StillWaters Residential Association

EMPLOYEE HANDBOOK

Mission Statement

Our mission is to provide policy and direction for the continued growth and development of StillWaters, combining the interest and desires of the residents, our commercial business partners, and our new developments.

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I. INTRODUCTION

An interesting and challenging experience awaits you as an employee of StillWaters Residential Association, Inc. ("The Association or SWRA"). We have written this Employee Handbook to answer some of the questions you may have concerning the policies of the Association. Please read it thoroughly and keep it for future reference. Please ask the Association Manager for help if you have any policy questions.

Note: *This Employee Handbook is a guide for employees and does not create an express or implied contract of employment between StillWaters Residential Association (SWRA) and any employee. Employment with SWRA is "at-will." This means that, consistent with Alabama law, either you or SWRA may terminate the employment relationship at any time, with or without cause, and with or without notice, for any lawful reason.*

Nothing in this Handbook should be interpreted to create a contract of employment for a definite term or to limit SWRA's right to terminate employment for any lawful reason. Similarly, employees are free to resign from their employment at any time for any reason.

Any policies, procedures, or benefits described in this Handbook are subject to change, modification, or revocation by SWRA at its sole discretion, at any time, with or without notice. While this Handbook may outline certain procedures or expectations, SWRA reserves the right to deviate from, bypass, or change these procedures at any time and for any reason, without prior notice. No manager, supervisor, or employee of SWRA has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing at-will policy. This Handbook is not a contract guaranteeing employment for any specific duration. Both you and the Association have the right to end your employment at any time. Any employment agreement entered into by the SWRA Board shall not be enforceable unless it is in writing and signed by both parties. Notwithstanding the above, an agreement made by the Board of StillWaters Residential Association, Inc. is not binding unless the Board agrees to it in writing.

A. DEFINITIONS

As used throughout this, "employee" means those StillWaters Residential Association, Inc. employees.

- The term "Employment," used throughout this Handbook, means your employment with StillWaters Residential Association, Inc.
- The term "Association," used throughout this Handbook, means StillWaters Residential Association, Inc.
- The term "Community Association Manager" is hereinafter referred to as CAM.
- The term "Assistant Community Manager" is hereinafter referred to as ACAM.
- The acronym: ADA refers to Americans with Disabilities Act.
- The acronym: HOA refers to Homeowners Association.
- The acronym: USERRA refers to Uniformed Services Employment and Reemployment Rights Act.
- The acronym: SWRA refers to StillWaters Residential Association.
- The term "Military Status" means being on active duty in, or any reserve component of, any branch of the armed forces of the United States

B. NOTICE TO EMPLOYEES

In drafting this Employee Handbook, we avoided using specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered when referring to all genders.

This Employee Handbook supersedes all earlier Association handbooks and policies. In addition, this Handbook supersedes all prior management memos to the extent that such memos contradict a subject or policy covered herein.

C. CHANGE IN POLICY

The policies in this Handbook are subject to change at the sole discretion of the StillWaters Residential Association (SWRA) Board of Directors. The Association reserves the right to "deviate" from its stated policies in its sole discretion. We will let you know of these changes as appropriate. Changes will be effective on dates the Association decides, and you may not rely on policies that have been superseded. No supervisor or Association manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please contact the CAM.

D. EXTERNAL POLICIES

Policies made a part of the Employee Handbook by reference:

- Travel Policy

II. WHAT YOU CAN EXPECT

A. EMPLOYMENT POLICIES

1. Equal Employment Opportunity Policy

The Association provides equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, ADA-disability, or military status, following applicable federal and state laws. In addition, the Association follows applicable state and local laws governing nondiscrimination in employment in every location in which the Association has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

It is the policy of the Association to maintain a working environment that encourages mutual respect, promotes respectful and congenial relationships between employees, and is free from all forms of harassment of any employee or applicant for employment by anyone, including Association Managers, supervisors, coworkers, vendors, or homeowners. Harassment in any manner or form is expressly prohibited and will not be tolerated by the Association. Accordingly, the Association's management is committed to vigorously enforcing this policy against harassment, including but not limited to racial and sexual harassment, at all levels within the Association.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the Association will immediately take disciplinary action, including written warnings, suspension, transfer, and/or termination.

The Association will not allow or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of the same.

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic, or physical conduct relating to an individual's race, religion, sex, sexual orientation, age, national origin, or disability.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

Submission to such conduct is an explicit or implicit term or condition of employment.

Employment decisions are based on an employee's submission to or rejection of such conduct or,

Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The term "harassment" may also include the conduct of employees, supervisors, vendors, property owners, residents, and/or customers who engage in verbally or physically harassing behavior, which has the potential to humiliate or embarrass an employee of the Association.

2. Complaint Procedure

   The Association provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment.

   Any employee who feels that they have been harassed or discriminated against is encouraged to report the incident to your supervisor in writing at once. You should include all the facts available about the incident.

3. Confidentiality

   All reports of harassment will be treated seriously. However, absolute confidentiality is not promised, nor can it be assured. The Association will investigate any complaint requiring limited disclosure of pertinent information to certain parties, including the alleged harasser.

4. Investigative Procedure

   Once a complaint is received, the Association will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees aware of facts or incidents alleged to have occurred.

   If it is decided that a violation of this Employee Handbook has occurred. This may include some or all the following steps:

- Restore any lost terms, conditions, or employment benefits to the complaining employee.
- Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.
- If harassment is by a vendor, property owner, resident, or customer, the Association will take proper action to stop the conduct.

5. Duties of Employees and Supervisors

   All employees of the Association, both management and non-management, are responsible for ensuring a workplace free of harassment is maintained. Any employee may file a harassment complaint about incidents experienced personally or incidents observed in the workplace. The Association strives to maintain a lawful, pleasant work environment where all employees can perform their work effectively without interference and requests the assistance of all employees in this effort.

   All Association supervisors and managers must adhere to the Association's anti-harassment policy. Supervisors' evaluations will include an assessment of the supervisor's efforts in following and enforcing this policy.

   All managers and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly. A supervisor or manager will be disciplined if they do not follow this policy. Such discipline may include termination.

   You should discuss any other work-related problems with your supervisor. If you believe it would be inappropriate to discuss the work-related problem with your supervisor, or if the supervisor does not address it adequately, you should discuss it with the ACAM or CAM. Employees will not be penalized for using this open-door policy.

