

TL 8/14/08



**EMPLOYEE HANDBOOK**

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## SEARCHIES

If there is legitimate evidence and a work-related reason (e.g. theft, weapons, drugs), the Company reserves the right to conduct a search of an employee's desk, handbag, duffel bag and/or briefcase. Failure to comply with this request will result in disciplinary action up to and including dismissal.

## SUBSTANCE ABUSE POLICY

Drug and/or alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may possess, distribute, transfer, purchase, sell, or be under the influence of any illicit drug, hallucinogen, stimulant, sedative or any other substance that may impair the employee's ability to perform his/her work in an efficient, accurate, and safe manner while in the workplace, on duty, while operating a vehicle or equipment owned or leased by the Company or being used for Company business, on Company paid time, at public events, or in circumstances the Company believes will adversely affect the Company's operations, reputation, or the safety of the work environment. This includes the misuse of prescription drugs and being under the influence of alcohol. Physician prescribed medications are permitted provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

It shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- When there is reasonable evidence to believe that an employee is under the influence of alcohol or illegal drugs,
- When an employee is involved in an on-the-job accident where personal injury or damage to company property occurs, or
- As part of a follow-up program for the treatment of alcohol or drug abuse.

The goal of this policy is to balance the Company's respect for individuals with the need to maintain a safe, productive and drug-

free environment. Any violation of this policy will lead to disciplinary action up to and including dismissal.

#### TERMINATION OF EMPLOYMENT

It is recognized that an employee can be terminated with or without cause and with or without notice at any time at the option of either the Company or the employee.

It is also recognized that no Department Head, manager or representative of the Company, other than the President, a Vice President, or a General Manager has the authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract contrary to the above. Any such agreement will be in writing and signed by the employee and the President, Vice President, or General Manager.

In the event of a layoff, reduction of staff, or the elimination of an employee's position, the Company will pay two (2) weeks of severance pay to any full-time employee with one year of service and one (1) week of severance pay to any full-time employee with less than one year of service following the employee's last active day at work. Any other employee whose employment is terminated at the Company's request may be given up to two weeks of severance pay at the discretion of the Company based on the circumstances of that employee's termination.

In addition to the above, full-time employees who have completed one year of service and are terminated by the Company are entitled to pay in lieu of any vacation earned but unused following the employee's most recent anniversary date. There will be no credit given for any partial year of service. An employee who voluntarily terminates his/her employment will forfeit all unused vacation or pay in lieu of vacation (except to the extent prohibited by applicable law).

Employee benefits will be terminated as of the employee's last active day at work. A terminated employee will be notified by his/her Business Manager of his/her right to continue health insurance benefits (see COBRA pp. 42-43) at the employee's expense.