



**CAREER**MANAGEMENT  
*associates*

# Employee Handbook

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Prepared By Career Management Associates

## Employment Manual Version Control

Version	Date	Author	Change Description
Review	06/10/2020	Grimes	Handbook Review
Update	01/15/2021	Grimes	Handbook Update

**Note** The existence or content of this handbook manual does not constitute, nor should it be construed as a promise of employment or as a contract between Career Management Associates and any of its employees.

Career Management Associates, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. We conduct a review of our handbook every 6 months and formally update once per year.

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## 1 INTRODUCTION

This Handbook has been developed in order to familiarize employees with Career Management Associates (CMA) and provide information about working conditions, key policies, procedures, and benefits affecting employment as a Government Contractor with CMA.

### 1.1 Welcome

Welcome to CMA! You have become part of a unique organization with employees in many different sites.

This Handbook has been prepared to help you become familiar with the general policies and benefits you will enjoy as an employee. It will serve as a guide and not a contract of employment, and does not confer contractual rights, either expressed or implied, upon any employee; nor does it guarantee employment for any period of time. This is your copy to read carefully and to keep for future reference.

Conditions or circumstances may require CMA to change, modify, amend or cancel the procedures, policies, and benefits in this Handbook at any time, with or without notice.

Your employment relationship is at-will. This means CMA and you are free to terminate your employment relationship, at any time, with or without cause, and with or without notice.

CMA staffs positions at Government worksites. The Government client to whom you are assigned is your Assigned Client. Assigned Clients are given the responsibility to direct and control CMA employees assigned to their worksite. CMA employees will conform to all statutory or regulatory requirements of Assigned Client's business, and be provided with adequate instructions, assistance, supervision and time to perform their work. Assigned Clients are instrumental in setting work schedules for CMA employees.

When in doubt about any policy or benefit, please contact CMA anytime from 8:30 A.M. to 4:30 P.M. CST Monday through Friday. The telephone number is 515.963.0001.

Again, welcome to Career Management Associates! We are happy to have you as a new member of our organization! The mission of CMA is to provide quality Human Resource solutions to Government clients through our commitment to excellence.

### 1.2 History

Career Management Associates began with a focus on career management. The career consulting industry started in 1947 with the return of soldiers, sailors, and airmen from World War II. These returning heroes needed effective tools to help them transition into an economy which had changed during their absence. Since the days following World War II, our country has experienced numerous economic changes requiring professionals to effectively adapt to those changes. CMA was born out of the need relating to our ever-

changing economic environment. From the beginning, ***“It’s about helping people”*** has been our simple statement of conviction.

Personal and business ethics represent a core belief in how we conduct business. To us, the long-term relationships built on solid values such as honesty and integrity are much preferred over the short term “one and out” relationships that fall apart if deception or dishonesty are used. As natural extensions of our company into the marketplace, we count on each employee to conduct themselves in an ethical fashion at all times.

Over the years, the CMA Management Team has recognized the need to provide solutions in an expanded fashion. This realization led us to add outplacement, training, staffing, and overall human resources consulting to the array of services that we provide.

### **1.3 Changes in Policy**

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, CMA reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.



## **2 EMPLOYEE DEFINITION AND STATUS**

A CMA Government employee is a person who works regularly for a wage on a specific Government contract as a W-2 Employee, unless specifically identified as an independent contractor.

Employees are classified as full-time or part-time, depending on the specific Government contract. Overtime is not authorized unless specified within the scope of the Government contract.

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### **3 EMPLOYMENT POLICIES**

#### **3.1 Equal Employment Opportunity**

CMA is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

#### **3.2 Affirmative Action/Diversity**

CMA is committed to affirmative actions that will build on the strengths of our current workforce, and continually enhance the diversity of our organization. Our actions include, but are not limited to, the following:

- Recording separate affirmative action information and reporting it to the government.
- Accommodations for physically handicapped employees to enable those individuals to perform their job functions in a satisfactory manner.
- Requirement that Assigned Clients make similar accommodations for Assigned Employees working at their worksites.

CMA maintains an Affirmative Action Plan (AAP) at its corporate office and the overall program is run by the Affirmative Action Officer (AAO) Ms. Crystal L. Metheny, Vice President of Support Services. For complete details please contact our corporate office.

#### **3.3 Americans with Disabilities Act**

It is the policy of CMA to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). CMA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

#### **3.4 Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

### **3.5 Employee Background Check**

Prior to making an offer of employment, CMA may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional and personal reference checks, education confirmation, and credit checks.

