candidacy.

1.08 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with ATUT. All employees will be judged by the performance standards specific to their position and will be subject to ATUT's scheduling demands, regardless of any existing outside work requirements.

If ATUT determines that an employee's outside work interferes with performance or the ability to meet the requirements of ATUT as they are modified from time to time or restricts the operators from having at least eight consecutive hours off in a twenty-four hour period, the employee may be asked to terminate the outside employment if he or she wishes to remain with ATUT.

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

An employee **must** have written approval by his or her supervisor and the Executive Director to engage in any outside employment, including self-employment.

1.09 Non-Disclosure

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

- * Personnel/medical files
- * Specifications
- * Proposals for vehicles, equipment, supplies, etc.
- * Compensation data
- * Computer programs and codes
- * Financial information

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination, even if they do not actually benefit from the disclosed information.

1.10 Job Posting and Employee Referrals

ATUT provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted with an Announcement Number, although ATUT reserves its discretionary right not to post a particular opening. The position of T-Line Driver will not have an Announcement Number. Rather, a job opening for T-Line Driver will remain posted at all times, and applications for this position will be taken on a continuous basis. All applications for T-Line Driver will be maintained in the Human Resources Office for use when a vacancy occurs. After a period of 12 months, these applications will be destroyed unless the applicant has contacted the Human Resources Coordinator to express continued interest in the position.

Job openings for all other ATUT positions will be posted on the employee bulletin board and normally remain open for at least 7 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To apply for any open position, employees should submit an ATUT application as requested in the posting, listing job-related skills and accomplishments. It should also describe how their current experience with ATUT and prior work experience and/or education qualifies them for the position.

ATUT recognizes the benefit of developmental experiences and encourages employees to talk with their supervisor about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

ATUT also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for the position of T-Line Driver or for other posted jobs. Employees should obtain permission from the individual before making a referral and share their knowledge of the organization, but should never make commitments or verbal promises of employment.

(Revised 3/19/2015)

SECTION 2
EMPLOYMENT STATUS & RECORDS

2 EMPLOYMENT STATUS & RECORDS

2.01 Employment Categories

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

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws; they may be required to work more than a forty-hour workweek without any monetary compensation above their normal salary. An employee's classification may be changed only upon written notification by ATUT management and only if the classification change is warranted according to the laws governing NONEXEMPT and EXEMPT employees.

In addition to the above categories, each employee receives benefits such as Social Security and workers' compensation insurance and will belong to either a full-time or part-time employment category.

FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 30 hours per week. Generally, they are eligible for ATUT's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who average less than 30 hours per week.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with ATUT is appropriate. All employees will begin their employment with ATUT as an introductory employee for a period of sixty (60) days. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Operators begin the sixty (60) day introductory period after their initial training period.

INACTIVE employees are those employees who are not working due to extended absence because of illness or injury, military service or approved Leave of Absence. (See Leave of Absence Section 6.06)

Change of Classification: When a vacancy is left by a full-time operator, the Part-Time operator with the most seniority may move into the full-time position, provided he/she has demonstrated satisfactory job performance.

Change of Positions: When a vacancy exists in another department, an employee may apply for the posted position. The ultimate decision will be made by the supervisor with the vacancy.

2.02 Access to Personnel Files

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

Personnel files are the property of ATUT and access to the information they contain is restricted. Generally, only supervisors and management personnel of ATUT who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Human Resources Office. With reasonable advance notice, employees may review their own personnel files in ATUT's offices and in the presence of an individual appointed by ATUT to maintain the files.

While employees, supervisors and management are allowed to review the personnel file with approval, authorization will not be given to remove a personnel file from the Human Resource Office. Additionally, under no circumstances will any party remove any part of the personnel file.

Information regarding employee's medical history or conditions, including genetic information, will be kept in a separate file.

2.03 Employment Reference Checks

To ensure that individuals who join ATUT are well qualified and have a strong potential to be productive and successful, it is the policy of ATUT to check the employment references of all applicants once a determination has been made to make an offer of employment.

The Human Resources Office will respond to all inquiries regarding ATUT employees. Responses to such inquiries will confirm only dates of employment and position(s) held. Wage and earnings data will be released with a written authorization and release signed by the individual who is the subject of the inquiry.

2.04 Personnel Data Changes

It is the responsibility of each employee to promptly notify ATUT of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Office within 3 days of the change.

Telephone numbers are required as primary phone numbers. Pager numbers are unacceptable, either as a primary or secondary phone number.

2.05 Introductory Period

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

All new employees work on an introductory basis for the first 60 calendar days after their date of hire. Employees who are promoted or transferred within ATUT must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If ATUT determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within ATUT, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and ATUT's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification and also become eligible for benefits. Satisfactory completion is based on a performance evaluation with at least the rating of "meets standards."

2.06 Employment Applications

ATUT relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, ATUT may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If ATUT takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided, as well as any other documents required by law.

2.07 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations will be conducted at the end of all introductory periods, both initial employment periods, transfer/promotion introductory periods and all disciplinary periods. Performance evaluations will be conducted by the employee's immediate supervisor and signed by both the employee and the supervisor.

If an employee "Does Not Meet Standards" on his or her performance evaluation, that employee will be placed on a 90-day Performance Improvement Plan. Throughout and at the end of the 90-day Performance Improvement Plan, the employee will be evaluated again in order to determine the employee's ability to perform the essential job functions of that position.

In addition, any employee who is being recommended for a merit pay increase must have a performance evaluation completed by the supervisor in justification of the proposed salary increase. No merit increase will be granted to any employee without the proper justification on the performance evaluation.

2.08 Background and License Checks

ATUT reserves the right to obtain criminal, consumer and motor vehicle reports in connection with background and license checks to evaluate ongoing job performance and insurability. These checks may be done on a random basis or based upon reasonable suspicion.

The checks may be procured by ATUT or ATUT's insurance company representative(s) and may include personal information regarding criminal history, driving record, an assessment of insurability for the insurance program, or other consumer reports.