6. Personnel Files

   SWRA keeps a personnel file on each employee. You may review your personnel file upon request and in the presence of authorized personnel. Contact the CAM to plan if you are interested in reviewing your file.

   To ensure that your personnel file is always up to date, notify your supervisor of any changes in your name, telephone number, home address, marital status, number of dependents, scholastic achievements, the individuals to notify in an emergency, and so forth.

B. SAFETY POLICIES

   Employee Safety and Health

   It is the policy of the Association to provide you with a safe workplace and to follow procedures aimed at safeguarding all employees. Accident prevention and efficiency in production go together; neither should be a priority over the other.

   Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to ensure the safety of employees.

Your responsibilities may include, but are not limited to:

- Obeying the safety rules.
- Following safe job procedures and not taking shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Exercising caution when approaching blind spots such as doorways or corners.
- Using prescribed personal protective equipment.
- Immediately reporting all equipment malfunctions to your supervisor.
- Cleaning up all spills promptly.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Knowing emergency procedures.
- Reporting unsafe conditions to your supervisor.
- Using approved climbing tools only, such as ladders or step stools.
- Never blocking a fire exit.
- Carefully read and understanding directions and warnings before using any chemicals or equipment.
- Promptly reporting every accident and injury to your supervisor.
- Following the care the attending physician prescribes when treated for any injury or illness.
- Attending all employee safety meetings.
- Participating in accident investigations; and
- Serving on safety committee or other loss control activities as needed.

Failure to follow these guidelines may result in disciplinary action, including termination of your employment.

C. COMPENSATION POLICY

1. Employee Classifications

   For purposes of salary administration and eligibility for overtime payments and employment benefits, the Association classifies its employees as follows:

   a. Full-Time Regular Employees:

      Employees hired to work the Association's standard, full-time, forty (40) hours or more work week regularly. Such employees may be exempt or non-exempt as defined below.

   b. Full-Time Office Employees:

      Employees hired to work 30 to 40 hours per week, Monday through Friday. Office hours are 8:00 a.m. to 5:00 p.m.

   c. Full-Time Maintenance and Landscaping employees:

      Employees hired to work 30 to 40 hours per week, Monday through Sunday, and their position may also include being on call during the week.

      Employees who need more time off for personal reasons, such as doctor appointments, vacation, etc., must use their Paid Time Off (PTO) time or take off

without pay. If possible, requests for days off during the week should be submitted the week before. We do understand that sickness and emergencies do happen and are unforeseen.

d. Part-Time Regular Employees:

Employees hired to work fewer than thirty (30) hours per week regularly. Such employees may be exempt or non-exempt as defined below. Part-time employees are not eligible for benefits and do not accrue PTO hours.

e. Temporary Employees:

Employees engaged to work full-time or part-time on the Association's payroll with the understanding that their employment will be ended no later than upon completion of a specific assignment. (Note that a temporary employee may be offered, and may accept, a new temporary assignment with the Association and thus keep temporary status.) Such employees may be exempt or non-exempt as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency, not the Association.)

f. Non-exempt Employees:

Employees are entitled to overtime pay if worked.

g. Exempt Employees:

Employees who do not have to be paid overtime, per applicable federal wage and hour laws, for work performed beyond forty hours in a work week. Executives, professional employees, outside sales representatives, certain computer programmers, and employees in administrative positions are typically exempt. You will be informed upon your hiring of your exempt status.

h. Payroll Period

There are twenty-six (26) pay periods in every calendar year. Payday is every other Thursday. The CAM will let you know when your first payday is. Payroll checks will be distributed or directly deposited on the designated payday. Payroll checks will not be distributed early to accommodate individual requests. You are to make advance arrangements with your supervisor to pick up or hold your paycheck while you are on Paid Time Off. The work week is seven days, beginning with the clocking-in of the morning shift each Thursday morning (usually between 5:00 a.m. - 8:00 a.m.) and ending with the clocking-out of the midnight shift the following Wednesday morning (usually between 6:00 a.m.-8:00 a.m.).

- No payroll advances will be made.
- Your paycheck will be given to you only unless a written release is given, authorizing the Association to give the paycheck to a named person other than you. Photo identification will be required from the named person.

i. Payroll Deductions

The Association is required by law to make certain deductions from your paycheck. Among these are your federal and state taxes on income and the required contributions to Social Security, Medicare, etc.

StillWaters may sponsor various programs that may benefit you and may or may not require your financial participation during your employment. Should such programs be offered, you may choose to participate. In writing, you may authorize more deductions from your pay for various programs sponsored by StillWaters.

These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and the information you give on your W-4 form and other Association documents. You must report any change in your name, address, telephone number, marital status, or number of exemptions must be reported at once to ensure proper credit for tax purposes.

W-2 forms will be provided to you in January after the year for which you have reportable income from the Association. If you are a current or former employee, W-2 forms will be mailed directly to your home at the last address you have supplied to the Association.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained to you when such deductions are ordered.

j. Work Week

The work week is seven days, beginning with the clocking-in of the morning shift each Thursday morning (usually between 5:00 a.m. - 8:00 a.m.) and ending with the clocking-out of the midnight shift the following Wednesday morning (usually between 6:00 a.m. - 8:00 a.m.).

k. Overtime

It should be recognized that overtime and more work other than regularly scheduled could be required. Your immediate supervisor must authorize all overtime before its occurrence. All overtime will be noted on your timesheet and should be initialed daily by your immediate supervisor. You may be required to work overtime and the refusal to work overtime or request to come in early or to work past your normal end time on a given day, may subject an employee to disciplinary action, up to and including termination of employment.

Overtime will be paid to eligible, non-exempt employees per applicable federal law. The overtime rate of pay is time and a half.

Hours paid but not worked (for example, holidays, PTO time, etc.) are not counted as work hours for overtime calculations.

l. Time Records

By federal law, we must keep accurate records of the time worked by "non-exempt" employees. This is done by a timeclock and/ or other written documentation. The employee time recorder (timeclock) will be in your department and/or other locations designated.

Your timecard is the only way your payroll coordinator knows how many hours you worked and how much you earned. Your timecard shows when you arrived and when you departed. You must punch in and out for lunch and brief absences such as medical appointments. You must obtain your supervisor's permission before departure and return to the premises during the workday.

You are responsible for your timecard. Remember to record your time. If you forget to punch in or make an error on your card, your supervisor must initial the correction. You are not allowed to punch in more than seven (7) minutes before your scheduled starting time nor more than seven (7) minutes after your scheduled quitting time without your supervisor's approval. At the end of each pay period, you will sign your timecard to certify the accuracy of the time reported. The CAM and ACAM will also approve your timecard.