### **3.6 Criminal Records**

When appropriate, a criminal record check is performed to protect CMA's interest and that of its employees and clients.

### **3.7 New Employee Orientation**

An employee orientation is conducted by a CMA representative or an Assigned Client representative.

### **3.8 Personnel Records and Administration**

Personnel files will be kept confidential at all times and include some or all of the following documents:

- Pre-employment documents (e.g. personal data, employment application, resume, background checks, reference checks, etc.)
- Job description, performance evaluations, attendance record, time sheets
- Government required documentation
- Other non-medical documents applicable to the employee

All medical records, if any, will be kept in a separate confidential file.

### **3.9 Change of Personal Data**

Any change in an employee's name, address, telephone number, marital status, dependents, insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to CMA.

### **3.10 Safety**

The safety and health of employees is a priority. CMA makes every effort to comply with all federal and state workplace safety requirements. CMA's workplace safety rules and regulations include, but are not limited to, the following:

- Requirement of all Assigned Clients to comply with all safety and health laws, regulations or rules applicable to its workplaces and operations or to the Assigned Employees working at those locations. Assigned Clients shall provide Assigned Employees a workplace that is free from recognized hazards and that is in compliance with OSHA standards. CMA retains a right to inspect the work area for safety compliance.
- Employees are required to use all personal protective equipment and/or safety equipment assigned to them and to utilize the knowledge gained in all training provided to ensure safe performance of the job.
- Report all work-related accidents, injuries, or illnesses to CMA within twenty-four (24) hours and fill out an incident report.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

### **3.11 Building Security**

Each and every employee must follow the building security rules and regulations listed here:

- Building security rules as set by Assigned Clients regarding their respective worksites.
- Employees are not allowed on CMA's or Assigned Client's property after hours without prior authorization from their supervisor.

### **3.12 Health-Related Issues**

Employees who become aware of any health-related issue should notify CMA and their Assigned Client supervisor as soon as possible.

### **3.13 Employee Requiring Medical Attention**

Employees should report all work-related injuries and accidents immediately to CMA and their Assigned Client supervisor.

### **3.14 Visitors in the Workplace**

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the front desk unless a different protocol is established by the Assigned Client.

### **3.15 Employment of Relatives**

CMA is pleased to consider for employment qualified applicants who are related to employees. Whether or not to allow one Assigned Employee to supervise the work of a related Assigned Employee shall be the decision of the Assigned Client.

### **3.16 Weather-related and Emergency-related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In such instances, the Assigned Client will notify staff and decide on closure.

## **4 STANDARDS OF CONDUCT**

All employees are responsible for becoming familiar with CMA's rules and standards, and Government regulations and Standards of Conduct governing his/her Assigned Client.

### **4.1 Attendance and Punctuality**

CMA expects employees to be ready to work at the beginning of assigned daily work hours. Your attendance and punctuality is a direct reflection on the quality performance expected of all CMA employees.

### **4.2 Work Schedule**

Unless otherwise specified, employees are expected to work hours assigned by the Assigned Client.

### **4.3 Absence and Lateness**

It may be necessary for an employee to be late or absent from work. CMA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to comply with the guidelines of the Assigned Client, and contact CMA, if they will be absent or late.

### **4.4 Unscheduled Absence**

Absence from work for three (3) consecutive days, without notifying Assigned Client supervisor, or CMA will be considered a voluntary resignation.

### **4.5 Meal and Break Periods**

Employees are allowed a meal break generally during the middle hours of their shift. The exact length of such break and the time slot in which to take that break are within the discretion of the Assigned Client. Other break periods are also at the discretion of the Assigned Client.

### **4.6 Harassment Policy**

CMA does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures,

posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, and violence.

If you have been harassed it is your responsibility to contact the Affirmative Action Officer, Ms. Crystal Metheny at 515.963.0001.

#### **4.7 Sexual Harassment Policy**

CMA does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

If you have been sexually harassed it is your responsibility to contact the Affirmative Action Officer, Ms. Crystal Metheny at 515.963.0001.

#### **4.8 Violence in the Workplace**

CMA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CMA, or which occur on CMA or Assigned Client property, will not be tolerated.

If you have witnessed a violent act in the workplace it is your responsibility to contact the Affirmative Action Officer, Ms. Crystal Metheny at 515.963.0001.

