



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

## EMPLOYEE HANDBOOK

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<b>Approved by:</b> NAHAC Board of Directors	



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPOR

# Employee Handbook

## Table of Contents

### I. INTRODUCTION

- A. Description of Handbook..... 4
- B. Confidentiality..... 4
- C. Employment At-Will..... 4
- ~~D. 90 Day Probationary Period..... 5~~
- ~~E.D. Equal Opportunity Employment..... 5~~
- ~~F.E. Nepotism, Employment of Relatives and Personal Relationships..... 65~~
- ~~G.F. Employee Relative-Vendor Transactions..... 6~~
- ~~H.G. Harassment..... 76~~

### II. EMPLOYMENT POLICIES AND PRACTICES

- A. Background Checks..... 87
- B. Immigration Compliance..... 8
- C. Employment Classifications..... 98
- D. Work Schedules..... 109
- E. Meals/Rest Periods..... 10
- F. Personnel Records..... 1110
- G. Employee References..... 11
- H. Termination of Employment..... 1211

### III. STANDARDS OF CONDUCT

- A. Prohibited Conduct..... 1312
- B. Drug and Alcohol Abuse..... 1412
- C. Punctuality and Attendance..... 1513
- D. Employee Dress and Appearance..... 1514
- E. Use of Social Media..... 1615
- F. Workplace Violence..... 1615



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPOR

# Employee Handbook

G. Workplace Bullying.....	<u>1715</u>
----------------------------	-------------

## Table of Contents (continued)

### IV. OPERATIONAL POLICIES AND PRACTICES

A. Employer Property.....	<u>1716</u>
B. Employee Property.....	<u>1716</u>
C. Use of Technology.....	<u>1816</u>
D. Health and Safety.....	<u>2119</u>
E. Smoking Policy.....	<u>2220</u>
F. Solicitation and Distribution of Literature.....	<u>2220</u>
G. Housekeeping.....	<u>2221</u>
H. Telephone Use.....	<u>2221</u>
<del>I. Email Use.....</del>	<del>23</del>

### V. BENEFITS

A. Holidays.....	<u>2321</u>
B. Paid Time Off (PTO).....	<u>2421</u>
C. Insurance.....	<u>2422</u>
<del>D. Workers' Compensation Insurance.....</del>	<del>25</del>
<del>E.D.</del> COBRA.....	<u>2522</u>
<del>F.E.</del> Leaves of Absence.....	<u>2623</u>

### VI. PAYROLL/ACCOUNTING

A. Timekeeping Procedures.....	<u>3026</u>
B. Overtime.....	<u>3026</u>
C. Off the Clock Work Prohibited.....	<u>3026</u>
D. Payment of Wages.....	<u>3026</u>
E. Payroll Advances.....	<u>3127</u>



# Employee Handbook

F. Wage Garnishments .....3127

ACKNOWLEDGEMENT AND AGREEMENT .....3128

## I. INTRODUCTION

### A. Description of the Handbook

This handbook is intended to provide employees of NAHAC (or the "Company") with a general understanding of employment policies, benefits and work rules at ~~NAHAC~~the Company. Employees are requested to familiarize themselves with its content and keep it available as a reference.

A handbook is a summary of human resource and payroll related business policies and cannot anticipate every situation or answer every employment question about employment or business practices. The handbook is not an employment contract and is not intended to create contractual obligations of any kind. ~~NAHAC~~The Company reserves the rights to modify, revoke, suspend, terminate, or change any and all such plans, policies or procedures, in whole or in part, at any time, and with or without notice. Employees will be notified of any material changes in a timely fashion.

If any employee has any questions regarding the material covered in this handbook, they are encouraged to contact their supervisor and may request a copy of ~~the policy~~policies and ~~procedure~~procedures for future information. If there is any conflict between the information in the handbook and the information in the Company’s policies, the policies will prevail. The information in this manual is current as of the publication date, but is subject to change.

### B. Confidentiality

Information about ~~NAHAC~~the Company, its employees, applicants, suppliers, and vendors must be kept confidential and divulged only to individuals within the Company with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with a supervisor.

All records and files maintained by ~~NAHAC~~the Company are confidential and remain the property of the Company. Records and files are not to be disclosed to any outside party without the express permission of the CEO/Executive Director or equivalent management official. Confidential information includes, but is in no way limited to: financial records; business and strategic plans; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on applicants, vendors, and suppliers; programs, techniques, and processes; and any other documents or information regarding the Company’s operations, procedures, or practices.

This policy is not intended to prevent employees from talking about their wages, talking about the conditions under which they work, or otherwise engage in discussions that the law protects.

## Employee Handbook

### C. Employment At-Will

It is the goal of ~~NAHAC~~the Company to provide a ~~positive~~healthy and productive work environment. The Company is aware that personnel changes may be initiated by employees and management alike; in this regard, it is expressly understood that employment at ~~NAHAC~~the Company shall continue only so long as it is mutually agreeable to both the employee and the Company. Either the employee or ~~NAHAC~~the Company may terminate employment for any reason, with or without cause, and at any time. No section of this handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions: at any time, and for any lawful reason, with or without notice. Employment ~~occurs when~~begins after an applicant accepts an offer of employment ~~and,~~ a date of hire is agreed upon by ~~NAHAC~~the Company, and the employee actually begins work. All employment is at-will. The Company will endeavor to regularly review an employee's job performance ~~will be reviewed regularly~~ throughout the course of employment.

An employee will be responsible to perform any duties as are necessary to the fulfillment of the functions of the assigned job. Other duties may be assigned from time to time. As ~~NAHAC~~the Company program guidelines and needs are subject to change, job description duties are not meant to be finite or all-inclusive. They serve as a general guide to the employee's principal responsibilities. ~~NAHAC~~The Company reserves the right to change or modify any aspect of an employee's job duties.

Continued employment with ~~NAHAC~~the Company is contingent upon continued ~~federal government~~ funding of ~~the Nevada Hardest Hit Fund Program~~ and is for no specific duration.

~~NAHAC prohibits an employee from working under the immediate supervisor or in the direct line of authority of someone with whom he/she is having a "dating relationship" or a family member, including a spouse, child, parent, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin or the same relation by marriage.~~

~~Overtime: Any overtime eligibility, if any, will be determined in accordance with the Fair Labor Standards Act. Employees are expected to accurately report all hours worked.~~

### ~~D. 90 Day Probationary Period~~

~~An employee's first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides the Company an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors. During this probationary period, the Company may terminate employment immediately, with or without cause and with or without notice. Likewise, the employee may also terminate his or her employment with the Company at any time, with or without notice and with or without cause. This 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at-will nature of the relationship between the Company and the employee.~~



NEVADA AFFORDABLE HOUSING ASSISTANCE CORP

# Employee Handbook

## E.D. Equal Opportunity Employment

~~NAHAC~~The Company endorses the rights of equal opportunity found within local, state and federal legislation. The Company offers equal opportunity for all people regardless of race, color, ~~religion, gender, disability~~sex, sexual orientation, ~~marital~~gender identity, gender expression, pregnancy (including childbirth, and related medical conditions), age, disability (mental and physical), national origin or ancestry, religious preference or creed, ~~military or veteran~~ status, ~~genetic information~~, or any other ~~basis~~legally protected by federal, state or local ~~regulations~~category. Employment selection procedures enhance this commitment as well as providing an environment that encourages training and promotional opportunities free of discrimination.