Continued employment will be based on the satisfactory results of these checks.

SECTION 3
EMPLOYEE BENEFIT PROGRAMS

3 EMPLOYEE BENEFIT PROGRAMS

3.01 Employee Benefits

The following is an explanation of those insurance and retirement options included in the ATUT benefit package. General eligibility and premium information is listed below. Please see the Administration Supervisor or Human Resources for additional information on plan allowances and exemptions.

***Health & Dental Insurance:** Full-time employees will become eligible for medical and dental coverage after 60 days of employment. ATUT shall pay a major portion of the employee's medical and dental insurance premiums each month. Employees shall be responsible for the premium balance and all costs associated with coverage for dependents. Insurance premium costs borne by employees will be handled through payroll deductions.

***Life and Accidental Death & Dismemberment Insurance:** Full-time employees will become eligible for basic life and accidental death & dismemberment insurance coverage after 60 days of employment. ATUT provides this insurance at no cost to the employee.

***Retirement:** ATUT has established a Profit Sharing Pension Plan for the benefit of all regular full-time employees and regular part-time employees working a minimum of 30 hours per week. Such employees are eligible to participate in the profit sharing plan upon initial hire. ATUT will contribute up to three (3) percent of the employee's gross wages quarterly to the retirement plan; however, employees designate the percentage of the ATUT-contributed amounts to the fund groups they choose. Employees become 100% vested after 6 years of employment, with gradual vesting starting at 20% after 2 years, 40% after 3 years, 60% after 4 years, and 80% after 5 years. Once an employee ceases employment, regardless of the reason, he then becomes eligible to withdraw 100% of the **vested** portion of funds in his account. The Master Plan documents are available for inspection in the Human Resources Office. Early withdrawal of funds may be subject to IRS penalties.

3.02 Holidays

A holiday is a day of exemption from work granted to full-time employees as if they had actually worked. The following are recognized as paid holidays:

- a. New Year's Day
- b. Memorial Day
- c. Independence Day
- d. Labor Day
- e. Thanksgiving Day
- f. Christmas Day

Holidays shall be paid at the rate of eight hours pay for full-time employees who would have regularly worked eight hours and ten hours for full-time employees who would have regularly worked ten hours. If a holiday falls on an eligible employee's regular day off, the employee will be paid eight hours holiday pay. Holidays that fall on Saturday will be observed the preceding day and holidays that fall on Sunday will be observed the next following day. Holiday pay will not be considered in overtime calculations.

When any holiday falls within the period of an employee's paid vacation, holiday pay shall be added to the vacation period as time worked. Vacation leave will not be charged for the holiday.

An employee who is absent from scheduled work on the workday immediately preceding or following the holiday shall not receive holiday pay. The exceptions shall be as follows:

- a. The employee is on vacation;
- b. The employee has made prior arrangements, in writing, to be absent from work for medical reasons; or
- c. The employee is absent due to an illness confirmed with a doctor's note.

3.03 Floating Holidays (Personal Days)

In addition to the recognized holidays previously listed, **full-time non-exempt** employees will receive two (2) additional floating paid holidays (8-hour days) each fiscal year. A floating holiday, or personal day, must be taken in its entirety and not split up (8 hour increments). To be eligible for floating holidays, employees must have worked for ATUT for at least 6 months.

The intent of the floating holiday is to provide employees extra days out of the year to be used for sick or personal leave as situations arise. Floating holidays cannot be used to substitute for a "miss-out." If an employee finds he or she is not feeling well and decides to use a floating holiday as a sick day, the employee must give his or her supervisor and/or dispatch two-hour notice prior to his or her report time. If an employee is to report to work at the same time dispatch opens, the employee must make every reasonable attempt to call the moment the office or dispatch opens or leave a message prior to that time.

3.04 Employee Injury Policy

Employees must report every on-the-job health or safety accident, no matter how minor, to his or her supervisor or the Operations Supervisor immediately. The supervisor is responsible for filing a written accident report with the Human Resources Office. Failure to report an on-the-job injury or illness, no matter how minor, is grounds for disciplinary action.

(Revised 9/17/2015)

3.05 Worker's Compensation

To provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by worker's compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the eight consecutive day of the employee's absence from work.

If an injury or job-related illness occurs on the job, the employee must immediately, but no later than three (3) days, report such injury or illness to the Operations Supervisor or the Human Resources Office. A worker's compensation insurance claim form must be completed for all reported on-the-job injuries/illnesses. This ensures that ATUT can assist employees in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's right to benefits in connection with the injury or illness.

In addition to immediately reporting the injury or illness, employees must also do the following:

1. Complete the employee injury report with the Human Resources Office unless the injury/illness requires immediate emergency care. If urgent care is required, notify the Human Resources Office immediately upon release from the Emergency Room.
2. The Human Resources Office will assist employees in locating an Alliance health care provider whether or not the employee has already been seen in the Emergency Room. If an employee chooses a provider for non-emergency care that is not in the Alliance, the injured/ill worker runs the risk of responsibility for bills incurred.
3. All safety sensitive employees must submit to drug and alcohol testing by the doctor at the time of primary medical treatment.
4. Notify the Operations Supervisor of the expected recovery time immediately after receiving primary medical treatment and after each succeeding appointment with a doctor.
5. Follow fully and completely the instructions, advice and course of medical treatment prescribed by the doctor and keep all scheduled appointments to fulfill the prescribed medical treatment plan.
6. Employees who are released by the doctor to return to work must immediately report to the Operations Supervisor and bring the release from the doctor.

An employee receiving worker's compensation payments does not accrue vacation or sick leave and is not entitled to receive holiday pay. In addition, when an employee is on injury leave and no longer receiving regular pay, any dependent medical/dental/life insurances will continue as long as the employee pays the premiums on a timely basis.

Violation of worker's compensation laws is considered fraud and punishable by fines and imprisonment.