#### **4.9 Confidential Information and Nondisclosure**

By continuing employment with CMA, employees agree that they will not disclose or use any of CMA's confidential information, either during or after their employment. CMA sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with CMA assumes an obligation to maintain confidentiality, even after an employee leaves CMA.

CMA considers the manner in which it conducts business to be a 'Trade Secret' and as such is confidential information. The confidentiality agreement conferred by section 4.9 (Confidential Information and Disclosure) is intended to prevent non-disclosure of the business processes used by CMA including, but not limited to, the forms, contracts, employee handbook, timesheets/timecards, and other documentation and processes.

#### **4.10 Ethical Standards**

CMA insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind CMA's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with CMA's principles and standards.

#### **4.11 Dress Code**

Employees of CMA are expected to present a clean and professional appearance while conducting business, in or outside of the office. The Assigned Client will set the standard for "clean and professional" appearance. Dressing in a fashion that is clearly inappropriate, that is deemed unsafe, or that negatively affects CMA's reputation or image, or the reputation or image of the Assigned Client, is not acceptable.

#### **4.12 Use of Equipment**

The Assigned Client will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of the Assigned Client unless the removal is approved for a job that specifically requires use of company equipment outside the physical facility.

#### **4.13 Use of Computer, Phone, and Mail**

The Assigned Client's property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Government business. Incidental and occasional personal use of Government computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages and are subject to the same scrutiny, review, and lack of confidentiality as other business related information.

#### **4.14 Use of Internet**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

#### **4.15 Use of Computer Software**

CMA does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and

distribute copies. Title 17 of the U.S. Code states “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117).

#### **4.16 Smoking Policy**

Policy decisions regarding smoking on or around the premises of Assigned Clients are set by each Assigned Client.

#### **4.17 Alcohol and Substance Abuse**

It is the policy of CMA that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

#### **4.18 Gifts**

Any gifts received with a value of more than Twenty-Five Dollars (\$25) are the property of CMA and need to be reported to your supervisor so that a decision can be made as to whether or not the gift is acceptable. Should a gift be determined to be unacceptable, a decision will be made as to the best way to return the gift. If the gift is acceptable, a similar decision will also be made as to how the company can best benefit from the gift. Many times the gift will be used in the preferred manner as expressed by the donor, however, there is no guarantee of this and no employee or donor should assume that a donor’s instruction for use of an accepted gift will be followed. Employees are not permitted to give unauthorized gifts to clients.

#### **4.19 Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute literature in work areas at any time during working time.

#### **4.20 Complaint Procedure**

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, CMA encourages employees to contact CMA. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of CMA or the Assigned Client should immediately report the violation to CMA.

## 4.21 Corrective Procedure

Employees are employed at will, and CMA does not relinquish the right to exercise that “at will” provision. It is our policy to provide fair treatment to all employees. Due to the professional nature of Government jobs, progressive discipline may be limited to final warning and termination. Progressive discipline consists of developing performance improvement plans in the form of counseling, warning and final warning. Employment termination then occurs when performance does not improve. Employees should understand that any behavior necessitating corrective action can vary in terms of severity and that situations deemed gross misconduct could result in immediate termination. Listed below are examples of offenses, which may be grounds for disciplinary action up to and including discharge without any prior warning. The offenses include, but are not limited to the following:

1. Continued or gross neglect of duty.
2. Insubordination or serious breach of duty.
3. Use of bribery to secure advantage.
4. Failure to give proper notice of absence or having an unauthorized absence.
5. Excessive tardiness.
6. Inefficiency, incompetence, or unwillingness to render satisfactory service.
7. Abuse of any company property.
8. Willfully giving false statements to supervisors, officials, or public authorities.
9. The use, possession, or sale of alcoholic beverages or illegal drugs is prohibited.
10. Falsification of any statement on any company documents, including but not limited to your employment application or your timesheet(s).
11. Continued neglect of co-employment policies and procedures.
12. Theft or unauthorized use of equipment, materials, trade secrets, and proprietary information or any item or system owned by the CMA or Assigned Client.
13. Violation of non-harassment or sexual harassment policies.
14. Violation of safety standards or risking the safety of oneself or another.
15. Any discriminatory action or language based on any category protected by state and/or federal law including, but not limited to, disability, veterans, or marital status.
16. Fighting or threatening any supervisor, employee, or visitor.
17. Possession of firearms in the office and/or brought onto business premises.