~~To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, NAHAC~~The Company will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result, ~~or unless to do so would create a risk of harm to an employee or others.~~

Any applicant or employee who believes they have been subjected to any form of unlawful discrimination, or who believe they require an accommodation in order to perform the essential functions of the job ~~should contact NAHAC corporate counsel immediately.~~, is encouraged to contact their supervisor or any member of management. The Company will not retaliate against anyone who comes forward in good faith with a complaint or concern of discrimination, or who participates in any investigation pertaining to a claim of discrimination. ~~Anyone who believes they have been subjected to retaliation is encouraged to report it to their supervisor or any member of management immediately.~~

## F.E. Nepotism, Employment of Relatives and Personal Relationships

~~NAHAC~~The Company wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. ~~Close relatives, partners, those-~~ The Company prohibits an employee from working under the immediate supervisor or in the direct line of authority of either (a) someone with whom he/she is having a dating, romantic, or sexual relationship or ~~members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife,~~(b) a close relative (meaning a spouse, registered domestic partner, father, mother, fatherparent, parent-in-law, grandparent, child, child-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sistersibling, sibling-in-law, step-relatives, ~~cousins and~~relative, cousin, or relative of a registered domestic partner ~~relatives.~~).

If ~~an employee begins a dating relationship~~employees begin one of the relationships described above, or become relatives, partners or members of the same household, and if one party is in a supervisory position, that person is required to inform the CEO/Executive Director or equivalent management official, and the Board of Directors.

~~NAHAC~~The Company reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

## Employee Handbook

Employment of a relative requires the written approval of the Board of Directors.

### G.F. Employee Relative - Vendor Transactions

This section covers restrictions on the use of employee relative-vendor relationships, as suppliers of goods and services (including consultant services).

A relative is defined as an employee's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step-relatives in the same relationship. Near relative also includes an employee's registered domestic partner ~~or individual~~ and individuals with one of the above relationships to the domestic partner.

It is the policy of ~~NAHAC~~ the Company to separate an employee's private interests from the Company's business in order to safeguard ~~NAHAC~~ the Company and its employees against charges of favoritism in acquisition of goods and services. No vendor arrangements with relatives, as defined, are permitted.

### H.G. Harassment

~~NAHAC prohibits harassment of any employee. Federal and state laws prohibit harassment of employees or applicants and require employers to take reasonable steps to prevent harassment.~~

~~NAHAC will promptly investigate and respond to all complaints of harassment. Any employee who believes he or she has been the victim of harassment or has witnessed harassment should report it immediately to his/her supervisor. If the harassing party is a supervisor, the incident must be reported promptly to corporate counsel. The Company will not tolerate any form of unlawful harassment in the workplace. This includes harassment on the basis of race, color, sex, sexual orientation, gender identity, gender expression, pregnancy (including childbirth, and related medical conditions), age, disability (mental and physical), national origin or ancestry, religious preference or creed, military or veteran status, genetic information, or any other legally protected category.~~

~~No employee should be subjected to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to any employee because of the employee's sex, gender, gender identity, or gender expression.~~

Forms of harassment may include, but are not limited to the following:

**Verbal harassment;** i.e.: suggestive, insulting, or derogatory comments, innuendoes, sounds, jokes, teasing, whistling, or slurs and unwanted sexual propositions or threats.

**Physical harassment;** e.g. impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, unwanted gender advances, including touching, pinching, brushing the body, sexual contact or assault.

**Visual harassment;** i.e.: derogatory posters, cartoons, suggestive objects, pictures, letters, or drawings; also such actions as leering or obscene gestures.

## Employee Handbook

~~Gender~~Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that, (1) has been made explicitly or implicitly a term of condition of an individual's employment, (2) is used as a basis for employment decisions such as promotions and benefits affecting such individual, or (3) substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The Company's policy against harassment applies to employees and anyone who enters the Company's premises or interacts with its employees. Any employee who believes he/she has been harassed by a co-worker, supervisor, vendor, applicant or agent of ~~NAHAC should~~the Company, or any other third party, is encouraged to immediately report the facts of the incident(s) and the names of the individuals involved to his/her supervisor or ~~corporate~~counsel. ~~Such employees should not fear any reprisal. All employees should immediately report any incident(s) of harassment they witness to a management representative~~any member of management. The Company will not retaliate against anyone who comes forward in good faith with a complaint or concern of discrimination, or who participates in any investigation pertaining to a claim of discrimination.

After a report is received, an internal investigation will be undertaken immediately. Any supervisor, agent or other employee who has been found by the Company, after investigation, to have harassed another employee in violation of this policy will be subject to discipline. Discipline may range from a warning to termination of employment.

~~If the internal investigation does~~The Company will not remedy the harassment to the employee's satisfaction, the employee may file a harassment charge with the local office of the State Department of Employment, Training and Rehabilitation (DETR), or notify the Nevada Equal Rights Commission (NERC). ~~The addresses and phone numbers of the Nevada DETR, as well as the local offices of NERC, are listed in the white pages of the phone book or available on the internet at their respective web sites.~~

~~The law prohibits any employer from retaliating against any employee for filing a charge, or for cooperating in any manner with the DETR or EEOC in its investigation of the charge.~~

~~Retaliation~~retaliate against anyone ~~for filing~~who comes forward in good faith with a complaint or ~~participating in an investigation is prohibited.~~

~~"Retaliation" means any adverse conduct taken because someone has reported harassment or concern of discrimination, or has participated in the complaint and investigation. "Adverse conduct" includes: taking sides because an individual has reported harassment or who participates in any investigation pertaining to a claim of discrimination; spreading rumors about a complaint; shunning and avoiding an individual who reports harassment or discrimination; or real or implied threats of intimidation. Anyone who believes they have been subjected to prevent an individual from reporting harassment or discrimination.~~

retaliation is encouraged to report it immediately. Individuals found to have retaliated in violation of this policy will be subject to discipline including the possibility of termination.

## Employee Handbook

If ~~you have an~~ employee has any questions concerning this policy, please contact ~~corporate counsel~~ immediately their supervisor, or any member of management.

### II. EMPLOYMENT POLICIES AND PRACTICES

#### A. Background Checks

To ensure that individuals who join ~~NAHAC~~the Company are well qualified, and ~~to ensure that NAHAC maintains a safe and productive work environment given the nature of the Company's business,~~ it is ~~our~~the Company's policy to conduct pre-employment background checks on all applicants who accept an offer of employment.

The Company reserves the right to investigate an individual's prior employment history, credit history, DMV records, personal references, educational and ~~eriminal~~other background, as well as other relevant information that is reasonably available to the Company.

All offers of employment are conditioned on receipt of a background check report that is acceptable to ~~NAHAC~~the Company. Background checks are conducted in conformity with ~~the Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws~~applicable law. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

~~NAHAC~~The Company also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

#### B. Immigration Compliance

~~NAHAC~~The Company will comply with applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. Applicants may select to provide any form of acceptable identification from a list of documents provided when completing the Form I-9 form.