No one may record hours worked on another employee's record or influence anyone else to alter your record for you. In case of an error in recording your time, report the matter to your supervisor immediately. This is a serious offense, and unreported knowledge of such abuse may lead to disciplinary action, including but not limited to termination. Any employee who falsifies a timecard or signs or alters the timecard of another employee will be subject to disciplinary action up to and including termination of employment.

D. JOB PERFORMANCE EVALUATION

All new employees are on a ninety (90) day Probationary Period. This will allow sufficient time for the supervisor to evaluate your work and adaptability to your position. This time will also allow you time to measure your comfort with your new duties. After this time, your supervisor will conduct a performance review with you to assess your progress. If needed, a probationary period may be extended at this time.

A job performance review is also scheduled each year. This review allows you and your supervisor to talk about your work performance.

E. RESIGNATIONS AND TERMINATIONS

If you plan to resign, we request written notice at least two weeks before your last day of work. This act of courtesy will be noted in your personnel file.

If you resign, you will be asked to take part in an exit interview. This exit interview is a good opportunity for you to tell us what you think, and in turn, it is an opportunity for us to improve.

Involuntary terminations will also include an exit interview. Employees who are involuntarily terminated will not be considered for rehire.

Upon termination, you must surrender all keys, key cards, vehicle decals, gate access or proximity cards, uniforms, and name badges must be surrendered before receiving your last paycheck.

Final payment of wages and other compensation due will be made on the following regular payday or per applicable government regulations, whichever applies.

F. PROMOTIONS

The Association desires to provide its employees with professional growth and advancement opportunities. If you are interested in another position within the Association, please notify your supervisor so that the necessary steps may be considered.

G. BENEFITS

1. Eligibility

   All full-time employees are eligible to receive benefits upon enrollment. All part-time employees may be eligible for insurance coverage but will pay a higher percentage. The specific terms and eligibility for benefits available to the employees are governed by the specific benefit plans and may not altered or amended by the language of the employee handbook.

2. Summary of Benefits for full-time employees.

   You may be eligible to receive the following standard package of benefits:
   - Health Insurance
   - Dental Insurance
   - $10,000 Employee Life Insurance Policy
   - Paid Time Off

3. Paid Time Off (PTO).

   PTO is a time provided for you to be away from work due to illness, personal needs, vacation, or other reasons. PTO is earned from January 1 through December 31 each calendar year. All full-time regular employees are eligible for PTO, as in the schedule below. PTO hours are accrued on the last day of the pay period and are available for immediate use thereafter.

   New and existing employees who have been promoted from part-time to full-time status will receive PTO time beginning with the completed pay period following their benefits eligibility date. For example, an exempt employee who begins work on April 10 would be eligible for benefits starting May 10. In this example, the pay period ends on May 12. The employee would begin earning PTO time on May 13, and those PTO hours would accrue on May 27 and be immediately available for use thereafter.

PTO Earning Rule	Full-Time, Hourly Employees (Scheduled 30 + Hours/Week)		Full-Time (Exempt & Nonexempt) Employees, (Scheduled 30 + Hours/Week)	
Length of Service	Hours/pay period	Days/year	Hours/pay period	Days/year
1 year or less	3.06	10	3.68	12
2 years	3.37	11	3.99	13
3 years	3.68	12	4.30	14
4 years	3.99	13	4.61	15
5 years	4.30	14	4.92	16
6 years	4.61	15	5.23	17
7 years	4.92	16	5.54	18
8 years	5.23	17	5.85	19
9 years	5.54	18	6.16	20
10 years and over	5.85	19	6.47	21

You should schedule PTO in no less than one-hour increments. Furthermore, if possible, you should submit your PTO requests for approval for planned absences thirty (30) days in advance. PTO may also be requested for unexpected or emergency absences.

PTO does not count toward the overtime calculations for the week.

You must use your PTO hours in the calendar year they are earned. Five workdays of PTO may be carried over to the following year; all other PTO expires December 31 unless approved in writing by the ACAM or CAM.

If you resign your employment with the Association and provide at least two weeks' written notice, and if you have worked for the Association for more than one (1) year, you will be paid for the accrued PTO (including the PTO that would be accrued at the end of the pay period following your resignation) on the next regular pay cycle following resignation.

PTO payout will not be provided if any of the following apply:

- You have worked for the Association for less than one (1) year.
- Your employment was terminated for cause, which includes, but is not limited to, violations of company policies, misconduct, or failure to meet performance expectations.
- You did not provide at least two weeks' written notice before resigning.
- You have transferred to another department within the Association as a full-time regular employee, in which case your PTO balances will transfer to your new position.

If you have any questions about this policy, please consult the CAM.

4. Holidays

Full-time regular employees are eligible for eight (8) paid holidays during each calendar year. You must be in pay status before and after the holiday to receive holiday pay. A paid holiday does not count as a day worked for calculating overtime for the week.

The following holidays are observed at Still Waters:

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

Holidays will be observed on the day designated by the common business practice in our region. Note: if an employee seeks more time off during a holiday, they must use their PTO time and request time off 30 days in advance.

Some operations may require business to continue on a holiday. If this occurs, the employee will receive holiday pay (double rate) for the hours worked. For example, if you are eligible for holidays and work eight (8) hours on Memorial Day and your regular pay rate is $10.00/hr., your holiday pay rate will be $20.00/hr.

5. Bereavement Leave

   If you are a full-time regular employee and a death occurs in your family, you will be compensated for up to three (3) days off from work in case of the death of an immediate family member (spouse, children, parents, grandparents). A request for leave should be made to your supervisor. Additional time may be approved as PTO by your supervisor, ACAM, or CAM.

6. Jury Duty

   If you are a full-time regular employee and are summoned to jury duty, the Association continues your salary during your active period of jury duty.

   If you are non-full-time regular employee, you receive unpaid time off for the days that they are scheduled to work that are conflicting with jury duty.

   To qualify for jury duty leave, you must submit a copy of the summons to the ACAM or CAM to serve as soon as it is received. In addition, proof of service must be submitted to the ACAM or CAM when your period of jury duty is completed.