3.06 Health/Dental Insurance

ATUT's insurance plans provide employees and their dependents access to medical and dental benefits. Employees in the regular full-time employment classifications are eligible to participate in the insurance plans on the first of the month following sixty days of employment. Eligible employees may participate in the health/dental insurance plans subject to all terms and conditions of the agreement between ATUT and the insurance carriers.

A change in employment classification that would result in loss of eligibility to participate in the insurance plans may qualify an employee for health benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the COBRA policy below for additional information.

Changes in status for an employee or an employee's family must be reported to the Supervisor within one week of the change (i.e., birth, death, marriage, divorce, adoption, etc.) so that the appropriate paperwork can be completed.

Details of the health/dental insurance plans and information on costs of coverage will be provided in advance of enrollment to eligible employees. Employees can make changes to their insurances or will have the opportunity to enroll annually during the open enrollment period. Contact the Supervisor or Human Resources Office for more information about health or dental insurance benefits.

3.07 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under ATUT's health plan when a "qualifying event" would normally result in the loss of eligibility. COBRA applies to employers with 20 or more employees. **COBRA will only apply to ATUT when the number of employees reaches 20 or more.** Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary would pay the full cost of coverage of ATUT's group rates plus an administration fee. ATUT would provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continuation of coverage under the ATUT's health insurance plan. The notice should contain important information about the employee's rights and obligations.

SECTION 4
TIMEKEEPING/PAYROLL/HOURS

4 TIMEKEEPING/PAYROLL/HOURS

4.01 Timekeeping

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

Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

4.02 Paydays

Pay periods for all employees shall be 14 days, beginning on alternate Sundays. Direct deposit for wages is offered to all employees at hire, but it is not mandatory. Paychecks will be distributed on alternate Fridays for the pay period ending on the previous Saturday. If a payday falls on a holiday or bank closure day, paychecks will be distributed on the preceding Thursday. Employee paychecks cannot be released to any person other than the employee. Payroll advances are prohibited.

Mandatory payroll deductions include federal and (if applicable) state withholding taxes, social security tax (FICA), Medicare, and wage garnishments. Voluntary deductions include insurance premiums and pension contributions.

Any changes affecting payroll and deductions, including an employee's name, tax withholdings as identified on the W-4 form, or the addition of a new dependent for insurance purposes must be submitted to the Supervisor no later than three working days prior to the end of the pay period.

Each employee shall be provided with an itemized statement of earnings and all deductions for each pay period. All employees must maintain a factual record of their actual time worked during the pay period. Records must include time worked, overtime hours, sick leave, and vacation or holiday hours. Timecards and/or the daily Operator Assignment and Exception Sheet must be signed by both the employee and his/her supervisor and submitted to the Supervisor the following business day.

Any employee found guilty of falsifying time records will be subject to dismissal.

Consistent with the Fair Labor Standards Act, ATUT will compensate non-exempt employees for overtime worked at the rate of one and one-half (1½) times their regular hourly rate for all overtime hours.

4.03 Employment Termination

Employees may be terminated or separated from employment with ATUT through the following conditions:

- a. Resignation - voluntary employment termination initiated by an employee.
- b. Discharge - involuntary employment termination initiated by the employer.
- c. Layoff - involuntary employment termination initiated by the employer for non-disciplinary reasons, i.e. reduction in force due to lack of funding.
- d. Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- e. Death – involuntary employment termination initiated by an unexpected death.

The date of termination shall be the last day the employee worked. Upon termination of employment, the company shall issue final pay for hours worked in the final pay period and for any unused vacation hours to which the employee is entitled. The company shall deduct and withhold from the final paycheck any amount owed the company for health/dental insurance premiums, unreturned or damaged uniforms or equipment, employee manuals, or any other indebtedness to the company.

Paychecks for employees terminating because of discharge or layoff shall be released not more than six days from the date of termination in accordance with the Texas Payday Law. Paychecks for employees terminating because of resignation or retirement shall be processed through regular channels and will be available on the next regular payday. If a terminating employee makes a written request for earlier payment, all wages then due must be paid within 48 hours, excluding weekends or holidays.

4.04 Layoff and Recall

In the event of a reduction in force (RIF), ATUT will determine which employees within the classification being reduced shall be the first to be laid off or displaced. This will be determined based on work performance and needs of ATUT.

If additional funding is received at a later date, an employee who lost his or her position due to the RIF may be offered employment again if the employee is eligible for rehire.

4.05 Administrative Pay Corrections

ATUT takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Accounting Department so that corrections can be made as quickly as possible. Failure to report a discrepancy could result in disciplinary action, up to and including termination of employment.

4.06 Pay Deductions

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

ATUT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, please see the Accounting Department for assistance.

4.07 Attendance, Work Hours & Work Schedules

ATUT fixed-route service operates Monday through Saturday. Special movements may be scheduled in addition to regular hours of operation. Maintenance crews are scheduled to cover most hours of operation.

The ATUT workweek begins on Sunday and ends on Saturday, with normal business hours for the ATUT office being 8:00 a.m. to 5:00 p.m., Monday through Friday. Work schedules for employees vary throughout the agency depending upon the employment category and classification, as well as staffing needs and operational demands. This may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees should check their individual work schedules or check with the supervisor to determine the times to work. Management will set the schedule for all administrative employees.

All employees are expected to report to work at their scheduled time. Absenteeism and tardiness place a burden on other employees and on ATUT. In the rare instances when employees cannot avoid being late to work or are unable

to work as scheduled, they should notify their supervisor at least two hours in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. In addition, failure to notify one's supervisor or the Manager of an expected absence or tardiness may lead to disciplinary action, up to and including termination of employment.

Operators have additional specific attendance rules. Please refer to the Employee Operations Policy for more information.

4.08 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

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

SECTION 5
WORK CONDITIONS

5 WORK CONDITIONS

5.01 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, ATUT has established a workplace safety program. This program is a top priority for ATUT. Representatives from Maintenance and Operations have the responsibility for implementing, administering, monitoring, and evaluating the safety program for their respective departments. Its success depends on the alertness and personal commitment of all.