#### C. Employment Classifications

##### 1. Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

##### 2. Full-Time Employees

Regular full-time employees are those who are regularly scheduled to work 40 hours per week.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPOR

## Employee Handbook

### 3. Part-Time Employees

Part-time employees are those who are regularly scheduled to work less than 40 hours per week. Part-time employees who are regularly scheduled to work at least 30 hours per week are eligible for the benefits described in this handbook. ~~Personal hours and sick~~ PTO hours may be pro-rated for employees regularly working less than 40 hours per week.

Part-time employees who are scheduled to work less than 30 hours per week are not eligible for benefits.

### 4. Temporary Employees

Generally, temporary employees are those employed for temporary or short-term assignments. ~~Short-term assignments generally will be periods of three months or less.~~ Temporary employees are not eligible for employee benefits except where mandated by law.

### 5. Inactive Status

Employees who are on an approved leave of absence that exceeds 3 months will be placed on inactive status. During the time the employee is on inactive status, ~~personal and sick~~ PTO time will not accrue unless otherwise required by law.

### 6. Temporary Transfers

Employees who request a transfer to another job for medical reasons may be considered for a temporary transfer if a position exists at the time the transfer is requested and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

### 7. Job Duties

During the job training period, the employee will be trained in the primary job responsibilities and performance standards. From time to time, employees may be asked to work on a special assignment or to assist with other work necessary or important to the operation of the Company.

~~NAHAC~~ The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign any additional responsibilities.

### 8. Exempt Employees

Certain jobs are exempt from the overtime provisions pursuant to the requirements of the Fair Labor Standards Act. In general, ~~NAHAC~~ the Company considers the following positions exempt from overtime: managers, professional staff attorneys and professional staff responsible for projects.

# Employee Handbook

## 9. Non-Exempt Employees

Non-exempt employees are paid for time worked and are subject to the overtime provisions of the state and federal labor laws. ~~NAHAC~~The Company considers all positions not listed above under exempt positions to be ‘non-exempt’ jobs.

### D. Work Schedules

~~NAHAC~~The Company’s normal business hours are Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Exempt employees are expected to work whatever hours are necessary to fulfill the duties and responsibilities of their positions. Employees are expected to work normal business hours unless the CEO/Executive Director or equivalent management official approves an alternative work schedule. ~~NAHAC~~The Company reserves the right to request employees to work other schedules, including ~~Saturday evenings and weekends~~, if needed to carry out the mission of the Company.

The workday (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on ~~Sunday~~Monday and ends on ~~Saturday~~Sunday.

### E. Meal/Rest Periods

The Company requires employees to take all meal and rest periods to which they are entitled. The scheduling of meal periods at ~~NAHAC~~the Company is set by the employee’s immediate manager with the goal of providing the least possible disruption to company operations. If any employee believes that they are being denied any meal or rest break to which they are entitled, they should report this immediately to their supervisor or any member of management. The CEO/Executive Director or equivalent management official should also be notified immediately.

#### 1. Mandatory Meal Period

Employees who work at least 8 consecutive hours will be provided a meal break not to exceed 60 minutes. Non-exempt employees are to be completely relieved of all job duties while on meal breaks and must record time for meal periods on their timesheet. Meal periods are unpaid and should not be included in the total hours of work per day.

#### 2. Rest Breaks

Employees are permitted a 10-minute rest break for each four hours of work—(or major fraction thereof). This means the following:

- (1) If the employee works at least 3.5 hours, but less than 7 hours of continuous work, the employee is entitled to one 10-minute rest period.
- (2) If the employee works at least 7 hours, but less than 11 hours of

## Employee Handbook

continuous work, the employee is entitled to two 10-minute rest periods.

(3) If the employee works at least 11 hours, but less than 15 hours of continuous work, the employee is entitled to three 10-minute rest periods.

(4) If the employee works at least 15 hours, but less than 19 hours of continuous work, the employee is entitled to four 10-minute rest periods.

Employees on rest breaks are not required to clock in and clock out because rest breaks are paid and considered time worked.

### 3. Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow an extended break from work.

#### F. Personnel Records

Employees have a right to inspect certain documents in ~~the~~their personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. Employees may provide documentation for any disputed item which will be maintained in the personnel file along with the original document.

~~NAHAC~~The Company will restrict disclosure of the personnel file to authorized individuals within the Company ~~or to law enforcement and regulatory agencies with proper authority.~~ Any request for information from personnel files must be directed to ~~corporate counsel or~~ a designated management representative. Only ~~corporate counsel or~~ a designated management representative may release information about current or former employees.

Disclosure of personnel information to outside sources is limited. However, ~~NAHAC~~the Company will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

#### G. Employee References

All requests for references must be directed to the payroll manager. No ~~NAHAC~~Company manager, supervisor, or employee is authorized to release references for current or former employees. ~~NAHAC's~~The Company's policy regarding references for former employees is to send the reference request to the payroll ~~provider~~manager, who will disclose dates of employment and the job title of the last position held.

If a current or former employee authorizes such disclosure in writing, the Company will provide a prospective employer (or other third party authorized by employee) with information on the amount of salary or wage earned.

# Employee Handbook

## H. Termination of Employment

### 1. Reductions in Force

While ~~NAHAC~~the Company hopes to continue providing employment opportunities, business conditions, applicant demands, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or to reduce the number of people employed.

In determining which employees will be subject to layoffs, the Company will take into account, among other things, operational requirements, and the skill, productivity, ability, past performance and length of service. ~~of employees. No one factor is guaranteed to control.~~ On the last day of employment, the employee must return all ~~NAHAC~~Company property, including keys, ~~ID~~identification cards, etc.

### 2. Discipline and Involuntary Terminations

~~Violation of Compliance with~~ Company policies and rules ~~may warrant disciplinary action. NAHAC is expected of all employees. Where employees fail to comply with Company expectations, the Company~~ reserves the right to utilize discipline that may include verbal warnings, written warnings, demotion, suspension and termination. The system ~~is~~does not ~~formal and guarantee that discipline will be used in any particular order.~~ The Company may, at its sole discretion, utilize whatever form of discipline is deemed appropriate for the circumstances, up to and including termination of employment. ~~without regard to lesser forms of progressive discipline.~~ The Company’s policy of discipline does not limit or alter the at-will employment relationship. When notified of the termination, the employee must return all ~~NAHAC~~Company property and must leave the premises by the date specified.

### 3. Voluntary Termination

An employee who voluntarily resigns his/her employment or fails to work for three consecutively scheduled workdays without notice to, or approval by, his/her supervisor will be considered to have voluntarily terminated employment with ~~NAHAC~~the Company. All Company-owned property must be returned in good working order immediately upon termination of employment.

## III. STANDARDS OF CONDUCT

### A. Prohibited Conduct

In order to ~~assure orderly~~ensure productive operations and provide the best possible work environment, ~~NAHAC~~the Company expects employees to follow rules of conduct that will protect the interests and safety of all personnel. ~~and further the objectives of the Company.~~ It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion or termination of employment.

- Falsification of employment records, employment information, or other records.
- Falsification of time sheets, whether your own or another employee’s.