## 4.22 Crisis Suspension

An employee who commits any serious violation of CMA or Government policies, at minimum, will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

#### **4.23 Transfer Policy**

CMA recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position or client. An employee with proper qualifications will be eligible for consideration for such transfer.

#### **4.24 Outside Employment**

Employees may not take an outside job, either for pay or as a donation of their personal time, with a client, competitor, or client of a competitor of CMA or the Assigned Client; nor may employees do work on their own if it interferes with their ability to work for CMA or competes or interferes in any way with the sales of products, services, or delivery of services that CMA provides to its clients or that Assigned Clients provide to their clients.

#### **4.25 Employment Termination/Resignation**

After the application of disciplinary steps, if it is determined by CMA or the Assigned Client that an employee's performance does not improve, or if the employee is again in violation of CMA or Assigned Client's practices, rules, or standards of conduct, following a Decision-Making Leave, employment with CMA and the Assigned Client will be terminated.

#### **4.26 Exit Interview**

In a voluntary separation situation, CMA may like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about CMA or the employee's experience with an Assigned Client.

#### **4.27 Return of Government Property**

Any CMA or Assigned Client property issued to employees, such as computer equipment, keys, parking passes or company credit card, must be returned to the issuing organization at the time of termination. Employees will be responsible for any lost or damaged items.



## **5 COMPENSATION POLICIES**

### **5.1 Compensation**

It is CMA's desire to pay all employees in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, and in compliance with all applicable laws. Actual compensation rates are determined by Wage Determinations and under parameters set by the Assigned Client and the General Services Administration. Compensation will include the prevailing Health and Welfare for the respective Wage Determination.

### **5.2 Timekeeping Procedures**

CMA is obligated to keep accurate records of the time worked by assigned employees. Each employee will fill out the appropriate CMA Timecard each pay period. The Timecard system is electronic and must be completed and authorized 9:00 AM CT on the day following the end of the pay period.

### **5.3 Overtime Pay**

Overtime is not authorized unless specified within the scope of the Government contract.

### **5.4 Payroll and Paydays**

CMA's standard payday is the 15<sup>th</sup> and last day of the month. Should payday fall on a weekend or holiday, then pay will be processed on the workday immediately preceding the weekend or holiday.

Your pay will be deposited directly into a bank account of your choice. Direct deposit is a requirement for all CMA employees. Direct deposit pay amounts will be processed such that the amount will be in your account at some point on the respective payday.



## **6 HEALTH AND RELATED BENEFITS**

CMA provides the opportunity to obtain benefits with each benefit plan having specific eligibility conditions. The Health and Welfare payment you receive each hour is provided to cover the cost of your benefits. These benefits are optional and are purchased on your own. You need to contact the representatives in a timely manner in order to purchase the benefits you desire. Please note that the dental insurance is only available the first of the month 30 days after your start date.

### **6.1 Benefits**

Specific details and a benefit brochure regarding the benefit options will be made available during the first week of employment.

The following benefits are offered:

- Health through Blue Cross Blue Shield
- Dental through MetLife
- Vision through MetLife
- Life through TransAmerica
- 401K through TransAmerica

All full-time employees (employees working 30 hours or more on average) must provide proof of health insurance.

### **6.2 COBRA Notification**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with CMA or loss of eligibility to remain covered under CMA's health plan, employees and their eligible dependents may have the right to continued coverage under CMA's health plan for a limited period of time at their own expense.

### **6.3 Worker's Compensation**

All employees are entitled to Workers' Compensation benefits as a result of premiums paid by CMA. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

## **6.4 Unemployment Compensation**

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with CMA. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. CMA pays the entire cost of your coverage in this insurance program.

## **6.5 Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, CMA is required to deduct this amount from each paycheck an employee receives. In addition, CMA matches employee contributions dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

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## 7 TIME-OFF BENEFITS

### 7.1 Holidays

Employees working on Government contracts will receive ten (10) paid holidays observed by the Federal Government. The paid holiday hours will be based upon the average amount of hours worked. The following holidays will be observed:

- New Year's Day
- Martin Luther King Jr's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Employees will not be paid for holidays when absent for special circumstances (7.4, 7.5, 7.6, and 7.7).

### 7.2 Vacation and Leave Without Pay (LWOP)

Government contractors will receive paid vacation based on the Wage Determinations. The service for which the employee receives vacation must be continuous. For less than one year, the employee will not receive vacation. Accrued vacation must be used within the respective timeframe of the contract. CMA does not have a buyback plan. Your vacation time must be approved by your government supervisor **and** CMA. You need to email CMA for approval prior to taking the vacation time.

Leave without pay (LWOP) can be used for emergency situations, training holidays, or special circumstances (7.3, 7.4, 7.5, 7.6, and 7.7) as long as it is approved by the government supervisor **and** CMA. Excessive use of LWOP is **not** recommended and is deemed unacceptable. The protocol for LWOP is as follows.

- First offense will result in a verbal warning.
- Second offense will result in a 90-day probation period.
- Third offense will lead to termination.

LWOP can be made up if approved by the government supervisor **and** CMA within the same work week as not to exceed 40 hours per week. On occasion, a substitute may be available to avoid LWOP but must be prearranged.

### **7.3 Jury Duty**

CMA is committed to supporting the communities in which it operates, including supporting our employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and the CMA Office Manager within one business day of receiving the notice. If the employee wishes to be paid for the jury duty, available vacation time must be used.

### **7.4 Military Reserves or National Guard Leaves of Absence**

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. As employee receives pay from the military organization to which they provide service, no additional pay will be paid by CMA for leaves/absences of this nature.

### **7.5 Family Medical Leave Act (FMLA) and Paid Family Leave (PFL)**

FMLA: Occasionally, for medical, personal, or other reasons, employees may need to be temporarily be released from the duties of their job with CMA. CMA's policy is to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to the Assigned Client and CMA. The Assigned Client will have the discretion to replace the employee.

Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

CMA will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**An employee who works for CMA must meet all three criteria below in order to be eligible for FMLA leave. The employee must:**

- **Have worked for CMA for at least 12 months;**
- **Have at least 1,250 hours of service in the 12 months before taking leave;**
- **Work at a location where CMA has at least 50 employees within 75 miles of the employee's worksite.**

Employees may choose, or CMA may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with CMA's normal paid leave policies.

While employees are on FMLA leave, CMA will continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify CMA as soon as possible and, generally, follow CMA's usual procedures.

Employees do not have to share a medical diagnosis. The employee but must provide enough information so CMA can determine if the leave qualifies for FMLA protection. Sufficient information could include informing CMA that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform CMA if the need for leave is for a reason for which FMLA leave was previously taken or certified.

CMA can require a certification or periodic re-certification supporting the need for leave. If CMA determines the certification is incomplete, we must provide a written notice indicating what additional information is required.

Once CMA becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, CMA must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, CMA must provide a reason for ineligibility.

CMA must notify an employee if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

PFL: Various states with CMA contracts and the District of Columbia links are provided below to enable employees to stay current with PFL changes.

District of Columbia	<a href="#">2020 OPFL Employee Notice 0.pdf (dc.gov)</a>
New Jersey	<a href="#">New Jersey FMLA Poster</a>
New York	<a href="#">New York State Paid Family Leave (ny.gov)</a>

## **7.6 Uniformed Services Employment and Reemployment**

As an Equal Opportunity Employer, CMA, is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

## **7.7 Personal Leaves of Absence**

In special circumstances, CMA may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of Assigned Client and CMA.

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## **8 EXPENSES**

The following is a guide to CMA's expense policy and procedures for the reporting and reimbursement of expenses. Each Assigned Client will provide CMA with approval for all expenses.

### **8.1 Company Supplies, Other Expenditures**

Only authorized persons may purchase supplies in the name of CMA or an Assigned Client. Without an approved Purchase Order, CMA is not obligated for any purchase.

### **8.2 Expense Reimbursement**

The employee must ensure expenses are approved by the Assigned Client and CMA. Travel must be conducted in accordance with the Joint Travel Regulation (JTR). Expense reimbursement requests will be submitted to the Assigned Client for approval and to CMA for processing. CMA will process expense reimbursements in a timely manner. Any expenses incurred by the Employee, and denied by the Assigned Client for noncompliance, shall be the sole responsibility of the Employee.

## 9 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the CMA Employment Handbook, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding CMA company policies, I should direct them to CMA.

I understand CMA company policies and other related documents do not form a contract of employment and are not a guarantee by CMA of the conditions and benefits that are described within them.

I also am aware that CMA at any time, may on reasonable notice, change, add to, or delete a company policy.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

