



EMPLOYEE HANDBOOK

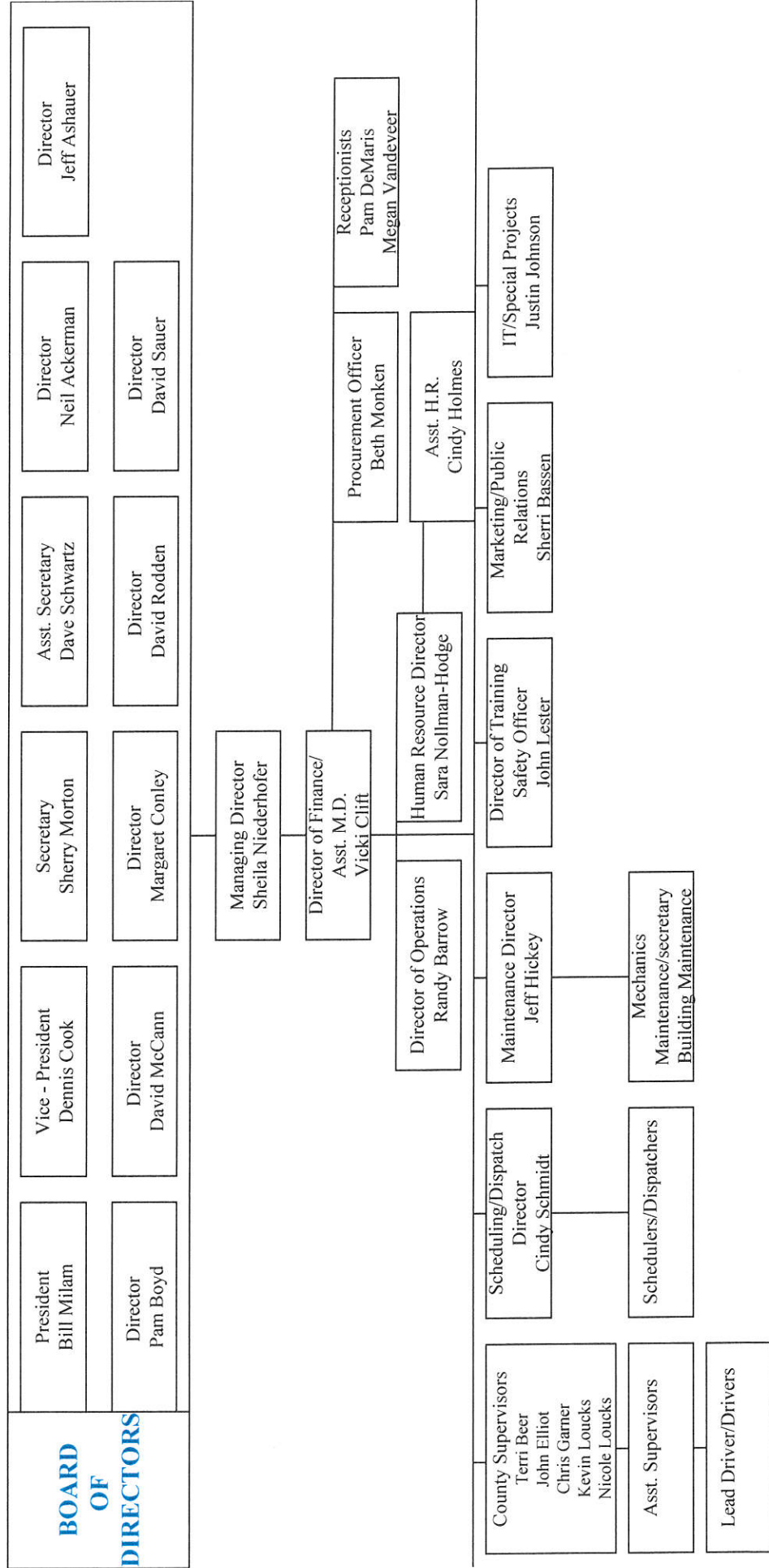
Approved by SCT Board of Directors on
June 28, 2012

A handwritten signature in black ink, which appears to read 'Bill Milam', is positioned above a horizontal line.

Bill Milam, SCT Board President



SOUTH CENTRAL TRANSIT ORGANIZATIONAL CHART 2012-2013



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MISSION STATEMENT

The Mission of South Central Transit (SCT) is to provide safe, reliable and cost-effective public transportation to the citizens of the communities we serve. We are committed to enhancing economic development and quality of life through affordable, accessible transportation services. Our SCT team pledges to provide courteous service to our customers and aggressively meet the changing needs of our region.

SOUTH CENTRAL TRANSIT PASSENGER'S BILL OF RIGHTS!

As a SCT Rider, you are entitled to:

- 1. Safe, reliable and courteous service.**
- 2. A clean, comfortable, well-maintained vehicle that meets Illinois State safety and vehicle inspection requirements.**
- 3. A vehicle carrying public liability insurance equal to or greater than Illinois State requirements.**
- 4. A licensed, fully trained driver, neatly dressed and well mannered.**
- 5. Compliance with all vehicle and traffic laws and regulations.**
- 6. Dependable departures and full schedule information.**
- 7. Safe, orderly procedures for loading and unloading passengers.**
- 8. Fair and reasonable rates.**
- 9. Diligent investigation and timely redress of complaints.**

If you would like to address a complaint or compliment or would like additional information please call 618-532-0189 ext. 135 or 1-800-660-7433.

You may also visit SCT's web site at www.southcentraltransit.org to address all complaints or concerns you may have regarding staff or services provided by SCT.

WELCOME FROM THE MANAGING DIRECTOR

Welcome to South Central Transit (SCT)! In the pages to follow, you will find helpful information regarding our employment policies as well as benefits available to you as a SCT employee. All employees at SCT are at-will employees. At-will will be addressed in the Employee Handbook.

SCT welcomes you as a part of our team. We are proud of our organization and its accomplishments. We believe that every employee helps to make SCT successful. SCT's primary goal is to provide our customers with the best possible service in all their transportation needs. Besides the goal of serving our customer, we strive to make our community a better place to live and offer our employees a challenging and rewarding place to work. Now that you have become an employee of our institution, we hope that you also adopt our goals as your own.

SCT takes great pride in being a premier company. We aim to maintain our excellent reputation and to continue to grow and prosper. We value your enthusiasm, performance, and loyalty as a member of the Company team.

The transportation industry is very unique industry due to the type of relationship it holds with its customers and employees. Due to the reasons mentioned above we must set high standards for our employees. The policies stated throughout this handbook are evidence of these high standards.

We hope that you will also be proud to have chosen us as your employer and that you find your work to be both fulfilling and rewarding. Working together, we hope to continually progress by providing our customers with quality service.