## Employee Handbook

- Unauthorized use of Company equipment, time, materials, or facilities.
- Possessing, distributing, selling, transferring, or using or being under the influence of alcohol or illegal drugs or willful misuse of prescription drugs in the work area or on work time.
- Provoking a physical fight, or physically fighting at any time during working hours or on any premises owned or occupied by the Company.
- Carrying firearms or any other dangerous weapons, at any time during working hours or on premises occupied by the Company.
- ~~• Causing, creating, or participating in a disruption of any kind during working hours or on premises occupied by the Company.~~
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any supervisor or management representative, ~~or the use of abusive or threatening language toward any supervisor or management representative.~~
- Failing to notify the appropriate supervisor when unable to report to work.
- Failing to obtain permission to leave work for any reason during normal working hours.
- Failing to observe working schedules, including rest and lunch periods.
- Failing to provide a physician’s certificate when requested or required to do so.
- Wearing unprofessional or inappropriate styles of clothing or hair while working- (note, however, that hairstyles that are associated with the protected classifications discussed in the Equal Employment Opportunity policy are not considered either unprofessional or inappropriate).
- Violating any safety, health, or security policy, rule or procedure of the Company.
- Committing a fraudulent act or a breach of trust in any circumstances.
- Unauthorized distribution or release of confidential information.

~~Although employment may be terminated at will by either the employee or the Company at any time, without following any formal system of discipline or warning, the Company may exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedures are necessary.~~

~~In most cases, NAHAC imposes progressive discipline, starting with verbal warnings. Nevertheless, when disciplinary action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory, NAHAC may immediately impose more serious discipline including termination. Examples of performance or conduct that would warrant immediate serious discipline include violations of law, dishonesty, theft or misappropriation of NAHAC property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.~~

This statement of examples of prohibited conduct does not alter or limit the Company’s policy of employment at-will.

## Employee Handbook

### B. Drug and Alcohol Abuse

~~NAHAC~~The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances can adversely affect an employee's work performance, efficiency, safety, and health. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons. Furthermore, ~~the use~~abuse of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance.

The following ~~rules and standards~~standards of conduct apply to all employees, either on Company property or during the workday, and ~~forbids~~forbid:

- Possession or use of alcohol, or being under the influence of alcohol while on the job.
- Driving a vehicle while under the influence of alcohol or ~~drugs~~any drugs that could impair the ability to safely operate a vehicle.
- Distribution, sale or purchase of an illegal or controlled substance while on the job.
- Possession or use of an illegal, controlled substance or being under the influence of an illegal or controlled substance while on the job.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property or employees' property including, but not limited to employee lunch boxes, baggage, private vehicles parked on Company premises or work-site, and to implement other measures necessary to deter and detect abuse of this policy.

An employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or wellbeing of others, must notify ~~his/her~~their supervisor of such use immediately before starting or resuming work.

An employee's conviction on a charge of illegal use, sale or possession of any controlled substance while off Company property will not be tolerated. In accordance with the Drug Free Workplace Act of 1988, the Company will take appropriate action against a convicted employee up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program, depending upon the circumstances of each employee's situation.

~~NAHAC~~The Company will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result, or unless to do so would create a risk of harm to the employee or others.

The Company will encourage and reasonably accommodate employees with chemical dependencies (alcohol and/or drugs) to seek treatment and/or rehabilitation. Employees desiring such assistance should request a leave of absence in order to obtain treatment or rehabilitation. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the

## Employee Handbook

opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

### C. Punctuality and Attendance

~~NAHAC~~The Company expects all employees to report to work on a reliable and punctual basis. Unexcused absenteeism, early departures from work, and late arrivals burden other employees and the Company. If an employee cannot avoid being late to work or is unable to work as scheduled, they are required to notify their supervisor as soon as possible. Once on premises, employees are expected to begin performing their required job tasks. ‘Social hour’ gatherings that interfere with maintaining employee ~~work loads~~workloads or that may result in delays in fulfilling job duties (including meeting with Company clients) will not be tolerated, and those participating in excessive socialization may be subject to discipline.

An employee is required to inform their supervisor of the expected duration of any absence. The Company will comply with any applicable laws relating to time off from work but it is the employee’s responsibility to provide sufficient information to enable the Company to make a determination. Excessive unexcused absenteeism may lead to disciplinary action, up to and including termination of employment.

~~If an employee fails to report for work without any notification to their supervisor and such unreported absence continues for a period of three days, the Company will consider that the employee has abandoned employment and has voluntarily terminated employment.~~

The Company will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result, or unless to do so would create a risk of harm to the employee or others.

### D. Employee Dress and Appearance

Employees contribute to the culture and reputation of ~~NAHAC~~the Company in the way they present themselves. To provide a positive impression to our applicants and other members of the public, all employees must present a professional business appearance at work. Applicants will be seen on Company premises throughout the work week and as such, professional attire and professional behavior are expected at all times during business hours. The following are some guidelines:

- Clothing must be clean and neat and not constitute a safety hazard.
- All employees should practice common sense regarding good taste and comfort, and avoid any extremes in dress, accessories, fragrances or hair. (Please note, however, that hairstyles that are associated with the protected classifications listed in the Equal Employment Opportunity policy do not violate this policy.)
- Undergarments should not be visible.
- Provocative, tight or revealing clothing is prohibited.
- Jeans which are shredded, contain holes or are cut-off are prohibited, as are tank tops, muscle shirts, crop tops, shorts, halter tops, T-shirts with inappropriate slogans, jogging suits and/or flip flops.

## Employee Handbook

- Gym wear, beach wear or club apparel is not permitted at any time.

Management may make exceptions to the dress code for special occasions. Business casual is permitted on Fridays except when suspended based on business needs. Employees are encouraged to contact their manager for specific information regarding acceptable attire.

If an employee reports to work dressed or groomed inappropriately, they will be asked to clock out and will be sent home to change. The employee may request vacation time or unpaid time off to change clothing. Repeated incidents may result in disciplinary action.

### E. Use of Social Media

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants on the internet or any social media site. Employees are also prohibited from posting obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants on the internet or any social media site.

This policy is not intended to prevent employees from talking about their wages, talking about the conditions under which they work, or otherwise engage in discussions that the law protects (whether on social media or otherwise).

Employees are prohibited from using and/or editing ~~the company~~ social media ~~sites~~ accounts managed by the Company. The only employees authorized to make edits to ~~the company sites~~ managed accounts are designated management representatives or individuals otherwise specified by the CEO/Executive Director or equivalent management official.

~~NAHAC~~ Unless prohibited by law, the Company may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

### F. Workplace Violence

Acts or threats of physical violence, including intimidation, harassment and/or coercion that involve or affect the Company or that may occur on Company property will not be tolerated. The personal safety and health of each employee is of primary importance.

It is the responsibility of all employees to support safety and health programs by reporting to a supervisor or any member of management any threats received or restraining orders that have been granted against a disgruntled spouse, domestic partner, acquaintance or co-worker, or which could otherwise impact the workplace. All incidents of direct or indirect threats and actual violent events will be treated seriously. ~~A direct or indirect threat and/or actual violence will be documented and reported to the CEO/Executive Director or equivalent management official, NAHAC's legal counsel and the Board of Directors.~~ All incidents will be immediately investigated, and appropriate action will be taken.

## Employee Handbook

### G. Workplace Bullying

~~Employees will be treated with dignity and respect.~~ In no instance will ~~NAHAC~~the Company tolerate bullying behavior. ~~NAHAC, whether intentional or not.~~ The Company defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment.

~~Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important.~~ ~~NAHAC~~The Company considers the following types of behavior examples of bullying:

- Verbal Bullying — slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying — pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying — non-verbal threatening gestures; glances which can convey threatening messages.