ATUT provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, newsletters, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or the Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal or retaliation.

In the event accidents result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor or dispatch.

The procedure to follow in the event of accident, injury or incident:

1. Report the matter immediately to the appropriate supervisor.
2. Complete a written accident report in detail.
3. If an employee is injured, a "First Report of Injury" must be completed by the Human Resources Office in order to be covered by Workers' Comp.
4. If it is necessary for an injured worker to go to the doctor, appropriate paperwork must be filled out with the Supervisor.
5. The injured worker must go to the agency-designated doctor or hospital (Alliance doctor) per referral by the Human Resources Office.
6. Return all paperwork from the doctor to the Supervisor, who must fax a copy to the Human Resources Office.
7. Follow all recommendations of the health care provider until fully released by the doctor, at which time a "Return to Work" statement must be received in the Human Resources Office.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate,

remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

5.02 Inclement Weather

In the event of severe inclement weather, the Executive Director will make a determination as soon as possible about whether or not to close or delay the operating hours of the ATUT offices. The Executive Director or a designee will contact the Manager of Public Transportation who, in turn, will notify the Operations Supervisor of canceled or delayed routes. All bus operators should contact the Operations Supervisor if road conditions are questionable and they have not been notified of any closures, always putting priority on their own safety and that of their passengers.

5.03 Use of Telephones and Mail System

ATUT provides office phones for business use. Personal use of the telephone for long-distance and toll-free calls is not permitted. Cell phones may be used as needed, but may not be used in excess so as to disrupt the work environment.

To ensure effective telephone communications, employees should always identify themselves when called and speak in a courteous, professional manner. Phone calls should be returned in a timely manner. Please confirm information received from the caller, and hang up only after the caller has done so.

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

Abuses of this policy will result in disciplinary action up to and including termination of employment, and the employee may be required to reimburse ATUT for any charges resulting from their personal use of the equipment.

5.04 Use of Electronic Data/Email

Desktops, laptops, tablets, smartphones, software, storage media, and network accounts providing electronic mail (email) and internet access are property of ATUT. These systems are to be used for business purposes in serving the interests of the agency, and of our clients and customers in the course of normal operations. However, incidental personal use is permitted such that it does not interfere with the conduct of business or disrupt the work place. ATUT may monitor these systems without prior notice, though is not required to monitor these systems. Employees shall have no expectation of privacy in anything they store, send or receive using these systems. The information contained within all of these systems constitutes official records under the Public Information Act and may be available to the public upon request. For further information about the Public Information Act, please refer to [Texas Government Code, Chapter 552](#).

Electronic mail shall not be used for the creation or distribution of any abusive, harassing, bigoted, obscene, or profane messages, as well as copyrighted material or material protected by trade secrets. Violations of these terms may result in legal liability for both the individual and ATUT. Use of the electronic mail

for subscriptions to services that are not business related is not allowed. Distribution of personal messages to all ATUT personnel, including chain letters or advertisements, is not permitted. Employees must use extreme caution when opening electronic mail attachments received from unknown senders, which may contain malware or viruses. When sending electronic mail, do not include sensitive information such as account numbers or social security numbers. Employees are required to assume responsibility for the content and dissemination of their messages.

Use of the internet for non-business purposes is allowed on a limited basis during lunch or other breaks, and during limited periods before and after the employee's scheduled work hours (see "Use of Social Media" below). Internet traffic is monitored at all times, recording the source, date, time, protocol and the destination site or server. Internet websites and protocols that are deemed inappropriate are filtered, blocked, and logged. Access to the Internet is a privilege that may be revoked at any time for inappropriate use or conduct. This includes, but is not limited to, use of the Internet for unlawful or malicious activities and/or sending, receiving or accessing pornographic materials. Activities that cause congestion and disruption of the network systems are prohibited, such as streamed media from the internet, i.e., radio and video.

Circumventing systems using programs/scripts/commands with intent to interfere with or disable network systems is strictly prohibited. Files and applications from outside sources such as the Internet or storage media are subject to security requirements and may not be downloaded and installed on local computers or networks without prior authorization.

Employees are responsible for selecting and securing their passwords to computer systems, electronic mail, or any other form of access that supports or requires a password.

For policies pertaining to the computer equipment (hardware/software), see Section 5.05 Use of Equipment and Vehicles.

Any employee found to have violated the terms of this policy may be subject to disciplinary action, up to and including termination.

5.05 Use of Social Media

Since ATUT computers, related equipment and Internet connectivity are intended to support official agency business, social networking during business hours is strictly prohibited. Social networking includes, but is not limited to, Facebook, Twitter, or other means of communication primarily used to chat. (NOTE: The only exception is if the communication deals exclusively with work.)

Because there is no additional cost to ATUT for personal use of the Internet, employees are allowed to engage in social networking before work hours, during their lunch break, and after work hours. However, social media activities by employees could potentially result in lawsuits for ATUT. Therefore, all employee obligations within ATUT's Equal Opportunity Employer/anti-discrimination policies extend to social media.

1. Employees are not allowed to post comments that would reflect poorly on ATUT as an agency.
2. Employees are not allowed to post personal employee information or anything of a confidential nature pertaining to work.
3. Employees are prohibited from engaging in behavior on social media sites that is prohibited at work. General and/or sexual harassment, discrimination, retaliation, or other unacceptable actions will not be tolerated.
4. Employees are responsible for any and all posts on their personal profile whether posted by the employee or someone else. Regardless of privacy settings, anything posted on a social site can be made public by a "friend."

At all times employees will be held accountable for their social media activities even when using personal time for such activities. Violations of this policy may result in disciplinary action, up to and including termination.

5.06 Use of Equipment and Vehicles

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

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

Employees who are assigned information system resources, including personal computers and peripheral devices, are responsible for them and their proper use and maintenance. ATUT information system resources may only be used for official purposes and not for personal or political use.

Proper care should be taken to secure property both in and out of the office. Employees will be responsible for the replacement cost of any lost or stolen item. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination of employment. Unsafe use includes, but is not limited to, an employee's lack of possessing a valid Texas or Arkansas driver license.

