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**Yale Robbins, Inc.**  
**Employee Handbook**

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## **Payroll & Benefits**

Payroll check are issued every other week on Wednesday for the payroll period ending the proceeding Friday.

To be placed on the payroll each employee must have on file with the payroll department a W-4 Form, a U.S. Department of Justice Form and a copy of your Social Security Card. New employees should fillout and submit these forms to Dana Peduto.

Benefits including sick days, health coverage, vacation and holiday time are provided to regular full time staff members who have been employed for at least 90 days.

## **Time Clock**

Each employee will receive a Yale Robbins, Inc. I.D. card. This card contains your employee number. All employees are required to clock in upon arrival and clock out upon leaving at the end of the day. In addition, employees who are being paid on an hourly basis must clock in and out any time spent out of the office on personal business. The time clock is located at the front desk. You must swipe your I.D. card in order for your work hours to be recorded.

**Note:** In the event you forget to clock in or clock out, please notify your supervisor who will fill out the required forms to properly reflect your hours. Supervisors should email Dana ([dana@yrinc.com](mailto:dana@yrinc.com) or ext. 363) with corrections as required.

## **Office Hours**

The Office is open from 8:30AM to 6:00PM. Employees needing access at other hours should make arrangements with their supervisor.

## **Lunch Hours**

All employees are entitled to 1 hour for lunch. Lunch must be taken between 12:00pm to 2:00pm. In order for phone calls and other business be handled appropriately, employees should let their supervisor and the front desk know when they are leaving and returning. Employees should leave for lunch only on the hour or on the half-hour and return one hour later.

## **Dress Code**

The goal of maintaining a dress code policy is to:

- Create a professional appearance for customers, suppliers, and the public;
- To promote a positive working environment
- Limit distractions caused by outrageous, provocative, or inappropriate attire.

Employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the business and internal morale. All employees regularly come into contact with customers, vendors and other visitors to our office at meetings, passing in the hallways of our office or in the elevator, lobby or on the street. Presenting yourselves in an appropriate business like fashion through action and dress will enhance your value to the company and to yourselves personally.

### **Policy:**

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

- (1) Employees are expected at all times to present a professional, business like appearance to customers, prospects, the public and fellow employees. Acceptable personal appearance is an ongoing requirement of employment with the Company.
- (2) Employees are expected to dress in casual business appropriate attire. Employees should not wear jeans, athletic clothing, shorts, sneakers, sandals, T-shirts, suggestive attire or similar items of casual attire that do not present a businesslike appearance.
- (3) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing suits, sports coats dresses or skirts when meeting with customers or attending certain events or functions depending on the nature of their job.
- (4) At its discretion, the Company may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- (5) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Repeated violations of this policy also will result in termination of employment.

## **Computer Network and Internet Access Policy**

### **GOAL:**

To insure the availability of computers by protecting the network from computer viruses and limiting the use of the computers and the network for non work related activities.

The inappropriate usage with the greatest potential for damage is web based mail (hotmail, aol mail etc) and instant messenger. By accessing mail through these services it is possible for you to introduce viruses, worms and mischievous software into the network as these files do not pass through our virus checkers at the server level and attached files may not be clean.

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

### **Permitted Use of Internet and Company Computer Network**

The computer network is the property of Yale Robbins, Inc and its affiliated companies and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use the Company’s computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

### **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Yale Robbins, Inc and its affiliated companies are not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet is governed by the following policy:

### **Computer Network Use Limitations**

Prohibited Uses. Without prior written permission from the Company, the Company’s computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use the Company’s Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the

computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.

**Communication of Trade Secrets.** Unless expressly authorized to do so, Users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to the Company. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

### **Duty not to Waste or Damage Computer Resources**

**Accessing the Internet.** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Company's network must do so through an approved Internet firewall or other security device. Bypassing Company's computer network security by accessing the Internet directly by modem or other means is strictly.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

**Virus detection.** Files obtained from sources outside the company, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the company's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Company sources that have not been scanned with virus checking software. If you suspect that a virus has been introduced into the Company's network, notify the office manager immediately.

### **No Expectation of Privacy**

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment. The computer network is the property of the Company and may be used only for Company purposes.

Waiver of privacy rights. Users expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. Users consent to allow company personnel access to and review of all materials created, stored, sent or received by Users through any Company network or Internet connection.

Monitoring of computer and Internet usage. The Company has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content.

The Company has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

### **Confidentiality and Ownership rights**

Yale Robbins, Inc. requires employees to sign a confidentiality/non-compete agreement as a condition of employment, due to the possibility of being privy to information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence.

The Company's relationships with its customers and potential customers constitute a substantial part of its goodwill. Employees are not to use these relationships to conduct business other than that of the Company. Employees shall not compete with the company.