## IV. OPERATIONAL POLICIES AND PRACTICES

### A. Employer Property

Desks, workstations, computers, vehicles and other designated property are Company property and must be maintained according to Company rules and regulations. The Company reserves the right to inspect all Company property to ~~insure~~ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

~~You~~Employees are expected to demonstrate proper care when using ~~NAHAC~~the Company property and equipment. No property may be removed from the premises without proper authorization from a management representative. If ~~you lose~~break ~~the employee loses, breaks~~ or ~~damaged~~damages any property, they must report it to their supervisor or any member of management immediately. ~~NAHAC's computers and communication resources are intended for work-related purposes only.~~

### B. Employee Property

An employee's personal property, including but not limited to, packages, purses, backpacks, etc., may be inspected upon reasonable suspicion of unauthorized possession of Company property.

~~NAHAC~~The Company is not responsible for loss or damage to personal property. Personal items such as purses, wallets or other valuable items should not be left in areas where theft might occur. This also applies to personal property left in vehicles parked on property.

## Employee Handbook

### C. Use of Technology

~~NAHAC's~~The Company's technical resources – including desktop and portable computer systems, fax machines, voice mail, ~~paggers,~~ cellular telephones, and electronic mail (e-mail) – enable employees ~~quickly~~quick and ~~efficiently to~~efficient access and exchange of information throughout the Company. When used properly, these resources greatly enhance employee productivity and knowledge. In many respects, these tools are similar to other Company tools, such as stationery, file cabinets, photocopiers and telephones. Because these technologies are rapidly changing, it is important to explain how they fit within the Company and within ~~your~~the responsibilities ~~as an employee of~~employees.

This policy applies to all technical resources that are owned or leased by the Company, that are used on or accessed from Company premises, or that are used for Company business. This policy also applies to all activities using any Company-paid accounts, subscriptions, or other technical services, such as voice mail and e-mail, whether or not the activities are conducted from Company premises. For additional information and clarification ~~regarding this policy,~~ employees should reference ~~NAHAC's~~the Company's Information Security and Safeguards Program (ISSP) document.

NOTE: As an employee uses the Company's technical resources, it is important to remember the nature of the information created and stored. E-mail messages are sometimes casual, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. Employees should keep this in mind when creating e-mail messages and other documents. Even after an e-mail message is deleted or a file is closed during a computer session, it may still be recoverable and may remain on the system.

#### 1. Acceptable Uses

~~NAHAC's~~The Company's technical resources are provided for the benefit of the Company and its applicants, vendors and suppliers. These resources are provided for use in the pursuit of Company business and are to be reviewed, monitored, and used only in that pursuit.

Employees are not permitted to use the Company's technical resources for non-work purposes. Accordingly, employees have no right of privacy as to any information or file maintained in or on the Company's property or transmitted or stored through the Company's computer, voice mail, e-mail, or telephone ~~systems~~systems.

#### 2. Unacceptable Uses

~~NAHAC's~~The Company's technical resources should not be used for personal gain ~~or the advancement of an individual's views.~~ ~~Employees who wish to express personal opinions on the Internet should obtain a personal account with a commercial Internet service provider.~~ The employee may not access the Internet for personal reasons using Company resources.

## Employee Handbook

Solicitation for any non-Company business or activity using Company resources is strictly prohibited. The use of the Company’s technical resources must not interfere with an employee’s productivity, the productivity of any other employee, or the operation of the Company’s technical resources.

An employee is prohibited from sending e-mail or other communications that ~~mask the employee’s identity or~~ indicate that they were sent by someone else. An employee should never access any technical resources using another employee’s password. Similarly, an employee should only access the libraries, files, data, programs, and directories that are related to their specific work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, is prohibited.

Sending, saving, or viewing offensive or inappropriate material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, ~~creed,~~ sex, sexual orientation, gender identity, gender expression, pregnancy (including childbirth, and related medical conditions), age, disability (mental and physical), national origin or ancestry, ~~physical or mental disability, religious preference or creed, military or~~ veteran status, ~~marital status, medical condition, sexual orientation, as well as genetic information, or~~ any other category legally protected ~~by federal, state, or local laws.~~category. Any use of the Company’s technical resources to harass or discriminate is ~~unlawful and~~ strictly prohibited by the Company. Violators will be subject to discipline, up to and including ~~discharge~~termination.

### 3. Access to Information

~~NAHAC reminds employees to keep in mind that~~ When using the Company’s computers the employee is creating Company documents using a Company asset. The Company respects the individual privacy of its employees. However, that privacy does not extend to an employee’s work-related conduct or to the use of Company-provided technical resources or supplies.

All information, including e-mail messages and files, that are created, sent, or retrieved over the Company’s technical resources are the property of the Company, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through the Company’s computer, voice mail, e-mail, or telephone systems. Any electronically stored information that ~~you create, send~~ the employee creates, sends to, or ~~receiver~~receives from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company. Employees should also be aware that, even when a file or message is erased, it is still possible to recreate the message. The Company reserves the right to monitor the use of its technical resources ~~at any time to the fullest extent permitted by law~~. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

## Employee Handbook

### 4. Copyrighted Materials

Employees are prohibited from copying and/or distributing copyrighted materials (e.g., software, database files, documentation, articles, graphics files and downloaded information) through the e-mail system or by any other means unless the employee has confirmed, in advance, with a management representative that the Company has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Company as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your supervisor.

### 5. Confidential Information

E-mail and Internet/Web accesses are not entirely secure. Others outside the Company may also be able to monitor your e-mail and Internet/Web access. For example, Internet sites maintain logs of visits from users; these logs identify which Company, and even which particular person, accessed the service. If an employee's work using these resources requires a higher level of security, please contact the CEO/Executive Director or equivalent management personnelofficial for guidance on securely exchanging e-mail or gathering information from sources such as the Internet or World Wide Web.

All employees must safeguard the Company's confidential information, as well as that of applicants and others, from disclosure. Do not access new voice-mail or e-mail messages with others present. Messages and work containing confidential information should not be left visible when an employee is away from their work area.

### 6. Company's Software Policy

If an employee has a need to install software on Company computers, the supervisor must contact the Company's information technology representative and request to have the software installed. Employees are prohibited from installing any software on any Company technical resource.

Involving the Company's information technology representative ensures that the Company can manage the software on Company systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Employee computers are the sole possession of the Company and as such are subject to inspection and monitoring at all times. Employees surfing the internet and/or introducing a computer virus or other destructive or nuisance software will be subject to discipline.

### 7. Employee Responsibilities

Each employee is responsible for the content of all text, audio, or scanned images that they place or send over the Company's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPOR

# Employee Handbook

Because all work areas will be subject to frequent client visitations, all client records must be kept in a discrete manner and not subject to viewing by the public or other Company staff with no direct responsibility relative to the applicant’s records.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination.