Should you have any questions, whether addressed in the Employee handbook or not, please feel free to address them to your supervisor or the Human Resource Department.

Sincerely,

Sheila Niederhofer
Managing Director

EMPLOYMENT AT-WILL

Employment is at-will, and may be terminated at any time by either the employee or the employer. Nothing in the employee handbook creates or is intended to create a contract of employment. The at-will nature of employment may not be modified by any oral or written statement made either before or during employment. Policies in the handbook provide information and guidance to employees, but the company reserves the right to amend or change the policies at its discretion with or without notice to employees.

Human Resource is responsible for distribution of handbooks and the distribution of revisions to all employees. Employees are responsible for knowing the contents of the manual and updating approved changes accordingly.

The Board of Directors are the only authorized personnel to make changes in the handbook's policies. Department heads are encouraged to recommend changes or new policies.

As used in the Manual:

- (a) The words "shall" or "will" should be interpreted as mandatory and the word "may" as permissive;
- (b) The Masculine gender should be interpreted to include the feminine gender;
- (c) "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates; and
- (d) "Immediate family" includes adopted members, domestic partners, civil union partners, the employee's spouse, brother, sister, parent, child, (ren)stepchild,(stepchildren).
- (e) "Extended Family" includes the following father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle grandparents, spouse's grandparents, grandchildren, grandchildren of domestic partners.
- (f) Domestic partners are defined as any 2 people who share a common domestic life and residence but are not joined by a marriage or civil union

CONFIDENTIALITY

Any information concerning the business affairs of SCT, information regarding customers, is confidential and restricted. Employees may not reveal any information except under the direction of their Supervisor or with the Supervisor's approval.

Further, SCT expects that any knowledge, techniques, written materials and other information relative to the Company's business developed during employment remain the property of the Company.

Violation of this provision may result in disciplinary action up to and including discharge.

Employees will be asked to sign a Statement of Confidentiality, which will be filed in their personnel files.

ORIENTATION AND TRAINING

It is the policy of SCT to provide orientation programs for new employees and to conduct or support training programs that it determines to be appropriate.

The Human Resource Department is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover policies, benefits and new employee files and documentation. Department supervisors are responsible for orientation as it applies to introducing the new employee to the specific job and department.

Supervisors are responsible for recommending employees, of any position, for special training programs. Attendance may be required outside of normal business hours. On-the-job training will be provided, which is normally conducted during regular working hours.

SCT sponsors a training program for all drivers. All drivers are required to pass all appropriate testing. The Driver Trainer will be responsible for conducting special training programs that may be conducted outside of normal business hours. Special training programs are mandatory; therefore, employees are required to attend such meetings and will be compensated for their attendance. Training for newly hired drivers will consist of up to 2-weeks of paid training.

INTRODUCTORY PERIOD

SCT has an introductory period for new employees. During the introductory period, we will evaluate an employee's work habits and abilities.

The introductory period for all new and rehired employees is 6 months after their hire date. If you are promoted or transferred within SCT, you will be required to complete a secondary introductory period of 3 months when you start a new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. Introductory period may be extended in 30-day increments if it is decided it was not long enough to evaluate an employee's performance. This could happen either during or at the end of the introductory period.

During the first introductory period, new employees are eligible for benefits that are required by law, such as Social Security and workman's compensation insurance. After completion of introductory period employees may be eligible for other SCT benefit programs, subject to terms and conditions of each benefit program. Please reference Benefit Page.

Upon completion of the introductory period, applicable employees may be eligible for a 50-cent increase, which is based on job performance and abilities. Supervisor will prepare a written evaluation. The Job Evaluation will then be forwarded to the Managing Director for review. Supervisor will discuss evaluation and pay increase (if applicable) with employee and then forward to Human Resource Department, to be placed in the employee's personnel file.

Notwithstanding any provisions set forth above, employment may be terminated with or without cause by the employer.

DRUG & ALCOHOL TESTING

Please reference Drug and Alcohol Misuse Policy.

HOURS OF WORK

It is the policy of SCT to establish the time and duration of working hours as required by customer needs. Daily and weekly work schedules may be changed from time to time at the discretion of the Company to meet the varying conditions of business.

The Scheduling Department will determine the hours to be worked for each driver. Drivers are required to check their voice mailboxes after 7:00 p.m. daily for shift information and changes.

Department Supervisors will determine office staff hours of work. Employees will be notified accordingly.

CLASSIFICATION OF EMPLOYEES:

It is the policy of SCT to classify employees as full-time, part-time or temporary and as exempt or nonexempt for the purpose of compensation administration.

Employees generally may be categorized as follows:

A full-time employee is an individual who works a normal 32-40 hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt.

A part-time employee is an individual who works less than a normal workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.

A temporary employee generally is an individual who is hired either part-time or full-time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt.

A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is typically paid either on an hourly or salary basis.

An exempt employee is exempt from the provisions of the FLSA and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees, outside sales representatives, and certain highly skilled computer professionals.

Full-time employees are generally eligible for paid absences, such as sick leave, personal time, vacations, and holidays, in accordance with the policies set forth in this Employee Handbook. An employee whose status changes from full-time to part-time may use any days of paid absence or vacation earned as a full-time employee. An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for the purpose of eligibility for paid absences and vacation. Information concerning eligibility for other company benefits is available from the Human Resource Department.

Part-time Tier 2 employees are generally eligible for 8 hours Holiday Pay (as long as they work 1 day within the holiday pay period). Tier 2 employees hired after January 1, 2009 will receive 5 paid vacation days, and 16 unpaid Personal hours. Employees hired prior to January 1, 2009 will continue to receive 6 paid vacation days and 16 unpaid personal hours.

All employees, regardless of classification, are considered to be employed “at will”, and may quit or be terminated at any time and for any lawful reason.

Please direct any questions regarding your employment classification or exemption status to the Human Resources Department.

OVERTIME

A normal workweek is Sunday through Saturday.

There may be times when SCT cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime.

It is the policy of SCT, no overtime will be worked without the approval and authorization of the Supervisor and/or Management. However, if an employee works overtime without approval, the overtime will be paid, and the employee will be subject to disciplinary action.

Non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any workweek. Overtime is paid at the rate of one-and-one half times your regular hourly rate of pay. Overtime pay is based on the ACTUAL HOURS WORKED. For this reason, time off for sick leave, vacation, holiday and other paid absences are not counted as hours worked when calculating overtime pay.

DISCIPLINE AND DISCHARGE

As is previously recited in this Handbook, all employees are employed at will. Notwithstanding any provisions hereinafter set forth, employment may be terminated with or without cause by the employer.

PURPOSE:

The purpose of this policy is to outline examples of employee behaviors that are subject to disciplinary action and/or discharge.