This policy benefits you, as an employee, by protecting the interests of The Company in the safeguard of confidential, unique and valuable information from competitors or others as well as protecting the companies ability to compete in its market place and maintain levels of profitability which allow the company to employ you.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your reporting manager. Failure to comply with this policy could result in disciplinary action, termination and or legal action.

Employees should understand that all rights and interests in the materials for our publications and professional services such as the development of computer programs, commercial art and any other work products of employees developed using company resources and/or time are owned by Yale Robbins, Inc.

## **Summer Hours**

This year the office will close on Friday afternoons during July and August. During this period, all full time employees will work an extra half-hour Monday – Thursday and 8:30 – 1PM on Friday (no lunch break on Friday.) Additional hours may not be made up by shorter lunch hours.

## **Holidays**

After 3 months (90 days) of full time employment you are eligible to obtain pay for the certain holidays each year. From year to year or during any given year these dates and holidays change may be changed.

## **Vacation**

Full time permanent staff will earn one-week vacation at the end of the first full year of employment. From the second through fifth year each employee will be entitled to take two weeks vacation. After your fifth year of employment three weeks vacation time is given. Employees maintaining consecutive employment after five years will receive three weeks vacation. Vacation dates must be approved 60 days in advance by your supervisor. After the first full year of employment, Vacation is earned pro rata during the course of the year (100% of the current years vacation is considered earned upon the next employment anniversary date.) While vacation may be taken when approved during the year, salary paid during these periods may be considered as an advance of vacation to the extent that it has not yet been earned pro rata. Advances must be repaid in the event that employment is terminated prior to the end of the year.

Vacation days earned must be used during the calendar year in which they are earned.

## **Sick Pay**

After 3 months (90 days) of employment your are eligible for “sick or personal” days. Each year you will be entitled to six (6) days. One day will be earned on each of the dates listed below.

February 1<sup>st</sup>

April 1<sup>st</sup>

June 1<sup>st</sup>

August 1<sup>st</sup>

October 1<sup>st</sup>

December 1<sup>st</sup>

Your payroll check will include an extra day’s pay in the payroll immediately following the above listed dates. Since you will be paid for these days as the year progresses, any days or partial days that you are absent from work will be deducted from your payroll.

## **Jury Duty**

Full time employees who serve on jury duty will be paid forty (\$40.00) per day as required by law or in the alternative the firm will pay you your full daily salary if you agree to work 5 additional hours per week for each day that your are out for jury duty. You must submit proof of service to accounting and work the additional hours in the weeks immediately following jury service. The additional hours may not be made up by shorter lunch hours and must be approved by your manager and appropriate time sheets submitted. Please work out the details in advance of service with accounting and your manager.

## **Group Medical Insurance Benefits**

The firm offers full time permanent staff, employed for at least 90 days, the option of participating in a health plan. Coverage will be effective on the first of the month following this 90-day period. The firm will pay 75% of the cost of the HMO option for a single individual. If you elect to take the coverage your contribution of 25% will be deducted pro rata from your payroll checks. Your election under the "Cafeteria Plan" will allow you to make this contribution with "pre tax" dollars. Employees may elect to take additional coverage if available provided they agree to pay the additional cost of the coverage, such cost will be deducted from your bi-weekly paychecks.

Dental coverage is also available currently through Aetna. The company will pay 50% of the cost of your individual policy for the basic coverage. Employees may elect to take additional coverage if available, provided they agree to pay the additional cost of the coverage, such cost will be deducted from your bi-weekly paychecks.

30 days before you are eligible you should request an application form and an election form for the medical plan and the Cafeteria plan from accounting. These forms should be returned to Accounting as soon as possible but in no event less than 2 weeks prior to your eligibility date. Failure to meet this deadline could result in a delay in your enrollment making you ineligible for benefits until the next enrollment period.

## **Retirement Plan – 401K**

After one year of consistent employment, full time employees may elect to participate in the 401K Plan. The Company will make annual contributions for each eligible employee, which they will become vested in during their employment. Employees may elect to make pre-tax contributions from each payroll check. See Dana Peduto ext. 363 or Dorla Arnold ext. 340 for documents describing the Plan.

Note: Changes for employee contributions will be made in the last payroll of each quarter. In order for changes to take effect, it must be submitted at least a week prior to the payroll for that quarter.

## **Employment Agreements and Benefits**

If an Employee has an employment agreement with the company, only those benefits specifically enumerated in their agreement including but not limited to; Vacation days, sick days, Holidays, 401K etc, shall be applicable and the language of the contract shall replace the benefits described herein. In the event that the employment contract does not specifically enumerate the nature and extent of a certain type of benefit than the employer at its sole discretion will decide what benefits if any the employee will be entitled to and may change these benefits from time to time