## 8. ~~Email Use~~

~~NAHAC has installed an internal electronic mail (“email”) system to facilitate the transmittal of business related information within NAHAC and with persons and entities outside NAHAC. Email should only be used for NAHAC business. Unrelated use is prohibited.~~

~~There is no right to privacy for emails transmitted or received by NAHAC’s email system. NAHAC reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent via NAHAC’s email.~~

~~Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-work related solicitations. The creation of offensive messages will be considered a violation of NAHAC’s anti-harassment policy.~~

~~When selecting recipients from a directory, be careful that you don’t send your message to the wrong person. To avoid accidental disclosure of information, don’t include external recipients on internal distribution lists.~~

~~Sending or forwarding chain letters is not allowed. If you receive one, delete it without opening any attachment, which may contain a virus.~~

## D. Health and Safety

The health and safety of employees and others on ~~NAHAC~~the Company property are of critical concern to Company. The Company strives to attain the highest possible level of safety in all activities and operations. The Company also intends to comply with all health and safety laws applicable to its business.

To this end, ~~NAHAC~~the Company must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. The employee must report any unsafe conditions or potential hazards to their supervisor immediately; (or if immediate reporting is not possible, as soon as possible); even if they believe the problem has been corrected. If an employee suspects a concealed danger is present on the Company’s premises, or in a product, facility, piece of equipment, process, or business practice for which Company is responsible, it must be brought to the attention of the supervisor or any available manager immediately; (or if immediate reporting is not possible, as soon as possible).

## Employee Handbook

Periodically, the Company may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact your supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness must be reported to your ~~supervisor~~designated safety coordinator or any available manager as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, ~~supervisor~~the safety coordinator or any available manager will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

Evacuation drills are scheduled periodically throughout the year. These drills are a critical element of employee safety. Complete cooperation during these drills is required.

In the event of an emergency, employees should immediately contact ~~security personnel~~any supervisor and the office administrator for ~~you~~their location. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. Nevertheless, in cases where ~~you are the employee is~~ in imminent danger of harm or injury, ~~you or where otherwise appropriate, the employee~~ should first evacuate to safety before contacting ~~security personnel~~the appropriate authorities, such as 911. If ~~you cannot reach security personnel immediately, call~~employees are unable to evacuate during an emergency, they should contact 911.

When events warrant an evacuation of the building/offices, ~~you~~the employee should follow the instructions of ~~security personnel or management~~or appropriate law enforcement or safety authorities. In cases of imminent danger of harm or injury, ~~you~~the employee should evacuate to safety immediately without waiting for instructions. Leave the building in a brisk and orderly manner and, if possible, assemble at the designated meeting place to await further instructions or information. If ~~you are the employee is~~ able to do so without endangering ~~yourself, you~~the employee, the employee should help evacuate physically disabled persons. In the case of fire or smoke when on upper levels, use stairways to exit the premises. Do not use elevators.

Should an emergency result in the need to communicate information to employees outside of business hours, management will be responsible for organizing that effort. ~~You~~The employee should keep ~~you~~their personal contact information up to date by advising the office administrator or the CEO/Executive Director or equivalent management official whenever ~~you~~their information changes.

Please also note: employees are expected to comply with all local, state, and national health and safety rules. During a pandemic or other widespread health emergency, employees are expected to comply with any and all applicable health requirements, including, by way of example only, wearing masks or other face coverings, and observing cleaning and disinfecting rules and requirements.

### E. Smoking Policy

Employees, applicants, vendors, and other guests are not allowed to smoke in or immediately by Company facilities at any time. Smoking is not allowed in applicant areas, Company vehicles, or in restrooms.

## Employee Handbook

### F. Solicitation and Distribution of Literature

In order to ensure efficient operation of ~~NAHAC's~~ the Company's business and to prevent annoyance to employees, it is necessary to control solicitation and distribution of literature and the sale of out-side products and services on Company property.

No employee shall solicit or promote support for any cause or organization during ~~his or her~~ their working time or during the working time of the employee or employees at whom such activity is directed. ~~Cause specific clothing, adornments or campaign or 'cause' buttons are specifically prohibited in the work place.~~

Under no circumstances will non-employees be permitted to solicit or to distribute written material or to sell any product or service on Company property.

### G. Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas such as lunchrooms, restrooms, workshop, etc., are to be kept clean and safe by those using them. Please clean up after meals and dispose of trash properly.

### H. Telephone Use

Telephones are a vital part of the Company's business as they are used to regularly conduct business. Personal use of the telephone should be limited to emergencies and unusual circumstances. Chronic misuse of Company telephone lines may subject the violator of this policy to progressive discipline.

## V. *BENEFITS*

### A. Holidays

The following paid holidays are observed each calendar year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Day
- Veteran's Day
- Thanksgiving Day
- Family Day (Day after Thanksgiving)

## Employee Handbook

- Christmas Day

Usually when a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

To be eligible for holiday pay, an employee must work the regularly scheduled working days immediately preceding and immediately following the holiday. Personal time, sick time PTO and other authorized absences are considered time worked for the purpose of payment of holiday pay.

### B. Paid Time Off (PTO)

Regular full-time employees and part-time employees working at least 30 hours per week are eligible to accrue Paid Time Off (PTO). This does not apply to temporary employees. Employees accrue PTO for each bi-weekly pay period actually worked beginning at the start of the first pay period after completing 30 days of employment at 4 hours per week. Eight hours of PTO per pay period is equal to approximately 23 paid days for each year of employment, dependent upon start date of employment. Accrued PTO not used during each year of employment may be carried forward to the following year of employment. Employees may carry over no more than 240 hours of PTO not used during each year of employment. Hours in excess of 240 will be calculated through the last pay period prior to the anniversary date.

PTO is available only for the hours accrued as of the prior payroll period. PTO requests must be approved in advance by the manager and the CEO/Executive Director or equivalent management official. Depending upon Company needs and business requirements, PTO may be denied at management's discretion.

An employee who terminates employment will be paid for unused PTO accrued through the last completed pay period. Employees on unpaid leave will not accrue PTO except as otherwise required by law. Employees will be permitted to cash out a minimum of 40 hours and a maximum of 80 hours of PTO one time per year of employment. This does not apply to hours that must be cashed out in excess of the annual maximum of 240 hours. After the calculation of a cash out there must be a remaining balance of at least 40 hours. Employees are required to submit the completed PTO cash out form to the Manager and the CEO/Executive Director or equivalent management official. The request is subject to approval. PTO cash out will be permitted for time earned and not for future accrued hours. Employees must allow up to two pay periods before the cash out will be issued. PTO cash out will be disbursed during a regular payroll cycle.

### C. Insurance

NAHACThe Company offers a competitive insurance plan for all its employees. Coverage commences on the 1<sup>st</sup> day of the month after completion of 60 days of employment. Employees may elect to enroll their eligible dependents for group coverage. For full-time employees, NAHACthe Company contributes 100% of the cost for single coverage of the employee only for major medical, dental, vision, long-term disability, and basic group term life. In addition, for full-time employees, NAHACthe Company contributes the following percentages for dependent or family coverage for major medical only, excluding ancillary medical benefits such as dental, vision, long-term disability and basic group term life: 75% for spouse and 50% for children. Employees are responsible for paying the balance through payroll deduction.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORA

## Employee Handbook

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is decided by ~~NAHAC~~the Company. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner. In the event of any conflict between this policy and the terms and conditions of any health insurance plan or summary plan description, the terms of the plan or summary plan description will control.