POLICY:

Disciplinary action will be taken when an employee fails to maintain proper standards of conduct, violates SCT policies and procedures, or fails to perform assigned tasks satisfactorily.

DISCIPLINARY ACTIONS:

Management reserves the sole right to determine in any given circumstance what level of discipline is appropriate up to and including immediate termination of employment. As is the case with all organizations, instances arise when an employee must be reprimanded, suspended, or discharged. The disciplinary action that is appropriate for any particular act of misconduct depends upon many factors, including the employee's length of

service, prior disciplinary record, the seriousness of the misconduct, and the impact of the misconduct on others. The disciplinary action that is administered for any particular act of misconduct rests in the sole discretion of South Central Transit. Disciplinary action, which may be taken, may include, but is not limited to, informal counseling, verbal and/or written warnings, investigative or disciplinary suspension, probation, demotion, or termination.

TERMINATION OF EMPLOYMENT

SCT reserves all rights to terminate employment because of an employee's resignation, discharge, or retirement, or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and for any reason and the company reserves the right to terminate employment at any time and for any reason.

Employees are requested to give 2-weeks written notice of their intent to resign.

Whenever reasonably possible, notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and another member of management.

Human Resources or the immediate supervisor should conduct an Exit Interview not later than the employee's last working day, or earlier if a special effort is being made to persuade the employee to remain with the company.

Employees who are absent from work for one day without being excused or giving proper notice will be considered as having voluntarily quit.

Upon termination or resignation of employment, all employees are required to return all company issued items in their possession such as phones, chargers, holsters, uniforms, id badge, credit cards, if applicable, keys, or any other item that has been assigned to them throughout the course of their employment. If the employee owes the company money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

The Human Resource Department is responsible for notifying eligible terminating employees who are covered by the company's group health plan of their right to continue coverage under the COBRA plan.

All final compensation will be paid at the next regularly scheduled pay.

SALARY ADMINISTRATION

It is the policy of SCT to pay compensation that is nondiscriminatory and competitive. New employees generally will be hired at the starting rate assigned to their job grade and

experience. The Managing Director may recommend higher or lower starting rates depending on an applicant's experience or skill level or other considerations.

SCT may give merit based pay adjustments to employees to recognize their performance. Merit based pay adjustments are established by the Board of Directors. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

Supervisors are responsible for conducting a compensation review in conjunction with a performance review with each employee annually. Compensation decisions generally should be based on performance, length of service, and budget consideration.

Supervisors when conducting reviews should show employees the relationship between pay and job performance, length of service, and other significant factors. In addition, supervisors should make clear that overall compensation includes numerous noncash benefits and that the company contributes to Social Security and unemployment insurance on each employee's behalf.

Employees who are not satisfied with the results of their review or who have questions about the company's salary administration and benefits program should direct their concerns to their supervisor, or the Human Resource Department.

PERFORMANCE EVALUATIONS

It is the policy of SCT that the employee's supervisor should evaluate the job performance of each employee periodically.

Supervisors are responsible for conducting Performance evaluations upon the following occasions:

- (a) By the end of the first six months of employment (introductory period);
- (b) In conjunction with annual salary review, annual merit increases may be given each July upon completion of one full year of service commencing after the introductory period.
- (c) When the employee is transferred or promoted

Between scheduled evaluations, supervisors should discuss with employees any performance issues, supervisors should document all significant incidents and forward documentation to the Human Resource Department.

Supervisors should prepare a written evaluation of each employee's job performance. The evaluation should include the supervisor's comments and recommendations, an action plan for the employee and performance goals for the next evaluation period.

Department heads should review each supervisor's written evaluation to help assure that the evaluation has been completed properly in as fair and objective manner as possible.

Supervisor and employee will meet to discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the coming period. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor then should sign and date the evaluation and forward to the Human Resource Department for inclusion in the employee's personnel file.

Information derived from the performance evaluation may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

PAY PROCEDURES

It is the policy of SCT to pay employees by Direct Deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Employees normally will be paid bi-weekly, every other Thursday of the month. If the regular payday occurs on a Holiday every effort will be made to pay employees the day preceding the holiday.

If you are on vacation for a scheduled payday, your check will be Direct Deposited as normal, and check stub will be mailed to employee's residence.

Employees will receive on each payday, a statement showing gross pay, all required deductions, and net pay. Federal, state, local, social security taxes, will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deduction in writing.

Employees who discover a mistake in their pay, lose their statement, should notify the Accounting Department immediately. Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their immediate supervisor or the Human Resource Department.

TIME CLOCK PROCEDURES

Non-exempt employees are required to use the time clock for the purpose of accurately recording hours worked. The law requires SCT to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. If you are a nonexempt employee and you do not have access to a time clock you are required to complete a weekly time sheet, which is to be signed and dated by the employee and submitted to the immediate supervisor at the end of each pay period. Only immediate supervisors will be authorized to manually enter employee's time into the computer system.

If you are a non-exempt employee, you must accurately record the time you start, stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employee's time for them. If you do any of these actions, you may be subject to disciplinary action up to and including termination.

Drivers start time begins with their pre-trip time, which is determined by the Scheduling Department. Clocking in earlier than start time or clocking out later than end time will not be permitted.

Supervisors will review time records before submitting to payroll for processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must initial the changes on a "Time Clock Entry" form.

TRAVEL

It is the policy of SCT that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

In some cases, travel may be considered an incidental function of a position, but may be required.

SCT may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most appropriate form of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments.

Employees must obtain advance approval from their supervisor before making travel plans. Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.

Employees may be issued company credit cards to be used for payment of business expenses. Company credit cards are property of SCT and their use must be properly documented, and approved.

Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Any travel expenses considered unreasonable under the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees traveling on SCT business are representatives of SCT and are expected to maintain a high level of professionalism and to follow all policies and rules.

VEHICLE USAGE

It is the policy of SCT to (when applicable) provide vehicles for business use, to allow employees to drive on company business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses, or incur any infractions against their license, must report occurrences to their immediate supervisors. For all other jobs, driving may be considered only an incidental function of the position.

Employees who need transportation in the course of their normal work may be assigned a company vehicle for their use. All other employees needing transportation for company business may use vehicles as available. As a last alternative, when no company vehicles are available, employees may use their own vehicles for business purposes.

Employees who drive a vehicle on company business must, exercise due diligence to drive safely, and follow all traffic laws, to avoid distractions while driving (such as using cellular telephones), and to maintain the security of the vehicle and its contents. Employees who drive a company vehicle should ensure that the vehicle is kept clean and free of litter.

Employees are not permitted, under any circumstances, to operate a company vehicle, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee temporarily is unable to operate a vehicle safely or legally because of illness, medication or intoxication.

Employees who use their personal vehicles for approved business purposes will receive a mileage allowance in accordance with IRS regulations.

Employees must report any accident, theft, damage, breakdown, or mechanical problem involving a company vehicle to their immediate supervisor. These reports must be made as soon as possible following the incident/accident.

Employees who use their personal vehicles for company business will be required to provide a copy of their most current insurance card, for proof of insurance, which will be on record located in their personnel file.

BENEFITS

SCT offers certain benefits to eligible employees including medical, dental, and vision insurance as well as retirement plans. Dependent coverage may be purchased at the employee's expense. Eligible employees may be eligible to participate in a retirement program. Eligibility will depend upon the specific requirements of each benefit plan. For information on additional benefits please refer to the Human Resource Department. It is the employee's responsibility to notify the Human Resource Department of any changes in status affecting eligibility.

***Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under the health plan. There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance. If you continue your insurance under COBRA, you will be responsible to pay the full cost of the premium in addition to a 2% administration fee. Should you become eligible for COBRA you will receive written notice outlining your COBRA rights. Should you have any questions about COBRA coverage please see the Human Resource Department.

***ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Participation in IMRF is not optional for employees who meet the 1,000-hour standard. If an employee meets IMRF qualification standards, he or she must participate; the employer cannot excuse this participation. If a part-time employee meets the 1,000-hour standard, participation in IMRF is required whether or not the employee is entitled to other fringe benefits such as hospitalization insurance, group life insurance, etc. It is the expected annual hourly requirement that determines participation; actual hours worked may be more than the hours expected. Full-time employees are automatically enrolled into IL Municipal Retirement Fund. Part-time employees who have established that they will meet and maintain eligibility requirements will be enrolled into IMRF. Each pay period a mandated 4.5% of employee's pay is automatically deducted and contributed to IMRF. In addition, SCT makes a monthly contribution to each employee's account by a percentage designated by IMRF.

If at any time an employee fails to meet the eligibility requirements they will be removed from the plan.

***VACATIONS**

Full-time employees hired prior to January 1, 2009 will receive paid vacation time in accordance with the following schedule based on the length of continuous service from the date of hire.

<u>Service Period</u>	<u>Paid Vacation</u>
6-12 Months	6 days
1-5 Years	12 days
6-12 Years	18 days
13-20 Years	24 days

Full-time employees hired after January 1, 2009 will receive paid vacation time in accordance with the following schedule based on the length of continuous service from the date of hire:

<u>Service Period</u>	<u>Paid Vacation</u>
6-12 months	5 days

One additional day of vacation will be granted for each year of service worked, up to a maximum of 15 days.

Part-time, Tier 2 employees hired after January 1, 2009 will receive 5 paid vacation days. Employees hired prior to January 1, 2009 will continue to receive 6 paid vacation days.

Employees who feel that there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the Finance/Payroll Department.

Vacation pay will consist of the employee's regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday.

All employees will receive their earned vacation time for the year on January 1st. Newly hired employees will not be eligible for vacation until completion of 6-months of service.

To assure fairness to all employees' vacation requests must be submitted in writing on "Vacation Time Request" forms and submitted to their immediate supervisor by January 15th of each year. Requests must be in 40-hour increments if available, otherwise in minimum of 8-hour increments. If a paid holiday falls within an employee's vacation period, employee's may use 32 vacation hours in a holiday week, if 2 paid holidays occur in the same week employees may use 24 vacation hours. In any event, the Company reserves the right to grant or deny any requests for vacation time. Anyone who fails to submit their year's vacation time off requests by January 15th will have their vacation time awarded to them.

Emergency and individual situations will be dealt with on an individual basis.

Employees are required to exhaust all available time in the event they are to be off work for an extended period of time due to an illness or injury. This includes vacation, personal, sick and comp hours that may have been scheduled or available prior to an illness or injury. Scheduled vacations will then be considered on a case-by-case situation. SCT will try to accommodate scheduled vacations to the best of their ability without disrupting or delaying services provided to clients. However, there may be situations when scheduled vacations may be denied due to failure to accommodate services to clients. Should scheduled vacations be granted to employees, time off will be taken without pay.

Management reserves the right to designate when some or all vacations must be taken. Furthermore, it must be understood that situations may arise that management requests you to change your scheduled vacation. These conditions will be worked out in an equitable manner between you and your supervisor.

All earned and unused vacation benefits will be paid upon termination of employment at the employee's regular rate of pay.

No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Employees on Leave of Absence, other than military leave, are required to use all available time as part of the leave.

***PERSONAL DAYS**

Full-time employees receive 16 hours of paid personal time January 1st of each year. Effective January 1, 2009 all part-time Tier 2 employees will receive 16 unpaid personal hours January 1st of each year

Employees will be required to exhaust personal time in the event of an absence. Employees may use personal hours for doctor's appointments, family emergencies, etc. Employees will be required to take personal hours in increments of no less than 4 hours. Once paid or unpaid personal hours have been exhausted employees will be required to exhaust vacation time in the event of an absence. Employees will no longer be allowed to take time off without pay until such time as all vacation, personal, sick and comp hours have been exhausted.

Personal hours must be used or scheduled by November 1st of each year.

Personal hours should be requested 24 hours in advance if possible. Personal days cannot be carried over from one year to the next. Unused Personal Days will be forfeited upon notice of resignation or termination.

***SICK LEAVE**

SCT provides paid sick leave benefits to Full-time employees who are temporarily absent from work due to illness, injury, physical condition who cannot reasonably be expected to properly perform their duties, or whose presence on the job would endanger the physical well being of their fellow employees or the public.

Full-Time employees shall accrue sick leave at the rate of eight **(8)** hours per month.

FT hourly employees are now required to schedule sick time off in either 4 or 8-hour increments. If an employee reports to work and becomes ill throughout the day the employee may be allowed to use sick time to make up the difference totaling 8 hours for that day. You may use sick leave benefits to be absent from work due to illness, doctor, dentist or vision appointments. You may also use sick leave to be absent because of the illness of your child, spouse or parent. In addition should you need time off to take your child to medical appointments, sick leave may be utilized.

Sick leave is a privilege, not a right. Any employee found abusing the privilege might be subjected to disciplinary action. Department heads may require employees to obtain a written statement from a physician indicating the nature of their illness, when it began, and when the employee may return to work, in those instances where the department head has reason to believe an employee is abusing the sick leave privilege.

Employees on leave of absence, other than a military leave of absence, are required to use all accrued paid sick leave as part of the leave.

Employees are required to exhaust all available time in the event they are to be off work for an extended period of time due to an illness or injury. This includes vacation, personal, sick and comp hours that may have been scheduled or available prior to an illness or injury.

Employees who are absent from work after 3 or more consecutive days due to an illness or injury will be required to provide the Human Resource Department with a written statement from their physician indicating the nature of their illness, when it began, and an anticipated return to work date.

In the event a holiday occurs while an employee is on sick leave, said day shall not be charged against the employee's sick leave accrued balance.

Employees who terminate employment with SCT and who have completed 5 or more years of continuous employment with SCT shall be paid 50% of their accrued unused sick days, not to exceed a maximum of 75 days paid.

A requirement for a Commercial Drivers License is to have a valid D.O.T medical certificate. Therefore, all applicable employees are required to take physical examinations. SCT will choose the health care professional and all costs will be incurred by SCT. If an employee is requested to take a Fitness for Duty Exam, SCT will incur all costs associated with the exam.

Fraudulent or abusive use of sick or personal absences will result in disciplinary action up to and including termination of employment. Notwithstanding any provisions set forth above, employment may be terminated at any time with or without cause by the employer.

LIGHT DUTY

Employees who have been off work due to illness or injury who have a doctors excuse and are able to return to work with a doctor's release to light duty, may be assigned to the Centralia Office or other locations to work until employee is released to regular duty.

HOLIDAYS

It is the policy of SCT to designate and observe certain days each year as holidays. Eligible employees are provided paid time off on the following holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr., Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

Holidays falling on a Saturday are normally observed on the preceding Friday, while those falling on a Sunday are normally observed on the following Monday.

Full-time and eligible part-time employees will receive 8 hours holiday pay as long as they work one day within the holiday pay period. Approved vacation or personal leave is regarded as a day worked for the purposes of holiday pay.

Part-time, Tier I employees, are not eligible for holiday pay.

The company may be required to schedule work on an observed holiday. Non-exempt employees who are required to work on an observed holiday will be paid their regular rate of pay for hours worked plus holiday pay.

The company recognizes that some employees may wish to observe, as periods of worship, or commemoration, certain days that are not included in the company's regular holiday schedule. Employees may use accumulated vacation or personal days for these occasions.

PERSONAL PROPERTY

Articles of personal property found on the premises should be returned to the owner, if known, or turned over to Management. Inquiries regarding lost property should be directed to a supervisor.

WORKPLACE VIOLENCE/WEAPONS IN THE WORKPLACE POLICY

Purpose:

To establish a policy prohibiting workplace violence and the possession of weapons on company premises, in order to promote the safety of both employees and non-employees.

DEFINITIONS:

<i>Possession</i>	To have on one's person, in one's personal effects or otherwise under one's care, custody or control.
<i>Premises</i>	For purposes of this policy includes all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, or under the control of the facility. Private vehicles parked on such premises or property are excluded from this policy.
<i>Weapons</i>	Instruments designed or reasonably believed to be intended for inflicting injury to or intimidating another person, including, but not limited to, firearms, knives, ballistics, explosives, ammunition or other incendiary devices.

VIOLENCE OR THREATS OF VIOLENCE

Any acts or threats of violence by an employee against any other employee, client, visitor, or any other person on company premises, or during an employee's working hours, are expressly forbidden. Any employee who engages in any threatening behavior or acts of violence or who uses obscene, abusive or threatening language or gestures will be subject to disciplinary action, up to and including immediate termination. Furthermore, any acts or threats of violence by a non-employee on the premises are expressly forbidden, and will result in the expulsion of such person from the premises.

WEAPONS:

Weapons are not permitted on company premises or in company-owned vehicles. Specifically excepted are those individuals who are acting in an official capacity and who are licensed to possess a weapon for the purpose of acting in that capacity (i.e., law

enforcement officer). The company will cooperate fully with any law enforcement officer or agency in enforcing this policy. Any employee who possesses a weapon on company premises, in a company-owned vehicle, or while otherwise engaged in business on behalf of, with, or for the company, will be subject to disciplinary action, up to and including termination. Any non-employee who possesses a weapon on facility premises in violation of this policy will be expelled from the premises. In enforcing this policy, every employee may be required, upon a supervisor's request, to submit to an inspection of personal or company property including, but not limited to:

- Any pocket, package, purse, briefcase, lunchbox, or other container brought onto company premises, or
- Any desk, file cabinet, personal locker, or other container provided by the company.

Failure to submit to an inspection may subject an employee to immediate termination.

Employees should report any violation of this policy's prohibitions on violence, threatened violence, or the possession of weapons to their supervisor or the Human Resource Director. Upon such report, a thorough investigation will be conducted and, if warranted, appropriate disciplinary action will be taken. Non-employees should report any violation of this policy to any employee. The employee, in turn, should report the alleged violation to his/her supervisor.

SMOKING

It is the policy of SCT to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well being of its employees.

The company recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking or the use of all tobacco products is prohibited in the workplace except areas specifically designated as smoking areas. Designated smoking areas are to be 15 feet of any entrance, exit, and windows that open and ventilation intakes.

Smoking and the use of all tobacco products in SCT vehicles is prohibited, and will not be tolerated. Failure to abide by this will result in disciplinary action including dismissal.

Employees are required to be 15 feet away from SCT vehicles when smoking.

Employees are required to properly dispose of all tobacco products. Failure to comply will result in disciplinary action.

The smoking policy applies equally to all employees, customers, and visitors while on company premises.

ATTENDANCE AND PUNCTUALITY

Absenteeism and tardiness burden other employees and disrupt the normal business operations of the company. Accordingly, the company expects each employee's attendance to be regular and punctual. Employees will be notified of their starting, ending and break times. All employees are expected to report to and be prepared to work at the scheduled time.

SCT recognizes that circumstances beyond an employee's control may cause him or her to be absent or late to work. Employees who are going to be late must notify their immediate supervisor or designated personnel. In the event of an absence employee must notify their supervisor or designated personnel at least 2 hours before the start of the scheduled workday. Failure to properly notify the Company of any absence or tardy will result in an unexcused absence and will result in loss of compensation. Office employees should report as far in advance as possible if they are going to be late, or if they must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. It is the employee's responsibility to speak directly with the supervisor or designated personnel regarding the absence. Leaving a voicemail, sending a fax, or email notification is prohibited. Employees must call each day that he/she is unable to report for duty. It is the employee's duty to maintain ongoing communication with their supervisor or designated personnel regarding return to work date.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

Part-time and full-time non-exempt employees who are delayed in reporting for work and/or who have not notified their supervisor or designated personnel of their expected tardiness may lose their right to work the balance of the work day without compensation. In addition, employees who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be permitted to work. Employees who portray improper attire may not be permitted to work.

All employees including office staff are expected to report for work during inclement weather conditions if the company does not declare an emergency closing. Employees who are unable to report because of weather conditions may use accrued time such as vacation, or personal hours. Employees who are unable to report to work must contact supervisor immediately.

Non-Exempt employees will not be permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the work week.

Employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours. Staff members, who will be out of the office for longer than 2 hours, should post it on e-mail to all staff.

Employees who are absent from work for one day without giving proper notice to the Company will be considered to have voluntarily resigned.

LEAVE OF ABSENCE

It is the policy of South Central Transit to grant employees leaves of absence under certain circumstances.

SCT will comply with the provisions of the Family and Medical Leave Act, (FMLA). Under FMLA eligible employees are entitled up to 12 workweeks of unpaid, job-protected leave per calendar year for the following reasons:

1. Birth and/or care of a newborn child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. In order to care for the employee's spouse, child or parent who has a serious health condition; or
4. A serious health condition, which renders the employee unable to perform the functions of his or her job.

Employee Eligibility: The FMLA defines eligible employees as employees whom:

- 1). Has worked for company at least 12 months;
- 2). Has worked at least 1,250 hours during the previous 12 months and
- 3). Works at or reports to a worksite which has 50 or more employees or is within a 75-mile radius of that work site.

You will accrue benefits while using earned sick and vacation time. You will not accrue benefits while on unpaid FMLA leave. Employment benefits accrued/earned by the employee up to the day on which the family medical leave of absence begins will not be lost. The company will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her portion of the dependent premium where applicable. Failure of the employee to pay his/her portion of the health insurance premiums will result in loss of coverage.

Applications for family medical leave of absence should, where possible, be submitted by the employee in writing to the Human Resource Department. Applications should be submitted at least 30 days before the leave is to commence, or as soon as possible if 30 days' notice is not possible. Appropriate forms must be submitted to initiate FMLA and to return the employee to active status. Employees will be required to submit medical certification to the Human Resource Department.

Employees must use their applicable available accrued/earned time during the 12-week family medical leave.

If the employee does not return at the end of the 12 weeks or at the expiration of the leave or has not requested an extension, the company may assume that the employee has abandoned their job.

For further information pertaining to family medical leave please see the Human Resource Department.

Emergency and individual situations will be dealt with on an individual basis

MEDICAL LEAVE OF ABSENCE

Employees who are unable to work because of a serious health condition, disability, or work-related injury may be granted a medical leave of absence. The company requires certification of an employee's need for medical leave, before the leave begins and when the leave ends by the employee's health care provider.

BEREAVEMENT LEAVE

SCT provides bereavement leave to employees who need time off due to the death of an immediate or extended family member. To request bereavement leave employees must complete a "Time Off Request Form" and submit to immediate supervisor. Employees are eligible for up to three (3) days bereavement leave. Full-time employees will receive leave with pay. Part-time employees will be granted leave without pay. With approval you may use any available paid leave benefits you have, such as vacation, sick, or personal time should you need additional time off.

For Bereavement Leave, please refer to listings of "immediate family" and "extended family" below.

"Immediate Family" means adopted members, domestic partners, the employee's spouse, brother, sister, parent, child, (ren)stepchild,(stepchildren).

"Extended Family" includes father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle grandparents, spouse's grandparents, grandchildren and grandchildren of domestic partners.

Managing Director has discretion to grant additional days off as necessary.

Emergency and individual situations will be dealt with on an individual basis.

PERSONAL LEAVE OF ABSENCE

Employees who have completed 6-months of continuous service may request a Personal Leave of Absence for a period of up to 30 days. Personal Leave may be granted for justifiable reasons in the Company's sole discretion, provided the leave does not seriously disrupt the Company's operations. Employees are required to use all accrued time during the personal leave of absence. Leave may also be granted to attend to personal matters in cases in which South Central Transit determines that an extended period of time away from the job will be in the best interest of the employee and South Central Transit. Employees will not accrue benefits when on an unpaid leave. Employees will not be paid for Holidays during an unpaid leave of absence. Time off cannot be used to explore or seek other employment opportunities. All requests for a personal leave of absence are to be in writing and directed to the Human Resources Department for approval.

Reinstatement cannot be guaranteed to employees returning from personal leave. However, the company endeavors to place employees returning from personal leave in their former position (or in a comparable position) subject to budgetary restrictions, the company's need to fill vacancies, and the current staff size.

JURY DUTY

SCT encourages you to fulfill your civic responsibilities by serving on jury duty if you receive a summons. Full-time employees will be authorized time off, with pay. All remunerations except for expenses must be submitted to the Accounting Department. Part-time employees will be authorized time off, without pay. Non-exempt employees may use earned unused time during this period.

If you receive a jury duty summons, submit a copy to your supervisor immediately. Employees are expected to come to work whenever the court schedule permits.

Employees are asked to submit proof of service to their supervisors when the period of jury or witness duty is completed.

MILITARY LEAVE OF ABSENCE

SCT will comply with federal and state laws governing Uniformed Services Employment and Reemployment Rights Act (USERRA Leave, Military Leave). USERRA governs the leave and reinstatement requirements for military personnel. The law contains specific requirements for protected leave; rules for benefits employees are entitled to during military leave, and the requirements for reinstatement back in the civilian workforce.

To apply for USERRA Leave or to request additional information please contact the Human Resource Department

LEAVE WITHOUT PAY

In order to take leave without pay, an SCT employee should complete a Leave of Absence Request form and submit it to their immediate supervisor. This form should be completed prior to time of leave. Unless protected by law, leave without pay is a discretionary leave and not an automatic right, and there is no guarantee of continued employment upon return of leave without pay. Management has the right to grant Leave without Pay. Requests for leave will be handled on a case by case basis.

MEAL BREAKS

It is the policy of SCT to provide meal breaks during the course of each workday.

Under Illinois law, employees scheduled to work seven and one-half consecutive hours or more are entitled to at least 20 minutes for a meal period within 5 hours of the start of work.

Dispatching Department is responsible for balancing workloads and scheduling meal breaks and should take into consideration the workload and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.

Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for their meal breaks unless they are required to work during their breaks. Nonexempt employees must sign out and back in on their time cards for all meal breaks. Generally nonexempt employees may not leave early or extend meal breaks beyond their assigned period. Employees will be subject to discipline if tardy returning from breaks.

A dining area is provided for employees to use during meal periods. In order to maintain professionalism, employees should not consume food in work areas visible to the general public. No food or drinks are permitted in SCT vehicles.

Emergency and individual situations will be dealt with on an individual basis.

PERSONAL APPEARANCE OF EMPLOYEES

It is the policy of SCT that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

All employees are expected at all times to present a professional, businesslike image to customers, prospects, and the public. Acceptable personal appearance is an ongoing requirement of employment with the company.

Drivers are required to meet special dress standards, such as wearing uniforms. Uniforms consist of company logo shirts, jacket, khaki or black pants, and id badge. Shirts must be tucked in at all times. Denim material is not permitted. Sandals are not permitted. Shoes must have non-slippery soles. New Drivers receive an initial allowance to purchase shirts and jacket. Allowance will normally purchase 3 shirts and jacket. Drivers will incur the cost to purchase pants and/or shorts. Finances permitting, employees will receive a \$75.00 allowance each spring and fall to purchase company logo apparel. Employees may purchase additional apparel, which may be payroll deducted with proper authorization. Allowance cannot be used to purchase pants and/or shorts. During the summer months, drivers will be allowed to wear khaki or black knee length shorts or Capri's. All hats worn are to have the SCT logo, which will be company provided. Employees who report to work without proper attire may not be permitted to work.

SCT wants to project a professional image to the people who use our services and to the general public as a whole. It is very important that the employees of SCT help in presenting this image. As a bus driver for SCT, you have the most significant impact on this image as you are in contact with the clients on a daily basis. First impressions are known to have the largest impact on a company's customers and you are the first person that any of our customers will actually see. It is very important that you make a good impression when picking up clients.

All office workers are required to wear business casual attire. SCT logo shirts or sweaters are acceptable. Clothes should be maintained in an acceptable manner. At its discretion, the company may allow office workers to dress in a more casual fashion on Fridays than is normally required. On these occasions, employees are allowed to wear jeans; however, they are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, or similarly inappropriate clothing. During the summer months, office staff are allowed to wear dress Capri pants that are below the knee. Dresses and skirts must be knee-length or below. Office staff are not permitted to wear shorts at any time.

Outside temperature of 25 degrees or lower permits drivers to wear appropriate jeans and company logo sweatshirts.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of said policy may also result in disciplinary action.

USE OF COMMUNICATIONS SYSTEMS

It is the policy of SCT to provide or contract the communication services and equipment necessary to promote the efficient conduct of business.

Communications services and equipment include mail, electronic mail (email), instant messaging, courier services, faxes, telephone systems, computers, computer networks, on-line services, Internet connections, Intranets, computer files, video equipment and tapes, tape recorders and recordings, pagers, cell phones, voice mail, and bulletin boards.

Supervisors are responsible for instructing employees on the proper use of the communication services and equipment used by SCT for both internal and external business communications.

Most communication services and equipment have some type of charges associated with their use. Employees should be aware of these charges and should consider cost. Employees should consult their supervisor if there is a question about the proper mode of communication.

Employees should limit their personal use of communication services and equipment. Such use may not interfere with the conduct of SCT business. Employees should ensure that no personal correspondence appears to be an official communication of SCT, since employees may be perceived as representatives of SCT and, therefore, damage or create liability for SCT.

Improper use of company communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy, any misuse that would result in violations of other company policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, sexually suggestive, or otherwise inappropriate written, recorded, or electronically retrieved or transmitted communications (including Web sites).

CELL PHONE USAGE

SCT provides cell phones to some employees for business use only. SCT cell phones may not be used for personal calls. SCT reserves the right to monitor cell phones at any time.

Employees will be responsible for charges incurred, which are not business related.

In addition, should an employee lose or damage assigned cell phone they will be responsible for charges to replace assigned phone.

SCT prohibits all incoming and outgoing calls on cell phones while operating company vehicles. This includes the use of walkie-talkie capabilities for communication purposes between employees and dispatching.

Staff members are permitted to use hands free devices for voice communication while operating designated staff vehicles. Texting while operating designated staff vehicles is prohibited at all times.

Employees are required to abide by state laws and regulations established for the use of cell phones while operating vehicles.

Texting on any cell phone while operating company vehicles is prohibited at all times.

Failure to comply with policy will result in disciplinary action up to and including termination of employment.

FACILITY SECURITY CAMERA POLICY

The purpose of South Central Transit' security policy is to regulate the use of security cameras and to protect the legal and privacy interests of South Central Transit. SCT will conduct all monitoring in a professional, ethical and legal manner.

The function of South Central Transit's security cameras is to assist in protecting the safety of South Central Transit's employees and property, monitoring of public areas, and monitoring of facility entrances and exits.

- Cameras may be located inside and outside of SCT facilities.
- There will be no audio recording associated with any camera.
- Appropriate signage will be installed at each SCT facility to provide notice of cameras and monitoring.
- Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
- Recorded data will be retained and stored in a secure location for a period of 30 days. Authorized staff only will have access to recorded information. SCT may keep selected recorded data for as long as required.
- Information obtained through video monitoring will be used for safety and security compliance, SCT policy compliance and for law enforcement purposes. Should monitoring reveal activity that violates policy SCT may conduct an investigation.
- Any person who tampers with or destroys SCT video security equipment will be subject to criminal prosecution.
- Monitoring individuals based on race, gender, sexual orientation, disability or other protected classification is prohibited.

OUTSIDE EMPLOYMENT

You may hold an outside job as long as you can satisfactorily perform your SCT job and the job does not interfere with scheduling demands. Full-time employees are not encouraged to engage in outside employment. Full-Time employees must receive written approval from the Managing Director in order to engage in outside employment. Part-time employees are required to provide written documentation of outside employment to their immediate supervisors.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Employees who have accepted outside employment may not use any accrued time to work at the outside job.

If your outside employment has an undesirable impact on SCT, we will consider that it is a conflict of interest.

Employees may not accept any employment relationship with any organization that does business with, or compete with, SCT. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of SCT.

PERSONNEL RECORDS

SCT retains personnel files on all employees. Generally, the personnel file should contain records as may be necessary to support the action of the employer with respect to employment, compensation, discipline, promotion, transfer or discharge.

It is imperative that SCT have certain personal information in personnel records. Employees have a responsibility to keep their personnel records up to date and should notify the Human Resource Department in writing of any changes. Changes would include, but not limit,

- (a) Name;
- (b) Mailing Address;

- (c) Telephone number;
- (d) Marital status;
- (e) Dependent information;
- (f) Beneficiary designations for any insurance, disability, pension, and profit sharing plans and;
- (g) Persons to be notified in case of emergency
- (h) Educational accomplishments

In addition, employees who incur a change in the number of dependents, marital status or address change must complete new Federal and State W-4 forms. This information should be given to the Human Resource Department.

Current employees and employees who terminated employment within the preceding year shall be allowed to review their personnel records within 7 workdays of a written request. The records must be furnished during normal working hours, at or near the place of employment or by mail. Records must be made available least twice per calendar year at reasonable intervals. The employee may obtain a copy of the personnel record, for which the employer may charge only the cost of duplication. A copying fee of 25 cents per page will be charged to the employee. Records will be reviewed in the presence of the Human Resource Department. Employees do not have the right to remove any part of his/her personnel records or any part of such records. Inspections by employees must be requested in writing to the Human Resource Department. The request will be granted within 7 working days. However, if the employer can reasonably show that the 7-day deadline cannot be met, the employer shall have an additional 7 days to comply with the request.