7. Military Leave of Absence

   Leaves of absence without pay for military or reserve duty are granted to full-time regular employees. If you are called to active military duty, to the reserve or National Guard training, or if you volunteer, you should submit copies of your military orders to the CAM as soon as possible.

   a. Eligibility

      Employees who are members of the U.S. Armed Forces, National Guard, or Reserves and are called to active duty, training, or emergency response duty are eligible for military leave.

   b. Job Protection & Reemployment

      - Under USERRA, employees are entitled to unpaid leave for military service and have the right to be reinstated upon return, provided they meet the eligibility requirements.
      - Employees must provide advance notice of their military leave unless circumstances prevent them from doing so.

   c. Pay & Benefits During Leave

      - Military leave is unpaid, but employees may use accrued PTO or vacation during their leave.
      - Employer-provided health benefits must be continued for up to 24 months, but employees may be required to pay the full cost after 30 days of leave.

d. Length of Leave & Reemployment

- Employees who serve for less than 91 days must be reinstated to their former position.
- Employees may be reinstated to an equivalent position with the same pay, benefits, and seniority for more extended absences.

8. Policy: Accommodations for Pregnancy, Childbirth, and Lactation

a. Policy Statement

SWRA is committed to maintaining a supportive and inclusive work environment for all employees. In compliance with the federal Pregnant Workers Fairness Act (PWFA) and the PUMP for Nursing Mothers Act (PUMP Act), we provide reasonable accommodations for employees with known limitations related to pregnancy, childbirth, or related medical conditions, including lactation.

Our goal is to ensure that qualified employees can continue to perform their jobs safely and efficiently. The Association prohibits any form of retaliation against an employee for requesting or using an accommodation under this policy.

b. Pregnant Workers Fairness Act (PWFA): Reasonable Accommodations

The Association will provide reasonable accommodations for the known limitations of an employee or job applicant related to pregnancy, childbirth, or related medical conditions, unless the accommodation would cause an "undue hardship" to the Association's operations. A "known limitation" is a physical or mental condition that the employee has communicated to us, whether it is minor and temporary or a more significant medical issue.

Accommodations will be determined on a case-by-case basis through a cooperative dialogue between the employee and management. Examples of potential accommodations include, but are not limited to:

- More frequent or longer breaks for rest, hydration, or meals.
- Permission to have a water bottle at a workstation.
- Providing a stool or chair for employees whose jobs typically require standing.
- Modifications to job duties, such as temporary relief from heavy lifting or strenuous physical tasks.
- Changes to a work schedule to accommodate morning sickness or medical appointments.
- Temporary transfer to a less strenuous or less hazardous position, if available.
- Providing appropriately sized uniforms or safety equipment.
- Unpaid leave for recovery from childbirth.

c. How to Request an Accommodation

Notify Us: An employee who needs an accommodation should inform their direct supervisor. The request does not need to be in writing and the employee does not need to mention the "Pregnant Workers Fairness Act." Simply state that you have a limitation related to pregnancy or childbirth and need a change at work.

Interactive Process: The Association will then engage in a timely and good-faith discussion with the employee to understand the limitation and identify an effective accommodation.

No Medical Documentation Required for Certain Accommodations: For certain straightforward requests (such as needing to carry water, take additional restroom breaks, or sit/stand as needed), the Association will not require medical documentation. For more significant accommodations, we may request documentation that is reasonable and job-related.

No Forced Leave: An employee cannot be required to take leave, either paid or unpaid, if another reasonable accommodation can be provided that would allow the employee to continue working.

d. PUMP for Nursing Mothers Act: Lactation Support

The Association will provide a reasonable amount of break time and a private space for employees to express breast milk for their nursing child for up to one year after the child's birth.

e. Break Time

Employees will be provided with reasonable break time each time they have a need to express breast milk.

For non-exempt (hourly) employees, these breaks will be unpaid unless the employee uses their standard paid break time. If an employee is not completely relieved of their duties during the break, the time will be compensated.

Exempt (salaried) employees will receive their full weekly salary regardless of lactation breaks.

f. Private Space

The Association will provide a functional space for expressing breast milk that is shielded from view and free from intrusion by coworkers and the public.

- This space will not be a restroom.
- The designated space will be clean and available when needed. For our Homeowners Association (HOA), this may be a temporarily designated office or other private room. Please speak with your supervisor to coordinate access to the space.

9. Inclement Weather Policy

This policy provides guidelines for employees of the SWRA about attendance, work expectations, and pay during periods of inclement weather. The safety of our employees is our top priority. This policy is designed to ensure safety while maintaining essential services for our community.

a. Defining Inclement Weather

Inclement weather may include, but is not limited to, heavy snow, ice storms, hurricanes, tornadoes, flooding, and other severe weather events that could pose a

danger to employees traveling to or from work, or that may disrupt Association operations.

b. Communication of Operating Status

In case of inclement weather, the Association will make a decision about the operating status of its facilities (e.g., office, maintenance building) as early as is reasonably possible.

Official announcements about closures, delayed openings, or early dismissals will be communicated through the following channels:

- Employee-wide email
- Text message alert system (for employees who have opted in)
- Direct notification from a supervisor

Unless an official announcement is made, employees should assume that Association offices are open and that they are expected to report to work as scheduled.

c. Employee Classifications

For the purposes of this policy, employees are classified as either "Essential" or "Non-Essential."

- Essential Personnel: Employees whose job duties are critical to the safety and basic operation of the Association and its facilities. These positions may include, but are not limited to, certain maintenance staff and on-site management personnel responsible for emergency response. A list of positions designated as essential will be maintained by management and communicated to the relevant employees.
- Non-Essential Personnel: All employees not designated as essential. This typically includes administrative, clerical, and non-emergency maintenance staff.

d. Operating Procedures

- Office Closure:

  If the Association's offices are officially closed for the entire day:

  Non-Essential Personnel are not expected to report to work.

- Pay for Non-Exempt (Hourly) Employees: In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees will be paid only for the hours actually worked. However, the Association may, at its discretion, grant paid administrative leave for the scheduled work hours. Alternatively, employees may be required to use accrued paid time off (PTO) or vacation time. This will be communicated at the time of the closure announcement.
- Pay for Exempt (Salaried) Employees: Exempt employees will receive their regular salary for any week in which any work is performed.

  Essential Personnel may still be required to report to work or be on-call to handle weather-related emergencies or critical tasks.