### ~~D. Workers' Compensation Insurance~~

~~If an employee becomes injured or ill due to conditions present on the job, then they may receive, at no cost, workers' compensation insurance benefits which may include medical care, compensation, and vocational rehabilitation. To receive workers' compensation benefits, an employee must:~~

- ~~• Report any work related injury to the Supervisor immediately.~~
- ~~• Complete a written claim form and return it to the supervisor.~~
- ~~• Seek medical treatment and follow up care if required.~~

~~The law requires that NAHAC notify workers' compensation insurance of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000.00 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.~~

### E.D. COBRA

If the organization is eligible, an employee may be entitled to continue insurance coverage under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) upon termination of employment, as well as for other "qualifying events". For more information please contact the office administrator.

~~Employees and their covered dependents may continue medical and dental benefits for up to 18 months under the provisions of COBRA when group medical and dental coverage for you and your covered dependents would otherwise end due to your death or because:~~

- ~~• Your employment terminates, for a reason other than gross misconduct;~~
- ~~• Your employment status changes due to a reduction in hours;~~
- ~~• Your child ceases to be a "dependent child" under the terms of the medical and dental plan;~~
- ~~• You become divorced or legally separated; or~~
- ~~• You become entitled to Medicare.~~



# Employee Handbook

The office administrator will notify individuals of their right to elect COBRA continuation coverage, if eligible. In the event of divorce, legal separation, or a child's loss of dependent status, ~~you~~the employee or a family member must notify the office administrator within 60 days of the event. ~~NAHAC~~The Company will supply the documents to apply for COBRA coverage.

## F.E. Leaves of Absence

### 1. Medical ~~Leaves~~Leave

~~The Company provides reasonable accommodations for individuals with known disabilities to enable such employees to perform the essential functions of their positions and provided that such accommodations would not impose an undue hardship on the company and does not constitute a risk of harm to the employee or others. Such reasonable accommodations may, in appropriate circumstances, include an unpaid leave of absence.~~

~~If an employee requires a leave of absence, they must inform the office administrator and the CEO/Executive Director or equivalent management official at least 30 days in advance where possible. Otherwise, please provide notice as soon as possible. The amount of leave granted will depend on the circumstances. Except as otherwise required by law, employees who take unapproved leave, or who fail to return promptly to work following an approved leave of absence, will be considered to have voluntarily resigned their employment.~~

~~Upon return from leave, the employee may be required to submit a return to work authorization from the employee's medical provider. Medical leave is generally unpaid absent use of accrued PTO. Depending on the circumstances, long-term and short-term disability benefits may also be available. The Company requires an employee to utilize accrued PTO for disability leave. Employees on leave will not accrue PTO or other benefits.~~

### 2. Pregnancy Disability Leave

~~A medical leave of absence may be granted for temporary medical disabilities for up to 90 days with a doctor's written certification of disability. Requests for leave should be made in writing as far in advance as possible. If an employee is approved for a medical leave, NAHAC will pay equivalent to your accumulated personal time earned until such time is exhausted.~~

~~A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work, or for a maximum period of 90 calendar days, whichever occurs first. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work.~~

~~If returning from an approved, non-work related medical leave, the employee may be offered the same position held at the time of leaving, if possible. If this position is not available, a reasonably comparable position may be offered. If neither the same nor a comparable position is available, an employee's return to work will depend on job openings existing at the time of the scheduled return.~~

## Employee Handbook

~~There are no guarantees of reinstatement and returning to work will depend on the individual's qualifications for existing openings.~~

### ~~2. Disability Leave~~

~~All employees should advise their supervisor and the CEO/Executive Director or equivalent management official of their need for disability leave as soon as possible in order to review the following:~~

- ~~• If requested by the employee and recommended by the employee's physician, the employee's work assignment may be temporarily changed as required to protect the health and safety of the employee.~~
- ~~• Requests for transfers of job duties may be accommodated if the job and security rights of others are not violated.~~
- ~~• Temporary transfers due to health considerations will be granted where possible. However, in such instance, the employee will receive pay on the basis of the job performed.~~
- ~~• Disability leave will begin when ordered by the employee's physician.~~
- ~~• Leave returns will be only upon the presentation of a release by the physician.~~
- ~~• An employee will be allowed to utilize accrued personal time during disability leave.~~

### ~~3.1. Pregnancy Disability Leave~~

~~Leave Entitlement—Any employee who is actually disabled by pregnancy, childbirth, or a related medical condition is eligible for a Pregnancy Disability Leave of Absence. There is no length of service requirement.~~

~~For purposes of this policy, you are actually disabled when, in the opinion of your healthcare provider, you cannot work at all or are unable to perform any one or more of the essential functions of your job or to perform them without undue risk to yourself, the successful completion of your pregnancy, or to other persons as determined by a health care provider. This term also applies to severe morning sickness or if you need to take time off for prenatal care.~~

#### ~~*Advance Notice and Medical Certification*~~

~~As a condition of a pregnancy disability leave of absence or a transfer, you must:~~

- ~~• Provide 30 days' advance notice before the leave of absence or transfer is to begin, if the need for the leave of absence or transfer is foreseeable, or when 30 days' notice is not foreseeable, as soon as practicable; and~~

## Employee Handbook

- ~~• Provide a signed medical certification from your health care provider that states that you are disabled due to pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or to less strenuous or hazardous duties.~~

~~NAHAC may require you to provide a new certification if you request an extension of your leave of absence.~~

### *Return to Work*

~~If you and NAHAC have agreed upon a definite date of return from your leave of absence or transfer, you will be reinstated on that date if you notify NAHAC that you are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, you will be returned to work within two business days, where feasible, after you notify NAHAC of your readiness to return. Failure to return to work at the conclusion of the leave of absence may result in termination of employment.~~

### *Integration with Other Benefits*

~~Pregnancy Disability Leaves of Absence are unpaid. You may elect to use accrued paid time off (PTO) during the unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. PTO hours will not accrue during any unpaid portion of the leave of absence, and you will not receive pay for official holidays that are observed during your leave of absence except during those periods when you are substituting PTO for unpaid leave.~~

### *Benefits*

~~NAHAC will maintain group health insurance coverage for the duration of pregnancy disability leave up to a maximum of four months if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.~~

~~An employee returning from a disability leave may be offered the same position held at the time of leaving, unless the job no longer exists, the job has been filled or if the employee is not capable of performing the job responsibilities.~~

~~If an employee is eligible for disability leave under federal and/or state laws, the Company will maintain group health insurance coverage for up to a maximum of 90 days (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work.~~

### *Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)*

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# Employee Handbook

~~The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.~~

~~It is the policy of NAHAC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to~~  
The Company provides reasonable accommodations to employees needing accommodations due to pregnancy, childbirth, or related medical condition, provided that such reasonable accommodations do not impose an undue hardship on the company or create a direct threat of harm to the employee or others. For purposes of this policy, the phrase “pregnancy, childbirth, or related medical condition” includes any physical or mental condition intrinsic to pregnancy or childbirth, including, without limitation, pregnancy, childbirth, lactation or the need to express breast milk for a nursing child, mastitis or other lactation-related medical condition, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, loss or end of pregnancy, and recovery from loss or end of pregnancy.

Employees needing reasonable accommodation due to pregnancy, childbirth, or related medical condition should contact the office administrator or the CEO/Executive Director or equivalent management official. The Company will work directly and interactively with the pregnant employee in an attempt to find an appropriate and acceptable reasonable accommodation that does not pose an undue hardship on the Company. Such accommodations might include, depending on the circumstances, a leave of absence (either continuous or intermittent) or other accommodation. Leaves of absence may also be available under other policies.