Employees are entitled to inspect and copy any personnel documents that are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge, or other disciplinary actions.

Medical records, reference letters, management planning material, test documents, or information about others that would invade their privacy do not need to be disclosed, nor does information relating to an investigation of possible criminal activity unless the employer takes adverse personnel action based on such information.

If an employee disagrees with information included in his or her own personnel record, the information may be removed by agreement of employer and employee. If parties are unable to agree, the employee may submit an explanatory statement that must be included whenever the information is given to a third party.

SUGGESTION PROGRAM

It is the policy of SCT to encourage employees to make constructive suggestions for the improvement of operations. Employees **are** given appropriate recognition and rewards for such suggestions, which are implemented.

Employees of SCT below the level of manager are normally eligible to participate in the Suggestion Program. However, employees assigned to quality circle programs or to joint employee-management improvement teams are not eligible to submit suggestions developed or adopted as a result of these activities. Also, any employee who is expected to improve SCT's operations as part of their normal responsibilities is not eligible.

An eligible suggestion for the purposes of this program is defined as a constructive idea that has as its design and purpose the resolution of a problem, the improvement of operations and procedures, or the improvement of the working environment.

Topics not eligible for consideration include complaints and criticisms, wage issues, and nonbusiness concerns. To be considered for evaluation, all suggestions must be submitted in writing to the Suggestion Committee. Each suggestion must be signed and dated.

The suggestion will be evaluated by Suggestion Committee and determined if it is accepted or rejected. For those accepted the Suggestion Committee would determine an award of recognition when appropriate. All decisions are at the discretion of the management team and will be based upon each individual suggestion and its impact on SCT. All decisions are final.

Suggestions that are accepted will be turned over to the appropriate department to oversee implementation. Management will notify the employee and make any announcements related to the suggestion.

All suggestions, once submitted, become the property of SCT. SCT may modify, change, or eliminate the Suggestion Program at any time, at its discretion.

Programs may be added or deleted at the sole discretion of the Managing Director.

GRIEVANCE PROCEDURES

This section shall apply to all employees except the Managing Director.

A grievance is a claim based upon an event or condition which affects the terms and conditions of employment of the employee and/or the interpretation, meaning or application of any of the provisions of these Personnel Policies and Procedures.

The purpose of this procedure is to secure equitable solutions to the problems, which affect the working conditions of the employee. These proceedings may be informal or formal and confidential.

FREEDOM TO USE PROCEDURE

Employees who feel that personnel actions have been taken which are improper or not in accordance with accepted personnel practices or policies contained in this manual, may submit a grievance.

Step 1

An aggrieved person shall seek a solution to the grievance through the immediate supervisor or the next immediate supervisor who is not a party to the grievance within five working days after the event or condition, which is the basis of grievance, occurs or begins to exist.

A conference shall be scheduled between the employee and the supervisor to resolve the matter, if the grievance is not resolved within three working days to the satisfaction of the aggrieved the matter may proceed to Step 2.

Step 2

If Step 1 has reached no decision within the specified time, or the employee is not satisfied with a decision, which has been reached, the grievance may be forwarded, in writing to the Managing Director.

Within five working days after receipt of the written grievance by the Managing Director, the Managing Director shall meet with the aggrieved person in an effort to resolve the matter.

REVISION OF POLICIES

SCT reserves the right to amend these Personnel Policies and Procedures at any time.

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about South Central Transit. This handbook is meant to provide guidelines and expectations to employees in order to assist employees to better perform their job duties. This handbook is not an exhaustive list of every workplace rule and policy, but rather a guide to employees on commonly raised questions. The policies contained in this handbook are not conditions of employment, but as stated are merely guidelines of our policies. I understand that I should consult the Human Resource Department should I have any questions that are not answered in the handbook.

This employee handbook does not in any way alter the employment-at-will relationship between South Central Transit and its employees. I understand and acknowledge that “at will” means I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that SCT may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate any federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. I understand that SCT may add new policies to the handbook as well as replace, change or cancel existing policies. I understand that I will be told about any handbook changes and I understand that the Board of Directors of SCT can only authorize handbook changes. If a change should occur the old policy becomes void and the new one supersedes it.

I understand and acknowledge that this handbook is not an employment contract or a legal document and is merely a guideline of SCT’s policies and procedures. I have read and understand the contents of the handbook and will act in accordance with these policies and procedures as a condition of my employment.

I acknowledge that I have received copies of the most recent revisions to SCT’s Employee Handbook dated June 28, 2012.

EMPLOYEE’S NAME (printed) _____

EMPLOYEE’S SIGNATURE _____

DATE _____

Please return signed acknowledgement form to the Human Resources Department.

South Central Transit Security Camera Policy

I, _____ an employee of South Central Transit have received a copy of SCT's Security camera policy. I understand the purpose of South Central Transit's security policy is to regulate the use of security cameras and to protect the legal and privacy interests of South Central Transit. SCT will conduct all monitoring in a professional, ethical and legal manner.

Signature

Date

**SOUTH CENTRAL TRANSIT
CONFIDENTIALITY STATEMENT**

I, _____, recognize and acknowledge that in the performance of my duties as a _____, at South Central Transit (SCT), I may have access to confidential information. I agree to keep all information in strict confidence and will not at any time, during or after my employment with SCT, disclose or disseminate any confidential information that I may be exposed to as a result of my duties at SCT.

I agree not to disclose any confidential information related to South Central Transit to unauthorized people or use such information for personal gain. I further understand that confidential information must not be disclosed to competitors, suppliers, contractors, family members, or other business associates.

I understand that any medical information regarding a client or fellow employee that I may be exposed to is confidential. This information will not be given to other individuals, unless proper authorization is obtained. I understand that it is not appropriate to discuss a client's care/treatment in public places (i.e., bus, hallways, break room, etc.) or with people that have no reason to know the information.

I understand that any and all computer system access codes and passwords that are assigned to me are confidential. I will not disclose my access code(s) to anyone. If I have reason to believe that the confidentiality of my access code and/or password has been violated, I will contact the Human Resource Department immediately. Upon termination of my employment relationship with SCT, I understand that any and all access codes and passwords that have been assigned to me will be deleted from the appropriate computer system(s).

I understand that any breach of confidentiality, intentional or unintentional, may result in immediate termination of my employment with South Central Transit. My signature below certifies that all of the above confidentiality considerations have been explained to me, and I was afforded the opportunity to ask questions. I understand the importance of privacy and confidentiality of client and SCT related data.

Employee Signature

Date