

DAHL

IT'S THE PEOPLE.

ARIZONA SUPPLEMENT

2023

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by experienced labor counsel. These employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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TABLE OF CONTENTS

GENERAL INFORMATION	2
About This Arizona Supplement	2
COMMITMENT TO DIVERSITY	2
Equal Employment Opportunity	2
GENERAL EMPLOYMENT PRACTICES.....	3
Employment Eligibility and Work Authorization.....	3
Voluntary Open Door Policy	3
TIME OFF & LEAVES OF ABSENCE	3
Paid Sick Leave - Accrual Method.....	3
Military Leave	6
Jury Duty Leave.....	7
Time Off to Vote	7
Crime Victim Leave	8
WORKPLACE SAFETY AND SECURITY	9
Smoke-Free Workplace	9
Weapons in the Workplace.....	9
Cell Phone Use/Texting While Driving	9

GENERAL INFORMATION

About This Arizona Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Arizona employees will receive the Company’s national handbook (“National Handbook”) and the Arizona Supplement to the National Handbook (“Arizona Supplement”) (together, the “Employee Handbook”).

The Arizona Supplement applies only to Arizona employees. It is intended as a resource containing specific provisions derived under Arizona law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Arizona Supplement are different from, or more generous than those in the National Handbook, the policies in the Arizona Supplement will apply.

The Arizona Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of the Company or their authorized representative..**

If employees have any questions about these policies, they should contact their Human Resources representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the Employee Handbook, the company is committed to equal employment opportunity. We comply with Arizona law, which prohibits discrimination and harassment against any employee or applicant for employment based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information (including test results), age (40 and over), veteran status, or uniform service member status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

GENERAL EMPLOYMENT PRACTICES

Employment Eligibility and Work Authorization

The Company participates in the Electronic Verification system (E-Verify) to electronically verify the work authorization of newly-hired employees. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility.

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative Nonconfirmation or who receive a Final Nonconfirmation or No Show are subject to immediate termination of employment.

The Company will not tolerate any form of discrimination or harassment prohibited by federal, state or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to prohibited discrimination or harassment, including during the Form I-9 and E-Verify process, should immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in the Company's National Handbook. The Company prohibits retaliation against employees for making such complaints.

Voluntary Open Door Policy

Employees are encouraged, but are not required, to communicate to the Company whenever they believe working conditions may become intolerable to the employee and may cause the employee to resign. However, Arizona law requires employees to notify the Company in writing when a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

In order to preserve this claim, the employee must wait 15 calendar days after providing written notice before resigning from employment. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to 15 days while waiting for the Company to respond to the employee's written communication about a working condition.

Such concerns should be reported to their DAHL representative.

TIME OFF & LEAVES OF ABSENCE

Paid Sick Leave - Accrual Method

The Company provides eligible employees with paid sick time pursuant to the Arizona Fair Wages and Healthy Families Act (FWHFA).

The guidelines in this policy do not supersede applicable federal, state, or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA), leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA), or any other applicable federal, state, or local law, including those prohibiting discrimination and harassment.

Eligible Employees

All employees are eligible for paid sick time.

Accrual Rate, Caps and Carryover of Paid Sick Time

Employees begin to accrue paid sick time on July 1, 2017, or their first day of employment, whichever is later. Employees accrue one hour of paid sick time for every 30 hours worked.

For accrual purposes, overtime-exempt employees are presumed to work a 40-hour workweek. If an employee normally works fewer than 40 hours, then accrual will be based on the employee's actual workweek.

Employees can accrue up to a maximum of 40 paid sick time hours in a year. At the end of each year, up to 40 hours of accrued but unused paid sick time can be carried over to the following year.

Use of Paid Sick Time

Employees cannot use paid sick time until their 90th calendar day of employment.

Employees must use their paid sick time in 1 hour increments.

Employees can use up to 40 hours of paid sick time per year

Reasons Paid Sick Time May Be Used

Paid sick time may be used for the following reasons:

- The employee's or a family member's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care;
- Closure of the employee's workplace or a child's school or place of care by order of a public health official due to a public health emergency;
- The employee's or a family member's presence in the community may jeopardize the health of others due to exposure or suspected exposure to a communicable disease, even if the employee or family member has not actually contracted the disease; and

- Absences due to domestic violence, sexual violence, abuse or stalking of an employee or a family member in order to:
 - Obtain medical attention needed to recover from physical or psychological injury or disability caused by the domestic violence, sexual violence, abuse or stalking;
 - Obtain services from a domestic or sexual violence program or victim services organization;
 - Obtain psychological or other counseling;
 - Relocate or take other steps secure an existing home; or
 - Obtain legal services (e.g., preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse or stalking).

A family member includes:

- A child, regardless of age (including a biological, adopted, foster or stepchild; a legal ward; a child of a domestic partner; a child to whom the employee stands in loco parentis; or an individual for whom the employee stood *in loco parentis* when the individual was a minor);
- A parent of the employee or the employee's spouse or domestic partner (including a biological, adoptive, foster or stepparent; a legal guardian; or a person who stood *in loco parentis* when the employee or the employee's spouse or domestic partner was a minor);
- A spouse or registered domestic partner;
- A grandparent, grandchild or sibling of the employee or the employee's spouse or domestic partner (whether a biological, adoptive, foster or step relationship); and
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Requesting Paid Sick Time / Documentation

When the need for paid sick time is foreseeable, employees must make a good-faith effort to provide advance notice to their Human Resources representative orally, in writing, or electronically and schedule their absences in a way that does not unduly disrupt the Company's operations. For unforeseeable absences, employees must contact their Human Resources representative orally, in writing, or electronically. If possible, a request must include the absence's expected duration.

For absences of three or more consecutive workdays, the Company reserves the right to request reasonable documentation demonstrating paid sick time was used for a qualifying reason.

Rate of Pay for Paid Sick Time

Employees will be paid their normal hourly rate when accrued paid sick time is used for a lawful purpose.

Separation From Employment

Compensation for accrued and unused paid sick time will not be provided upon separation from employment for any reason. If an employee is rehired by the Company within nine months of separation from employment, previously accrued but unused paid sick time will be immediately reinstated and the employee may use that time immediately.

Employees who transfer internally within the Company keep all accrued and unused paid sick time.

Confidentiality

The Company will, in accordance with applicable federal, state or municipal law, treat as confidential health information or information pertaining to domestic violence, sexual violence, abuse or stalking pertaining to the employee or employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or municipal law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state and municipal medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company prohibits discrimination and/or retaliation against employees for requesting or using paid sick time for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any paid sick leave law, or informing any person of their potential rights under the law.

Military Leave

Employees who are called to active state duty, or to attend camps, maneuvers, formations or armory drills, as a member of the armed forces of Arizona or of any other state, including the National Guard, or the US Armed Forces Reserves, are entitled to the same rights, privileges, benefits and protections as employees who are called to action to serve in the US military. Accordingly, employees called to active state duty or

training by competent orders of any state or the United States are entitled to a leave of absence in accordance with the Military Leave Policy set forth in the Company's National Handbook.

Within the timeframes provided by law, an employee taking military leave must provide their supervisor notice of the intent to return to work after serving in the uniformed services in order to be eligible for reinstatement. Employees returning from military leave are entitled to all the rights and benefits they would have had if they had remained continuously employed. In addition, employees returning from military leave will have the same reemployment rights as if called to active duty in the US military.

If you are a past or present member of the uniformed service, have applied for membership in the uniformed service, or are obligated to serve in the uniformed service, you have the right to be free from discrimination based on such status. Employees who believe they have been discriminated against based on this status should follow the complaint procedure set forth in the Company's National Handbook.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror. In addition, employees will not lose seniority or precedence while serving on a jury and will be reinstated to the same position or to a higher position commensurate with the employee's ability and experience in accordance with seniority or precedence.

Time spent engaged in attending court for prospective jury service or for serving as a juror will be unpaid, except that exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees will not be required to use sick leave or vacation for time spent responding to a summons and/or subpoena, for participating in the jury selection process, or for serving on a jury, although employees may be permitted to do so.

The Company may require that employees submit a copy of the summons to serve on the jury and/or proof of service upon completion of jury duty.

Employees are expected to return to work if they are excused from jury duty during regular working hours.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

If an employee's shift starts less than three hours after the polls open and ends less than three hours before the polls close, he or she may take enough time off from work to vote without loss of pay. The amount of time taken should not exceed what is needed to give the employee a total of three consecutive non-work hours to vote. Any additional time off will be without pay.

Employees must request time off to vote from their supervisor at least one day prior to Election Day so that time off can be scheduled to minimize disruption to normal work schedules.

Crime Victim Leave

Eligible employees may take time off from work to be present at criminal proceedings. An employee is eligible for time off under this policy if the employee is:

A victim of the crime at issue in the proceedings; or

The spouse, parent, child, sibling, grandparent, other relative to the second degree of affinity, or other lawful representative of a victim that was killed or incapacitated.

In addition, an eligible employee may take time off from work to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child.

Employees are ineligible for leave if they are accused of the crime or are in custody for the crime.

Before an employee may be absent from work for this purpose, the employee must provide their supervisor with a copy of the notice of each scheduled proceeding that is provided by the agency responsible for providing notice; a court order to which the employee is subject; or any other proper documentation, unless advance notice is not feasible.

If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable time after the absence.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons.

Employees may use accrued benefits, such as existing vacation time, sick time, personal leave time, or other accrued paid time off, in order to receive compensation during the time taken off from work.

The Company will not refuse to hire, discharge, or otherwise discriminate against an employee or prospective employee for exercising any right to leave work in these circumstances under Arizona law.

WORKPLACE SAFETY AND SECURITY

Smoke-Free Workplace

In accordance with Arizona law, the Company prohibits smoking in enclosed areas of the workplace, including company cars when occupied by more than one person, and in any area that is within 20 feet of an enclosed work area.

Smokers must stay at least 20 feet away from any entrance, window or ventilation system and may not allow smoke to enter any building or other enclosed area.

Employees are directed to report all violations of this policy to their supervisor. No employee will be disciplined or retaliated against for reporting smoking that violates Arizona law or Company policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Arizona law, employees who transport or store firearms that they lawfully possess in their privately-owned vehicles or motorcycles on company property will not be in violation of this policy, provided that the firearm is in a locked vehicle or in a locked compartment on the motorcycle and is not visible from outside of the vehicle or motorcycle.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that using a portable wireless communication device without a hands-free accessory, including for texting, voice communication or e-mail, while driving a motor vehicle is a violation of Arizona law, in addition to being a violation of Company policy. It is also a violation of Arizona law to watch, record or broadcast video while driving.