- Pay for Essential Personnel: In addition to their regular pay, non-exempt essential employees will be paid at a premium rate of one and one-half (1.5) times their regular hourly rate for all hours worked during an official closure. Exempt essential employees required to work during a closure may be granted equivalent time off at a later date, at the discretion of management.

e. Delayed Opening:

   If the Association announces a delayed opening:

   - Non-Essential Personnel should report to work at the specified opening time. Employees will be paid for the hours worked. Non-exempt employees will not be paid for the time between their regular start time and the delayed opening time unless they are permitted to use accrued PTO.
   - Essential Personnel may be required to report to work at their regularly scheduled time to ensure facilities are safe and operational for the later opening.

f. Early Dismissal:

   If the Association announces an early dismissal:

   - Non-Essential Personnel will be dismissed and will be paid for all hours worked that day. The Association may, at its discretion, pay non-exempt employees for the remainder of their scheduled shift.
   - Essential Personnel may be required to remain at work to secure facilities and manage any weather-related issues.

g. Employee Responsibilities

   Employees who are unable to safely report to work due to hazardous weather conditions, even if the Association is open, must notify their supervisor as soon as possible, in accordance with our standard call-out procedure. In such cases, employees will be required to use accrued PTO or take the day as unpaid leave.

   The Association will not penalize employees for making a reasonable and safe decision regarding their ability to travel to work. However, proper notification is required.

h. Remote Work

   In some instances, and with prior approval from their supervisor, some non-essential employees may be able to perform their job duties from home. In such cases, the employee will be paid for the hours they work remotely. The feasibility of remote work will be determined on a case-by-case basis depending on the employee's role and the nature of the weather event.

10. Personal Leave of Absence

    The Association recognizes that employees may need to take time off for Personal Leave of Absence reasons. While Alabama law does not mandate personal leave of absence, the Association may grant unpaid personal leave under the following conditions:

a. Eligibility

Employees employed for at least twelve (12) months may request a personal leave of absence.

b. Duration

Personal leave may be granted for up to 30 days, subject to management approval.

c. Approval Process

Employees must submit a written request to their supervisor at least two (2) weeks in advance unless an emergency prevents such notice.

d. Use of PTO

Employees must use any accrued paid time off (PTO) before taking unpaid personal leave.

e. Job Protection

The Association does not guarantee job protection during personal leave. However, efforts will be made to reinstate employees to the same or a comparable position upon return.

f. Benefits During Leave

Employees on personal leave are responsible for maintaining their benefits, including health insurance, by paying their portion of the premiums.

11. Continuation of Benefits

The Association will provide employees with the following health care benefits away from work:

All active full-time regular employees covered by the Association Plan will be eligible to continue medical coverage for twelve (12) weeks following the beginning of a leave for the following:

- An authorized, paid, or unpaid leave of absence; or
- A temporary layoff due to lack of work.

Suppose you are away from work for one of the above-stated reasons. In that case, you must pay your share of employee coverage, including dependent coverage, if any, to maintain health care coverage during the time away from work. Upon the expiration of twelve (12) weeks or if you fail to pay your contribution for benefits within thirty (30) days from the established due date communicated to you and no applicable state or federal law provides otherwise, your health care coverage, including dependent coverage, will be terminated. THESE BENEFITS MAY BE LIMITED BY THE INSURANCE COMPANY. If differences occur, the policies of the insuring Association will prevail.

12. Worker's Compensation Insurance

    To pay for your medical expenses and partial salary continuation in case of a work-related accident or illness, you are covered by worker's compensation insurance provided by the Association.

    a. What Benefits Does It Provide?

    - Medical Expenses – Covers doctor visits, hospital stays, surgeries, prescriptions, and rehabilitation costs.
    - Lost Wages (Temporary Disability Benefits) – If the injury causes missed work, employees receive 66 2/3% of their average weekly wage, subject to state-set maximums.
    - Payments start after three days of missed work, but if the worker is out for more than 21 days, they can also receive compensation for the first three days.
    - Permanent Disability Benefits – If an injury causes a lasting impairment, workers may receive benefits based on their level of disability.
    - Vocational Rehabilitation – Provides training for a new job if the worker cannot return to their previous position.
    - Death Benefits – If workers die due to work-related injuries, their dependents may receive compensation, including funeral expenses.

    b. Filing a Claim in Alabama

    - Employees must report the injury within 5 days (max 90 days) to maintain eligibility.
    - The employer must file a claim with their insurance provider and arrange for medical treatment.
    - If a claim is denied, the worker can file a dispute with the Alabama Department of Labor or seek legal action.

13. Mandatory Deductions

    Social Security, Medicare, and all required Federal and State Taxes must be withheld from your pay.

14. Unemployment Insurance

    The Association pays the State Unemployment Compensation Fund a percentage of its payroll costs. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period.

H. SAFE WORKPLACE POLICY

The Association intends to provide a safe workplace for you and a comfortable and secure atmosphere for homeowners and others with whom we do business. The Association has a no-tolerance guideline for violent acts or threats of violence.

The Association expects all employees to conduct themselves in a non-threatening, non-abusive manner. No direct, conditional, or veiled threat of harm to an employee or Association property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated; any employee who commits or threatens to

commit a violent act against any person while on Association premises will be subject to immediate discharge. Suppose you, while engaged in Association business off the premises, commit or threaten to commit a violent act. In that case, you will be subject to immediate discharge if the threat or violent act could adversely affect the Association or its reputation in the community.

All employees within the Association are responsible for identifying and alleviating threatening or violent behaviors. If you are subjected to or threatened with violence, or if you are aware of another individual who has been subjected to or threatened with violence, you shall at once report this information to your supervisor or a member of the management. You should assume that any threat is serious. If you feel threatened and need protection, do not hesitate to report the situation to a supervisor. Any threat reported to a supervisor should be brought to the attention of the CAM. The CAM will carefully investigate all reports, and employee confidentiality will be kept to the fullest extent possible.

I. DRUG AND ALCOHOL-FREE WORKPLACE POLICY.

1. Purpose

   SWRA is committed to providing a safe, healthy, and productive work environment. The use, possession, distribution, or influence of drugs and alcohol in the workplace impairs judgment, safety, and efficiency. To ensure a drug-free workplace, this policy complies with the Alabama Drug-Free Workplace Program and applicable federal regulations.

2. Scope

   This policy applies to all employees, contractors, and applicants at SWRA. Compliance is a condition of employment, and violations may result in disciplinary action, including termination.

3. Prohibited Conduct

   Employees are prohibited from:

   - Using, possessing, selling, distributing, or manufacturing illegal drugs on company premises or while conducting company business.
   - Reporting to work or working under the influence of illegal drugs, alcohol, or unauthorized controlled substances.
   - Misusing prescription or over-the-counter medications in a manner that affects job performance.

4. Drug and Alcohol Testing

   To enforce this policy, SWRA may require drug and alcohol testing under the following circumstances:

   - Reasonable Suspicion: Employees suspected of being under the influence may be subject to testing.
   - Post-Accident: Employees involved in workplace accidents may be required to undergo testing.
   - Random Testing: Periodic, unannounced testing may be conducted.

- Return-to-Duty/Follow-Up: Employees returning to work after a violation may be subject to additional testing.

5. Medication Disclosure

   Employees using prescription or over-the-counter medications that may impair performance must inform their supervisor. Employees who have a medical marijuana prescription must immediately disclose that to their supervisor.

6. Disciplinary Action

   - Violations of this policy may result in:
     - Immediate removal from the workplace.
     - Suspension or termination, depending on the severity of the violation.

Note: *All drug and alcohol testing results and related information will be kept confidential and shared only with authorized personnel. Any refusal to be tested or alteration of the testing results will subject an employee to immediate discipline, up to and including termination.*

III. WHAT WE EXPECT OF YOU

A. EMPLOYEE POLICIES

1. General Guidelines for Appropriate Conduct

As an Association team member, you are expected to accept specific responsibilities, follow acceptable business principles in matters of conduct, and always exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your coworkers, the Association or that might be viewed unfavorably by current or potential homeowners or by the public at large. Your conduct reflects on the Association. You are, consequently, encouraged to practice the highest standards of professionalism continuously.

Any of the following actions could be cause for termination of employment.

Types of behavior and conduct that the Association considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Association records.
- Violating the Association's nondiscrimination and/or Anti-Harassment Policy..
- Accepting gratuities other than in the normal course of business from homeowners or clients.
- Excessive absenteeism or tardiness.
- Excessive, unnecessary, or unauthorized use of Association property and supplies, particularly for personal purposes.
- Reporting to work under the influence of drugs or alcohol.
- Manufacturing, possessing, using, selling, distributing, or transporting of drugs.
- Bringing or using alcoholic beverages on the Association property or while engaged in Association business off the Association's premises, except where authorized.
- Fighting or using obscene, abusive, or threatening language or gestures.
- Illegally taking property from coworkers, guests, visitors, or the Association.

- Disregarding safety or security regulations.
- Acting in an insubordinate manner.
- Endangering the life or safety of another person, guest, visitor, or employee by acting negligently or carelessly.
- Conducting lottery or gambling on Association premises.
- Gossiping and/or spreading rumors about another employee on the job.
- Allowing anyone to work for the Association without being correctly placed on the payroll.
- Using the Association's public and/or private areas in an unauthorized manner.
- Using, in an unauthorized manner, the facilities during duty and non-duty hours as a guest of any resident or registered guest of the Association facility.
- Using, in an unauthorized manner, any SWRA property, facilities or equipment
- Using association equipment or tools for personal use or gain.
- Violating timeclock policies.
- Sleeping on the job, loitering, or loafing during working hours.
- Posting, removing, or altering notices on any bulletin board unauthorizedly.
- Speeding or carelessly operating Association vehicles or equipment.
- Not keeping the confidentiality of the Association or member information.
- Not always providing guests/members with proper courtesy and respect.
- Deliberately or carelessly damaging Association property.
- Smoking in an unauthorized area; or
- Having unauthorized visitors in work areas.

2. Accident/Injury Reporting

   If you, another employee, or a guest suffers an accident or injury, no matter how minor, report it at once to your supervisor, ACAM, or CAM.

   All accidents or injuries must be reported at the time of the incident. Failure to report injury or accident will lead to disciplinary action.

3. Appearance/Grooming

   The Association expects all employees to maintain a professional and well-groomed appearance that reflects positively on the organization. Personal appearance should be a matter of concern for each employee. If your supervisor, ACAM, or CAM feels your attire, appearance, or hygiene is improper or offensive, you may be asked to leave the workplace until you correct your appearance. You will not be paid for the time you are off work for this purpose. The ACAM or CAM has the sole authorization to make this determination.

   Employees must follow these guidelines:

   General Standards

   - Employees should wear attire that is appropriate for their roles and work environment.
   - Clothing should be clean, well-maintained, and free from offensive language or graphics.

4. Grooming Expectations

   - Employees should maintain good personal hygiene.
   - Hair should be neat and well-kept. Beards and facial hair must be groomed appropriately.
   - Excessive fragrances should be avoided out of respect for coworkers.

5. Dress Code by Role

   - Office/Administrative Staff: Business casual or professional attire.
   - Customer-Facing Roles: More formal business attire may be required.
   - Field/Operations Staff: Employees should follow safety and uniform requirements.
     - Certain employees at StillWaters will have to wear uniforms. If you are issued uniforms, you will be responsible for maintaining them and returning them upon termination of employment. You must replace any uniform damaged beyond repair, lost, stolen, or misplaced at cost. Normal wear and tear over the garment's life will not be charged to you. A uniform must be worn in its entirety and only in the workplace and to/from your domicile.
     - If you do not have to wear a uniform, you must abide by the intent of our dress code. StillWaters is a resort atmosphere, and casual business wear provides a neat, tasteful appearance and contributes to your positive impression on our guests. You should always dress to blend in with our residents and guests. Extravagant or ostentatious clothing, jewelry, or hairstyles are inappropriate. You are expected to wear suitable attire, groom neatly, and be freshly bathed during working hours or when representing StillWaters. A clean appearance bolsters your poise and self-confidence and enhances our Association's image.

6. Religious & Cultural Considerations

   The Association respects religious and cultural attire and personal expressions of identity, provided they do not interfere with workplace safety or professional standards.

7. Policy Enforcement

   Employees not meeting appearance standards may be asked to correct their attire or grooming. Repeated violations may result in disciplinary action.

8. Attendance/Punctuality

   Our success depends on your being at work and on time each day that you are scheduled to work. If you are absent or even late reporting for work, you place an extra burden on your fellow employees and reduce productivity. You are responsible for letting your immediate supervisor know as soon as you know that you will be late or absent. If your immediate supervisor is not in, call the ACAM or CAM.

   If you are absent for more than (3) consecutive workdays, a statement from a physician may be required before you are permitted to return to work. In such instances, the Association also reserves the right to require you to submit to an examination by a physician appointed by the Association at its discretion.

Unexcused or excessive absenteeism or tardiness is grounds for disciplinary action, including termination. If you are absent for three (3) or more days and do not correctly report your absences, this will be considered a resignation of your position, and you will be terminated for abandonment of your job.

9. Breaks

   You must be fresh and resourceful throughout your day. For those working an eight-hour shift, an unpaid mid-shift (lunch) thirty (30) minutes is scheduled. A paid break period of fifteen (15) minutes is scheduled about midway between lunch and the start and between lunch and the end unless you must stay at your post during your shift.

   All meals and breaks must be taken in the location designated by your supervisor, ACAM, or CAM, but never in areas visible to guests, residents, or visitors. Employees are not to congregate in guest areas during break and meal periods.

   All facilities used for work breaks are to be always kept clean.

10. Confidential Information

    As an employee at StillWaters, you may be exposed to certain confidential information about the Association or its guests or employees. You must not discuss confidential information with anyone outside the Association; furthermore, any discussions of this confidential information with those inside the Association should be limited to what is necessary to conduct business. Violating this confidentiality policy will result in disciplinary action, including termination.

    Notwithstanding the foregoing, confidential information about unlawful, harmful, or potentially harmful activities to people or property should be acted upon immediately by staff and the proper authorities. If you see an unusual or suspicious incident, condition, or person, report it immediately to your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

11. Conflict of Interest

    As an employee, you should avoid activities or personal business that might conflict with your interests and your job. In addition, you should not take part in or create any business that competes with the activities, products, and/or services offered by StillWaters. If you doubt whether your activity or personal business pursuit conflicts with your employment or competes with the Association, check with the ACAM or CAM.

12. Coworker Relationships

    While working together, employees sometimes develop personal relationships beyond the workplace setting. If this happens, we expect you will always be responsible and act maturely. We will not allow such relationships to change the workplace or affect 0

13. Equipment

    Please follow all safety procedures when operating the equipment. You should only operate the equipment for which you have been trained and for which you have approval. All safety devices must be in place and work before you use the equipment.

    Association equipment is the property of StillWaters and must be used, cared for, and maintained correctly. Personal use of Association equipment is not permitted. Equipment must always remain on the property unless your supervisor has authorized otherwise. Violations of this policy may result in disciplinary action, including but not limited to termination.

    Defective equipment should be reported to your supervisor at once.

14. Emergency Conditions

    Because StillWaters is often viewed as a community beacon, its employees may be called to act in a local or regional disaster, such as a hurricane, fire, flood, or electrical failure. In such instances, your dedicated and extended service may be needed to preserve and protect the Association or to serve residents seeking shelter or assistance.

    Whenever an event occurs it can affect the entire community, the Association expects you to be available to help in whatever manner requested of you. This may cause some personal hardship, but such service is a requirement of your employment. During such times, we must work together as a team.

15. Acceptance of Gifts and Gratuities

    To maintain the highest level of integrity and to avoid any appearance of favoritism or impropriety, employees of SWRA are prohibited from soliciting or accepting gifts, favors, or gratuities from homeowners, residents, vendors, contractors, or any other individuals or entities that do business with or seek to influence the HOA.

    a. Prohibited Gifts

        - Employees may not accept:
            - Gifts of significant value (defined as exceeding $50).
            - Personal services, discounts, or special treatment not available to the public.
            - Vendors or contractors pay for loans, travel, entertainment, or accommodations.

    b. Allowed Gifts

        - Employees may accept:
            - Promotional items of nominal value (e.g., pens, calendars, or other small, branded items).
            - Perishable items of reasonable value (e.g., holiday cookies, fruit baskets) shared with the team.
            - Gifts given as part of official HOA events or community-wide celebrations.

c. Reporting and Exceptions

- If an employee is offered a gift that exceeds the allowed limits, they must report it to their supervisor or the HOA Board for guidance. Any exception to this policy must be approved in writing by the Board.
- Violations of this policy may result in disciplinary action, including termination of employment.

16. Keys/Key Cards

    In the course of your duties, you may need to access certain controlled areas within StillWaters. These controlled areas are locked. Do not enter these areas without permission.

    You must protect and never loan key or key card. Improper use of the key/keycard will deny you access and record an attempt to enter an unauthorized area.

    You are not to remove Association keys/key cards from StillWaters. You will be given specific instructions to return keys/keycards to the issuing location where they will be secured.

17. Littering

    Littering is prohibited on StillWaters property. You are encouraged to remove all litter from the property whenever you see it.

18. Lost and Found Items

    If you find items that belong to another person, you must turn such items over to a supervisor. Items unclaimed after six (6) months will be returned to you.

19. Packages

    The Association reserves the right to inspect all your packages or closed containers brought into or taken out of StillWaters. Desks, files, and lockers are the property of the Association and are issued for your use only during your employment. Inspections of such items may be conducted at any time to safeguard the property of our employees, residents, and the Association and to help prevent illegal activity at StillWaters.

20. Parking

    Your supervisor will tell you where employee parking is permitted. You park on the property at your own risk and for your convenience. The Association is not responsible for your car or its contents.

21. Personal Telephone Calls

    Personal telephone calls interfere with the daily workflow and are strongly discouraged.

22. Public Statements

    The CAM and Board President are the official spokespersons for the Association. You are not permitted to make formal or informal public statements about Still Waters, its facilities, employees, policies, procedures, or any other aspect of StillWaters or your

employment here unless authorized explicitly by the CAM. All requests for information other than general promotional information or material from outside agencies, individuals, or groups shall be directed to the Community Association Manager. Requests for documents, information about guests, residents, the Association, or information concerning an incident should be directed to the CAM.

23. Social Media

    Employees should not identify themselves as employees of the Association on their social media accounts and if they do they should include a disclaimer that any of their posts are not authorized or sanctioned by the Association and that they are aware that their comments and posts on social media may subject them to disciplinary action, including up to termination, if they violate any of the policies in the employee handbook or cause disruption to the workplace or, in the judgment and sole discretion of the Association, are causing harms to the Association's reputation.

24. Premises

    Employees of the Association who also maintain a bona fide residence in StillWaters must comply with all Association rules, regulations, guidelines, and policies while working. During off-duty hours, such individuals are classified as residents and are entitled to the privileges and benefits of residents. Employees carrying this dual status are encouraged to be mindful of their position in the community and not to bring a negative reflection upon the Association at any time. It is the policy of the Association that should a resident employee bring disgrace or negative reflection upon the Association, either in the role of resident or employee, then employment services may be terminated.

25. Relatives

    You and your immediate family members may not directly supervise one another, nor may you work in the same department where an inherent conflict of interest may exist.

    For this section, your immediate family includes the following: spouse, children, parents, grandparents, spouse's children, grandchildren, siblings, and children of siblings, parents, and grandparents.

    Should two present employees marry or otherwise become closely related, they may not work in the same department, nor may one directly supervise the other. If the employees cannot develop a workable solution acceptable to the Association, the on-site supervisor will decide which employee should be transferred.

26. Roadways

    You must obey all traffic laws and regulations while on StillWaters' property.

27. Smoking

    StillWaters is a smoke-free and tobacco-free facility (this includes vaping). The Association does not permit you to smoke inside any building or when operating Association equipment. Approved employee smoking locations are in areas not visible to guests or residents.

28. Solicitations

    Solicitation for any cause during work time is not permitted. Furthermore, you cannot distribute non-Association literature, information, or products in work areas at any time.

    You are not permitted to sell chances, merchandise, or otherwise solicit money or contributions without approval from the CAM. People the Association does not employ are prohibited from soliciting or distributing literature on Association property at any time.

29. Software and Computer Use Policy

    This policy outlines the acceptable use of company-provided computer systems, networks, and related technologies to ensure security, efficiency, and responsible use of resources.

    a. Scope

       This policy applies to all employees, contractors, and third parties who access company computer systems and networks.

    b. Acceptable Use

       Employees must use company computers strictly for business purposes. Personal use of company computers is prohibited.

       - Employees must comply with all applicable laws and company policies when using computer resources.

    c. Password Protection

       - All employees will be issued passwords by the Community Association Manager (CAM) or their designee. If allowed, users must create strong passwords that meet company security standards (e.g., at least eight characters, a mix of letters, numbers, and symbols). Passwords created by employees must be divulged to the CAM or their designee and kept in a secure central file.
       - Passwords must not be shared with others or written down in unsecured locations.
       - Employees must change passwords periodically as required by IT security guidelines.
       - Company systems may require multi-factor authentication (MFA) where applicable.

    d. Data Security

       - Employees must not download, install, or use unauthorized software on company computers.
       - Sensitive company data must be stored only on approved systems and not transferred to personal devices without authorization.
       - IT must approve all external storage devices and cloud services for company data.

e. Internet and Email Use

- Employees must use company email accounts for all business communications.
- Accessing, downloading, or sharing inappropriate or illegal content is prohibited.
- Personal use of the Internet is prohibited.

f. Monitoring and Privacy

- The company reserves the right to monitor computer and network usage to ensure compliance with this policy.
- Employees should not expect privacy when using company systems, including emails, files, and internet activity.

g. Reporting Security Incidents

- Any suspected security breaches, phishing attempts, or unauthorized access must be reported to the CAM.
- Employees must not attempt to investigate or resolve security issues on their own.

h. Violations and Consequences

- Violations of this policy may result in disciplinary action, including termination of employment.
- Serious breaches may be referred to law enforcement if necessary.

Note: By using company computer systems, employees acknowledge that they have read, understood, and agreed to comply with this policy.

30. Vehicles

Association vehicles are Association property to be used and operated safely and prudently. Vehicles may only be used for authorized purposes. All occupants of Association vehicles must wear seat belts when the vehicle is in motion.

If you operate Association vehicles, you must submit your driver's license to the Association for inspection and investigation of validity and driving history. If you are not licensed or approved by the Association to drive, you are not permitted to operate an Association vehicle at any time for any reason.

If you operate association vehicles, you must possess a current, valid, appropriate license or permit to operate such vehicles. If you lose the legal authority to operate a vehicle, you must tell your supervisor of such a revocation as soon as possible after the revocation. If you do not have a valid license or permit, you cannot operate any Association vehicle requiring a license or permit.

31. Work Schedules

Your supervisor, ACAM or CAM, will post your work schedule in a designated area. Your schedule may fluctuate sometimes, but it is made to meet business needs at any time. Because schedules may change, you must check your schedule daily.

IV. DISCIPLINARY PROCEDURES

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations of any Association policies, rules, or regulations, you will be subject to disciplinary action, including but not limited to termination.

Before or during the imposition of any discipline, you will be allowed to relate your version of the incident or problem at issue and provide any explanation or justification you consider relevant.

Where appropriate, the CAM will follow a policy of progressive employee discipline. Significant elements of this policy include:

A. ORAL REPRIMAND

The first step in the Association's progressive disciplinary policy is the oral reprimand." This is an oral warning that your conduct is unacceptable and that repeated or continued failure to conform your conduct or performance to the Association standards will result in more severe disciplinary action. Before receiving an oral reprimand, you will be counseled by your supervisor, ACAM, or CAM and told what improvements are necessary and expected to correct any performance deficiencies. A record of the notice of the oral reprimand will be made and retained in your personnel file.

B. WRITTEN REPRIMAND

The second step is a written reprimand." This reprimand will describe your unacceptable conduct or performance and specify needed changes or improvements. A copy of the written reprimand will be kept in your personnel file.

C. SUSPENSION – Without pay.

Suspension of your employment, without pay, may, at the sole discretion of the Association, be used as a third step. The length of the suspension will vary based on factors such as the offense's severity, your performance, and your disciplinary record. You may be suspended for repeated instances of minor misconduct, failure to correct your conduct or performance to the standards of your position, or for a single serious offense. A record of the suspension will be kept in your personnel file.

D. TERMINATION

The last step in the disciplinary procedure is your termination. If you do not correct your conduct or performance to the standards required, the Association may, in its sole discretion, terminate your employment.

Notwithstanding the foregoing progressive disciplinary procedure policy, the Association reserves the right to administer discipline in such a manner as it considers appropriate to the circumstances and may, in its sole discretion, eliminate any or all the steps in the progressive discipline procedure.

V. RECORDINGS

Recording meetings by any electronic means is not allowed without the consent of all parties.

VI. A FINAL NOTE

The information in this Employee Handbook is presented for your benefit and future employees. The intent is to supply you with information concerning many of our organizational practices, benefits, policies, and rules of conduct.

However, this Employee Handbook should not be considered your only source of information. In fact, it is your responsibility to familiarize yourself with all policies and practices. The Association is committed to reviewing all benefits and rules constantly and reserves the right, at its sole discretion, to update this Employee Handbook accordingly, with or without notice.

Your employment here is essential to us. We hope this Handbook has emphasized your extremely valuable role as a team member.