The use of the staff car or any other ATUT vehicle for any personal use is strictly prohibited. No ATUT vehicle may be taken home overnight.

5.07 Smoking

ATUT has been designated as a smoke-free workplace. At all times smoking, including E-Cigarettes, is prohibited within all offices and on all premises, including the administrative, maintenance, and operations departments, as well as on buses and in all other company vehicles.

Smoking, to include E-Cigarettes, is only allowed off property. During layovers, bus operators are not allowed to smoke near the open doors of their vehicle or anywhere on ATUT properties. At all times, smokers are to properly dispose of cigarette butts.

5.08 Business Travel Expenses

ATUT follows the purchasing guidelines of Ark-Tex Council of Governments (ATCOG), a copy of which is available from the Finance Manager. An ATCOG expense report should be completed for all business travel expenses.

5.09 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at ATUT, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors and guests of employees should enter ATUT at the main entrance during normal business hours. For safety and security reasons, no visitors or guests of employees will be allowed in the building after normal office hours and on Saturdays. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their guests. Visitors and guests will be allowed in the shop area only when escorted by an authorized ATUT employee. Personal guests are not allowed in company vehicles.

If an unauthorized individual is observed on ATUT premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

5.10 Workplace Monitoring

Workplace monitoring may be conducted by ATUT to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of ATUT. As such, computer usage and files may be monitored or accessed. Other monitoring may include, but is not limited to, office areas, paper files, customer interactions, vehicles, lockers, desks, and telephone usage.

Because ATUT is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

5.11 Workplace Violence Prevention

ATUT is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ATUT has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur during business hours or on its premises.

All employees, customers, vendors or other visitors should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the ATUT buildings or vehicles. However, according to Texas law, employees who possess a lawful Concealed Handgun License (CHL) are permitted to keep those firearms in their personal vehicles while parked on ATUT premises.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public, while on ATUT property or while conducting ATUT business or while otherwise representing ATUT, will not be tolerated at any time. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law, and all acts of bullying.

All threats of or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. If necessary, call 911 and then notify a supervisor or management as soon as possible.

ATUT will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical, as well as the identity of the person against whom the report is filed until the investigation is complete. In order to maintain workplace safety and the integrity of its investigation, ATUT may suspend employees, either with or without pay, pending results of an investigation.

Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

ATUT encourages employees to bring their disputes or differences with others in the workplace to the attention of their supervisors or Executive Director before the situation escalates into potential violence. ATUT is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns. Further, employees are protected from retaliation for any report of improper activity in the workplace that is made in good faith, even if the investigation reveals that no wrongdoing has occurred.

SECTION 6
LEAVES

6 LEAVES

6.01 Vacation Leave

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy:

Once employees enter an eligible employment classification, they begin to accrue paid vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual Leave of Absence policies for more information.) The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- During service years one through six (1 – 6), employees accrue 10 days of vacation leave per year at the rate of 3.08 hours per pay period. **No vacation leave is available to use until the employee has completed ~~six months~~one full year of eligible service. Likewise, if an employee terminates during the first ~~six months~~year of eligible service, that employee will not be compensated for any accrued vacation hours.**
- After the completion of six (6) full years of eligible service the employee is entitled to 11 vacation days each year, with leave accrued at the rate of 3.38 hours per pay periodday.
- **Each year of eligible service after 7 years increases the vacation leave benefit by one day per year up to 16 years. Once an employee reaches 16 years of eligible service, vacation leave accrual will be 20 days per year at a rate of 6.16 hours per pay periodday. The maximum amount of vacation any employee may accrue is 20 days per year regardless of length of service.**

Full-time employees will be allowed to carry over vacation leave into the next fiscal year up to the maximum of 160 hours. Full-time employees can accrue over 160 hours during the fiscal year, but can only carry over 160 hours into the next fiscal year.

Approved vacation leave shall be paid for the number of hours an employee is scheduled to work and will not be considered in overtime calculations.

An employee may take any number of currently earned vacation days up to two (2) weeks, provided a written request is turned into the immediate supervisor at least ten (10) days in advance and provided that adequate staffing is available for coverage of the leave.

(Revised 9/17/2015)

Vacation sign-up time will be the first two weeks of January, if possible. The vacation will be scheduled and approved by an employee's supervisor in order of receipt of request, provided the employee has sufficient vacation hours available at the time of the request. There may be times that two (2) or more employees may be on vacation leave concurrently provided there is adequate staffing available to cover leave. If two requests for leave are received simultaneously for the same vacation period and coverage is not adequate to accommodate both requests, leave will be granted to the person with the most seniority.

Vacation leave not scheduled during the normal vacation sign-in time shall be given on a first come, first serve basis with supervisor's approval. Requests for vacation leave by operators must be turned in at least 10 days in advance for full-time employees, due to scheduling requirements. Vacation requests of employees of other departments may be approved by their supervisors with less notice provided the vacation does not disrupt company operations. Although every effort will be made to approve vacation requests, a request may be denied by a supervisor, regardless of advance notice, due to factors beyond the supervisor's control, i.e., cases where other employees are out on sick leave, special events, etc.

Full-time employees retiring or terminating service shall be compensated for their unused vacation hours at their current hourly rate of pay.

6.02 Sick Leave

~~The following policy only applies to Salaried or Exempt employees.~~ ATUT provides paid sick leave benefits to all ~~full-time Salaried or Exempt or "eligible"~~ employees for periods of temporary absence due to illnesses or injuries.

~~Exempt~~ eligible employees will accrue sick leave benefits at the rate of 4 hours or a half-day per month, accrued at a rate of 1.85 hours per pay ~~period~~ day. ~~Non-exempt employees will accrue sick leave benefits at a rate of 1.54 hours per pay period~~ day. ~~Eligible~~ employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who relies on the employee for care. (See Section 1.05 for Definition of Family Relationship)

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The ill employee should be the individual who phones his or her direct supervisor, but a family member may phone if the employee is incapacitated or hospitalized. The direct supervisor must also be contacted on each additional day of absence by the employee or a family member. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. In all cases, it is a requirement that a written medical note be presented upon return to work when any employee has been on sick leave as a result of hospitalization, surgery or a contagious illness.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

(Revised 9/17/2015)

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Sick leave is a benefit that should be used wisely and not abused. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave is canceled upon termination of employment without compensation to the employee.

6.03 Bereavement Leave

The purpose of bereavement or "funeral" leave is to allow the employee to be with his/her family and to care for necessary arrangements around the time of the funeral. It is also intended to assure an employee does not lose regular wages for time off work during the bereavement period. Funeral leave shall not be used simply to extend time off from work or to benefit the employee financially. Generally, in the event of the death of a **spouse or child, mother, father, brother or sister of the employee or the employee's spouse**, the employee will be given three days leave of absence with pay for the purpose of attending the funeral and to take care of any other business. Generally, in the event of the death of a **grandparent, aunt, uncle, niece or nephew of the employee or the employee's spouse**, the employee will be given only a one-day leave of absence with pay for the purpose of attending the funeral. (NOTE: an employee may possibly be granted bereavement leave at the death of any human individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship above. This will be evaluated on a case-by-case basis.)

The three days must be consecutive and include the date of the funeral. (For example, if the funeral is on Wednesday, the employee may take Monday-Wednesday, Tuesday-Thursday, or Wednesday-Friday as funeral leave.) Employees will not be paid for regularly scheduled days off, even if they fall within the three-day period.

Sundays will not be considered in funeral leave calculations. (For example, if the funeral is on Saturday, the employee may take Thursday-Saturday, Friday-Monday, or Saturday-Tuesday as funeral leave.)

Bereavement pay is calculated based on the base pay rate at the time of absence. Unpaid bereavement leave may be provided to employees not eligible for paid bereavement leave.

In all cases, an obituary must accompany the request for funeral leave.

All bereavement leave will be granted at the discretion of the Supervisor on a case-by-case basis. Employees, with management approval, may use any available paid leave for additional time off as necessary.

6.04 Civil Leave

Jury Duty: Full-time employees called on to serve jury duty will be paid normal wages for the days of service. Following jury duty, the employee must provide the Supervisor with a copy of the receipt of service.

Employees must show the jury duty summons to their supervisor as soon as it is received so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. When an employee is required to report for jury duty and is released for all or part of a day, he/she shall report to his/her supervisor for work for the day or balance of the day.

ATUT will continue to provide health/dental insurance benefits for the full term of the jury duty absence, as long as the employee contributions are maintained.

Witness Duty: ATUT encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by ATUT, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than ATUT. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

6.05 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The Operations Supervisor must be notified of any leave of greater than 3 days in order to classify the leave, and then the Manager must approve the leave.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of 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 the employee is otherwise eligible. The employee's portion of the premium(s) is due upon return from military duty. Additionally, safety-sensitive employees must submit to drug and alcohol testing before returning to a safety-sensitive job function.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will continue during the leave.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Operations Supervisor or Manager for more information or questions about military leave.

6.06 Leave of Absence

ATUT provides leaves of absence (LOA) without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Eligible employees may request personal leave when they have worked at ATUT for at least 6 months. Any employee desiring leave of absence without pay shall fill out the Request for Leave of Absence Form and secure approval from management. Leave of absences shall be granted by management for legitimate reasons, such as emergency or hardship, and not simply for personal convenience. The determination as to the number of persons who may be granted a leave of absence at any one time is vested solely with the company.

The maximum leave of absence shall be for 30 days and may be extended for a like period. For no reason may a leave extend past 60 days. Those requesting permission for extensions must fill out another Request for Leave of Absence Form and secure approval from management. Employees who fail to return to work and are not approved for an extension to their leave of absence shall be subject to termination.

During a leave of absence, employees shall not engage in gainful employment without prior written permission. Permission shall be granted only in unusual and warranted cases. Failure to secure permission shall result in dismissal of the employee involved.

Subject to the terms, conditions, and limitations of the applicable plans, health/dental insurance benefits will continue during the leave. Benefit accruals, such as vacation, sick leave, holiday benefits, and seniority will be suspended during the leave and will resume upon return to active employment.

During the maximum 60-day LOA, ATUT will continue to pay the employer portion of an employee's medical and dental insurance premiums. However, the employee will be responsible for paying the employee's portion of monthly premiums. Should an employee fail to pay premiums by the date established by the company or make arrangements for payment, coverage will be discontinued.

Employees returning from a personal leave for a personal medical condition must submit a health care provider's verification of their fitness to return to work, and individuals holding a commercial driver license must pass a DOT physical. When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, ATUT cannot guarantee reinstatement.

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

6.07 Family Medical Leave Act (FMLA) Leave

ATUT is currently not subject to the requirements of the Family Medical Leave Act.

SECTION 7
EMPLOYEE CONDUCT & DISCIPLINARY ACTION

7 EMPLOYEE CONDUCT & DISCIPLINARY ACTION

7.01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, ATUT expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. ATUT will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Operations Supervisor or the Manager. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment without prior warning:

- * Theft
- * Inappropriate removal or possession of property
- * Misappropriations or misuse of ATUT assets
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Unsafe actions or violations of safety rules
- * Criminal acts or other violations of the law
- * Fighting, threatening violence in the workplace or violation of the Violence in the Workplace policy
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to property damage or a safety concern
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment or discrimination
- * Possession of dangerous or unauthorized materials, such as explosives, firearms, or other weapons in the workplace
- * Excessive tardiness or absenteeism or any absence without notice
- * Unauthorized absence from work area during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned property
- * Unauthorized disclosure of business secrets or confidential information
- * Violation of personnel policies
- * Unsatisfactory job performance or conduct in the workplace, to include, but not limited to, sexual or other inappropriate relationships with managers or subordinates
- * Making false accusations or claims
- * Violation of Drug and Alcohol policies

* Failure to cooperate or providing false information during an internal investigation, or failure to maintain confidentiality during the course of an internal investigation or other disciplinary action.

*Retaliation against someone making an allegation.

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

7.02 Harassment/Bullying

ATUT is committed to providing a work environment that is free of discrimination and any type of unlawful harassment or bullying including, but not limited to, sexual, ethnic, racial or religious harassment, sexual exploitation, and intimidation or aggressive behavior. Anyone engaging in unlawful harassment or bullying will be subject to termination of employment

1. **GENERAL HARASSMENT:** Any and all forms of general harassment are strictly prohibited. Slurs, jokes, innuendoes, or other negative verbal or physical conduct intended to demean an applicant, employee or client's national origin, race, color, creed, genetic information, sex or religious beliefs shall constitute harassment when it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or has the purpose or effect of interfering with an employee's work performance; or has an adverse employment effect on an applicant or employee; or has an adverse effect on services provided to a client or program participant. However, this policy is not intended to prohibit the employer from constraining the practice and/or promotion of certain religious acts, creeds, ceremonies, displays, or the attempt at imposing views or attitudes regarding such on others. These actions may in themselves be considered forms of harassment.

2. **SEXUAL HARASSMENT:** Any and all forms of sexual harassment are strictly prohibited. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person and undermines the integrity of the employment relationship. Sexual harassment is defined as any unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature where any one of three criteria exists:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or continued employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

3. **BULLYING:** Any and all forms of bullying are strictly prohibited. Bullying is defined as any form of intimidation or aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words or more subtle actions or attacks.

Any incident of harassment or bullying should be promptly reported to a supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Manager or Human Resources Office. Employees can raise concerns and make reports without fear of reprisal (Refer to section 7.03, Whistleblowers Policy, below for more details).

Any supervisor or manager who becomes aware of possible unlawful harassment or bullying should promptly contact the Manager who, in coordination with the Human Resources Office, will handle the matter in a timely and confidential manner.

It shall be the responsibility of the Executive Director to immediately respond to and investigate all reported first-hand complaints of any form of general or sexual harassment or bullying and to take decisive disciplinary action, up to and including termination, against the offending party.

7.03 Whistleblower's Policy

ATUT encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

1. **EMPLOYEE RIGHTS:** Employees have the right to report, without suffering retaliation, any activity by ATUT or an employee of ATUT that the reporting employee reasonably believes: a) violates any state or federal law; b) violates or amounts to noncompliance with a state or federal rule or regulation; or c) violates fiduciary responsibilities to its employees.

In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of ATUT (such as the attorney-client privilege) or improperly disclose trade-secret information.

2. **WHERE TO REPORT:** Employees have the duty to comply with all applicable laws and to assist ATUT to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Operations Supervisor or Manager, or if need be to the Executive Director.

3. PROTECTION FROM RETALIATION: Any employee who believes they have been retaliated against for whistleblowing may file a complaint with ATUT's Equal Employment Opportunity (EEO) Officer. The EEO Officer, designated by the Executive Director, shall be responsible for receipt, documentation, investigation and report of all such complaints in accordance with established procedures.

7.04 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image ATUT presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed or improperly groomed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Appropriate office dress for administrative staff is designated, as a minimum, business casual attire. For meetings with the public, business professional wear is required.

Business casual attire includes slacks, blazers or sport coats, sweaters, knit polo style shirts, ATUT logo shirts, skirts, casual dresses, and appropriate shoes. Business professional attire includes traditional suits/dress shirt/tie or slacks with a sports coat/dress shirt/tie for men, and business dresses, skirts/blouses, or pantsuits for women. Dress shoes or boots are required for both men and women.

Examples of inappropriate dress include, but are not limited to:

1. An employee who is required to wear a uniform that is found to be out-of-uniform.
2. Jewelry other than traditional earrings, rings, and bracelets. This prohibition includes but is not limited to, nose rings, eyebrow rings, lip rings, tongue piercing, and similar visible body jewelry.
3. Inappropriate "Casual Day" dress (See Section 7.05).

Reasonable accommodations will be made for employees' religious beliefs consistent with the business necessity to present a conservative, professional appearance to the public. Supervisors and managers are responsible for interpreting and enforcing the dress code in their areas of responsibility. This includes counseling employees who are inappropriately dressed. Questions or complaints that cannot be handled to the employee's satisfaction by his or her supervisor shall be directed to the Manager or Human Resources.

Bus Operators and maintenance personnel should consult their appropriate Employee Handbook for specific uniform and dress information.

7.05 Casual Days

The following information is intended to serve as a guide to help define appropriate casual wear for all employees who are not required to wear a uniform during designated casual days at ATUT. Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions.

Each Friday will be a designated casual day. Any day there is snow on the ground employees may also report to work in casual attire. Also, between Memorial Day and Labor Day employees may dress in casual attire.

Not all-casual clothing is appropriate for the office. Casual wear means clean and neat clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual wear, as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual wear include:

- * Clean jeans or slacks
- * Casual dresses and skirts
- * Casual shirts and blouses
- * Golf or polo style shirts
- * Turtlenecks
- * Sweaters
- * Loafers, deck shoes, boots, flats, dress sandals, or polished tennis shoes

Examples of inappropriate clothing items that should not be worn on casual days include:

- * Items that are excessively worn or faded
- * Sweatpants or sweatshirts
- * Warm-up or jogging suits and pants
- * Shorts, skorts or skirts more than 6 inches above the knee
- * T-shirts, tank tops, halter tops
- * Clothing with offensive messages or images
- * Floppy shoes or thongs
- * Visible undergarments
- * Sundresses or leggings unless worn under a dress no more than 6 inches above the knee.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. If an employee has a meeting with the public on Casual Day, appropriate business professional attire should be worn.

7.06 Return of Property

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

7.07 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with ATUT. Although advance notice is not required, ATUT requests at least 2 weeks written resignation notice from non-exempt employees and 6 weeks written notice from exempt employees. The paycheck for an employee who resigns will be prepared the next scheduled payday.

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

7.08 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by ATUT may not solicit or distribute literature in the workplace at any time for any purpose.

ATUT recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty. Outside solicitation is prohibited.

Posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- * Employee announcements
- * Internal memoranda
- * Job openings
- * Organization announcements
- * Payday notice
- * Workers' compensation insurance information
- * Unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Administration Supervisor for approval. The Administration Supervisor or his designee will post all approved messages.

7.09 Discipline

The purpose of this policy is to state ATUT's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. ATUT's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. By using various types of discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ATUT.

Disciplinary action may include **a verbal or written warning, a written reprimand, an improvement plan, a suspension without pay, or involuntary termination of employment, as follows:**

Warning: A warning should clearly address a minor offense and serve as a distinct signal to the employee. A warning should always be in written form in order to have a record of the incident. Repeat of a minor offense for which a warning has been given is sufficient cause for a more serious form of discipline.

Reprimand: A reprimand is a formal written notification that a violation has occurred and, if not corrected, will lead to further disciplinary action including suspension or termination of employment. An employee is required to sign the written reprimand and is allowed the opportunity to write comments regarding the reprimand. This signature signifies receipt of the reprimand, not necessarily agreement. *Any employee who refuses or in any way fails to sign the written reprimand will automatically be placed on suspension without pay for three days, or until the time when a signature is provided. If after the three-day period the employee still refuses to sign, the employee will be terminated.*

Performance Improvement Plan: When an employee does not meet standards on a performance evaluation or if minor infractions of policy continue to occur, a Performance Improvement Plan may be used. The plan will specifically outline what an employee needs to accomplish and define a timeframe to improve his or her job performance. Failure to meet the standards of a Performance Improvement Plan could result in termination of employment.

Suspension: A suspension is a temporary lay-off without pay, used for a severe warning or pending an investigation of an alleged violation or preventable accident.

Involuntary Termination: Involuntary termination of employment is the discharge of an individual as an employee of ATUT.

Although employment with ATUT is based on mutual consent and both the employee and ATUT have the right to terminate employment at will, with or without lawful cause or advance notice, ATUT may use the various types of discipline at its discretion. The type of discipline used depends on the severity of the problem and the number of occurrences; however, some offenses are serious enough to justify immediate suspension or termination of employment,

without any prior warning or any prior disciplinary measures, at the discretion of the Executive Director. While it is impossible to list every type of behavior that may be deemed a serious offense, the **Employee Conduct and Work Rules** policy (7.01) includes examples of problems that may result in immediate suspension or termination of employment.

7.10 Problem/Grievance Resolution

ATUT is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ATUT supervisors and management.

ATUT strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee believes harassment or discrimination has occurred or there is a disagreement with established rules of conduct, policies, or practices, the employee can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with ATUT in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step 1. Employee presents problem to immediate supervisor as soon as possible, but not to exceed 14 calendar days, after incident occurs. If employee believes it would be inappropriate to contact that person, employee may present problem to the Operations Supervisor.

Step 2. Supervisor or Operations Supervisor responds to problem during discussion or within 48 hours, after consulting with appropriate management, when necessary. Supervisor or Operations Supervisor documents discussion.

Step 3. If the problem is still unresolved, an employee may present the problem to the Manager within 5 working days. The Manager counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor, and if necessary, directs employee to the Executive Director for review of problem.

Step 4. The employee may then present the problem to the Executive Director in writing. The Executive Director will review and consider the problem and inform employee of decision within 5 working days. A written disposition will be forwarded to and retained by the Transit Coordinator. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.

Step 5. In the event an employee disagrees with the decision of the Executive Director, the employee has the right to appeal the decision. All grievances are to be made in writing to the following:

ATUT Board of Directors
4808 Elizabeth Street
Texarkana, TX 75503

Step 6. A final decision will be made in writing within 10 working days. The decision made by the ATUT Board will be final and binding to all those parties concerned.

While not every problem can be resolved to everyone's total satisfaction, a sincere effort will be made by management to resolve the situation promptly within the timeframes prescribed and with courtesy and professionalism. Every attempt will be made to maintain confidentiality, and retaliation against any employee will not be tolerated. ATUT believes that effective communication can result in understanding, problem resolution, and the development of confidence between employees and management.

7.11 Rehire

ATUT has a limited rehire policy. Anyone leaving ATUT employment will not be eligible for rehire in any position, regardless of the position they held prior to leaving ATUT employment, unless one of the following criteria is met. It is at the Operations Supervisor's discretion to rehire only the following:

1. Persons who left ATUT to accept employment with another transit property and wish to return to ATUT, with the stipulation that ATUT wishes to rehire.
2. Retirees who retired from ATUT after 15 years of service or are of retirement age and are in good standing.
3. Persons who resigned in good standing and who can meet all criteria for the position for which they have applied.

SECTION 8
MISCELLANEOUS

8 MISCELLANEOUS

8.01 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. ATUT supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, ATUT 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 individual employees is treated confidentially. ATUT will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Administration Supervisor or Human Resources Office for information and referral to appropriate services and resources.

8.02 Operations Policies

This policy provides guidelines to ensure continued daily operations of ATUT and the T-Line bus system. It includes procedures for passenger safety and conduct, employee accidents/injuries, bus operations 40020 and information on uniforms and disciplinary actions for infractions. A copy of the Operations Policy can be found in this Employee Handbook.

8.03 Ethics Policies

This policy has been designed to describe the standards of ethical conduct for all employees and outline behavior expected of ATUT employees at all times. A copy of the Ethics Policy can be found in this Employee Handbook, receipt of which is required by the Texas Transportation Commission/Texas Department of Transportation.

8.04 Drug and Alcohol Policies

This policy outlines the substance abuse testing program to ensure ATUT employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. A copy of the Drug and Alcohol Policy is given to employees and an acknowledgment of receipt of such policy is signed upon hire. A copy of the Drug and Alcohol Policy can be found in this Employee Handbook.