The company may, under certain circumstances, require documentation from the employee’s health care provider as part of this interactive process. The Company will not discriminate or retaliate against any employee or applicant due to that individual requiring, requesting, or using a reasonable accommodation under this policy.

### 3. Reasonable Accommodations For Disabled Employees

The Company does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. In addition, the company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to NAHAC. Contact corporate legal counsel~~the Company. Contact the office administrator or the CEO/Executive Director or equivalent management official~~ with any questions or requests for accommodation.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORA

# Employee Handbook

## *Personal Time while on Leave*

~~NAHAC requires an employee to utilize accrued PTO for disability leave. Employees on leave will not accrue PTO or other benefits.~~

### 4. Bereavement Leave

In the event of a death in ~~your~~an employee's immediate family, ~~you~~the employee may request bereavement leave for up to five working days, with pay, to handle family affairs and attend any memorial services. Immediate family is defined as: father, mother, sister, brother, spouse, child, mother-in-law, father-in-law, grandparents, grandchildren, nieces, nephews, sisters-and-brothers-in-law, and registered domestic partners.

### 5. Personal Leave

A leave of absence without pay for up to 10 days may be granted at the discretion of the ~~Company's Board of Directors~~CEO/Executive Director or equivalent management official. Requests for personal leave should be limited to unusual circumstances requiring an extended absence.

~~Employees are hereby notified that NAHAC~~The Company does not guarantee reinstatement following a personal leave. However, the Company may offer employees returning from a personal leave of absence the same position or comparable position that the individual is qualified to perform, if a position is available.

### 6. Military Leave

~~NAHAC~~The Company adheres to the "Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA).".) Requests for information concerning a Military Leave should be made to the payroll manager.

### 7. Jury Duty or Witness Leave

~~NAHAC~~The Company encourages employees to serve on jury or witness duty when called. The employee is responsible for notifying their supervisor of the need for time off for jury duty or witness duty as soon as notice or summons from the court or subpoena is received. Employees will receive full pay while serving for up to 5 days of jury or witness duty.

### 8. Time Off for Voting

If an employee is unable to vote in a statewide public election before or after working hours, then time off may be requested to go to the polls. The length of paid time that the Company will provide depends on the distance to the polling location but generally will not exceed two hours~~of~~



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORA

## Employee Handbook

~~absence from regularly scheduled work.~~ Any additional time off will be without pay. Requests for voting time must be made in writing to the immediate supervisor.

### 9. Recreational Activities and Programs

~~NAHAC or~~ Unless required by law, the Company and its insurer will not be liable for the payments of workers' compensation benefits for any injury that arises out of the employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.

### 10. Leave for Domestic Violence Victims

Employees who are victims of domestic violence, or whose family or household member is a victim of domestic violence, may be eligible to receive unpaid an leave of absence: (1) for the diagnosis, care or treatment of a health condition related to the act of domestic violence committed against the employee or family or household member; (2) to obtain counseling or assistance related to the act of domestic violence committed against the employee or family or household member; (3) to participate in any court proceedings related to the act of domestic violence; or (4) to establish a safety plan.

Leave may be used concurrently or intermittently and may be deducted from other applicable leaves. The amount of unpaid leave to be provided is generally up to 160 hours and must be used within twelve months immediately following the domestic violence. Additional leave may be provided where appropriate. Employees may choose to use any accrued PTO for this leave.

While the Company acknowledges that advanced notice may not always be possible, it requests that employees requiring leave provide at least 48 hours' advanced notice if possible. An employee who has taken leave and seeks to take additional leave must, absent extraordinary circumstances, provide the company with at least 48 hours' advance notice of the need for additional leave.

The Company will provide reasonable accommodations (that will not create an undue hardship) to an employee who is a victim of domestic violence, or whose family or household member is a victim of domestic violence, as necessary to ensure the safety of the employee, the workplace, the employer or other employees. Employees needing reasonable accommodations should contact their supervisor or any member of management and may be required to submit appropriate documentation. If the accommodation is no longer necessary, the employee must inform the employee's supervisor or any member of management as soon as possible.

The Company will not discriminate or retaliate against employees on the basis that they are victims of domestic violence, have family or household members who have been the victim of domestic violence, serve as a witness or interested party in court proceedings relating to an act of domestic violence triggering the use of leave under this policy, or who request or use leave or other reasonable accommodations under this policy.

## Employee Handbook

### VI. PAYROLL/ACCOUNTING

#### A. Timekeeping Procedures

All employees are required to submit time sheets that document all hours worked and absent during the standard work schedule. Employees must submit time sheets that document full days of absence (~~Personal Days or Sick Time~~PTO) during the standard work week. The employee must submit timesheets in accordance with timesheet submission deadlines to avoid delays in paycheck processing. Timesheet deadline is currently on Monday at 9:00 a.m. on payday week.

Any exempt, salaried employee is not required to clock in or out as they are set for a ~~40-hour work week~~full-time schedule automatically. ~~(with “full-time” meaning the amount of time that is required to perform their duties and responsibilities in full).~~ Generally, employees are expected to be available during the Company’s regular business hours, which are 8:00 a.m. to 5:00 p.m.). If in the event the salaried employee takes PTO, then they will have to turn in the form to get approved and place it in the timekeeping system.

Time sheets will be approved by the individual supervisor or department manager in the absence of the supervisor.

#### B. Overtime

Overtime will be paid at one and one-half times the regular rate for non-exempt employees working more than ~~8 hours in any given day or more than~~ 40 hours in a workweek. ~~(or as otherwise required by law).~~ PTO, holidays, or unpaid absences are not considered time worked for overtime purposes.

Employees who anticipate the need for overtime to complete the week’s work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods, employees may be required to work extended hours.

**\*NOTE: All overtime must be authorized by a supervisor in advance. Working unauthorized overtime could result in discipline, up to and including termination of employment.**

#### C. “Off-the-Clock” Work Prohibited

Nonexempt employees must report all time worked on their timesheet. Off-the-clock work is prohibited and failure to accurately record working time is grounds for discipline. Supervisors may not allow employees to engage in off-the-clock work.

#### D. Payment of Wages

All employees are paid bi-weekly.

#### E. Payroll Advances



## Employee Handbook

~~NAHAC~~The Company encourages employees to use their banking institutions or other sources whenever loans are needed. Any advance against future earnings will not be permitted.

### F. Wage Garnishments

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee’s pay directly from the Company. ~~NAHAC~~The Company is compelled by law to administer the court’s orders. In doing so, management will contact the employee to explain the details of the garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the Company’s involvement. However, the Company will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered by a court to do so.

### ***ACKNOWLEDGMENT AND AGREEMENT***



## Employee Handbook

This is to acknowledge that I have received a copy of NAHAC’s (“the Company”) Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of my employment with ~~NAHAC~~the Company. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with ~~NAHAC~~the Company is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no supervisor or employee has the authority to enter into an employment – express or implied – providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the Company reserves the right to revise, delete or add to the provisions of this Employee Handbook. All such revisions, deletions or additions, must be in writing and must be ~~signed~~approved by the ~~Chairman of the~~Board of Directors. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause or notice at any time.

I understand that the foregoing agreement concerning my at-will employment status and the Company’s right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ~~NAHAC~~the Company concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with ~~NAHAC~~the Company.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name [printed]

**TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE**