

# **DAHL**

**IT'S THE PEOPLE.**

**INDIANA 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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# GENERAL INFORMATION

## About This Indiana Supplement

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

The Indiana Supplement applies only to Indiana employees. It is intended as a resource containing specific provisions derived under Indiana 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 Indiana Supplement are different from, or more generous than those in the National Handbook, the policies in the Indiana Supplement will apply.

The Indiana 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 an authorized representative.**

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

## COMMITMENT TO DIVERSITY

### Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Indiana law, which prohibits discrimination and harassment against employees or applicants for employment based on race, religion, color, sex, disability, national origin, ancestry, age (40-74) or veteran 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. The Company also complies with the Indiana law prohibiting termination of an employee because the employee has filed for a protective order or because of the actions of a person against whom the employee has filed a protective order.

### Requests for Pregnancy Accommodation

Employees can request, in writing, an accommodation related to their pregnancy. The Company will respond to such a request within a reasonable time. Employees who wish to request an accommodation for their pregnancy should contact their DAHL representative.

The Company will not discipline, terminate or retaliate against an employee because they have requested or used an accommodation for their pregnancy.

## **PAY PRACTICES**

### **Lactation Accommodation**

The Company will, to the extent reasonably possible, provide employees with the use of a private location, other than a toilet stall, for the employee to express milk during periods away from assigned duties, such as regularly scheduled meal breaks. To the extent reasonably possible, the Company will provide a refrigerator or other cold storage space or allow the employee to provide her own portable cold storage device for storage of expressed milk. Employees should discuss with their DAHL representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to the Company that they intend to use break time for expressing breast milk upon returning to work.

## **TIME OFF AND LEAVES OF ABSENCE**

### **Jury and Witness Duty Leave**

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury or witness service summons or subpoenas, attend court for prospective jury service or serve as a juror or witness in a criminal proceeding. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Employees must provide their supervisor with notice of any jury service summons or witness subpoenas within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror or a witness in a criminal proceeding is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty. Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be asked or required to use any annual, vacation or sick leave during the absence, although employees may be permitted to do so.

### **Military Family Leave**

The Company provides eligible employees with up to 10 working days of unpaid leave during a calendar year. Employees are eligible for leave under this policy if they: (1) have been employed by the Company for at least 12 months; (2) have worked at least

1,500 hours at the Company in the last 12 months; and (3) are a spouse, parent, grandparent, child or sibling of a person who is ordered to full-time active duty in the United States Armed Forces or the Indiana National Guard for a period that exceeds 89 consecutive calendar days.

For purposes of this policy, parent, grandparent, child and sibling all include biological, adoptive, foster or step-relative relationships. Additionally, parent includes a court-appointed guardian or custodian.

Employees will not receive additional leave under this policy if more than one relative is ordered to active duty.

Leave may be taken during the 30 days before or after the family member's active duty orders are in effect or when the family member is on leave while active duty orders are in effect. Leave taken under this policy must be taken in increments of at least one day.

Upon returning from leave, employees will be reinstated to the position held prior to taking leave or an equivalent position, unless the employee would have otherwise been terminated for a reason unrelated to the leave.

Employees wishing to take leave under this policy must provide written notice to a DAHL representative at least 30 days before the date on which they intend to begin leave, unless the active duty orders were issued to the employee's family member less than 30 days before the date the requested leave is to begin. The notice must include a copy of the active duty orders if available. The Company may also require verification of the employee's eligibility for the leave. Employees who refuse or fail to provide verification upon request may have their absence considered unexcused.

Employees taking leave under this policy will be permitted to continue their health care benefits at their own expense.

Employees will not be required to use any paid medical or sick leave during the time off.

## **Military Leave**

### ***Leave for National Guard Members***

Indiana regular full-time or part-time employees who are members of the Indiana National Guard or of the National Guard of another state, military reserve components or retired personnel of the United States naval, air or ground forces will be granted a leave of absence for the duration of any active state duty. This leave is in addition to any vacation entitlement.

Employees who are members of the Indiana National Guard or the National Guard of another state and are ordered to training or duty under federal law or state active duty are also entitled to the rights, privileges and responsibilities with respect to employment that are set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). National Guard members ordered to active duty for at least 30

consecutive days are also entitled to the rights, benefits and protections of the federal Soldiers' and Sailors' Civil Relief Act. Accordingly, if eligible employees are called to active duty, they are entitled to a leave of absence in accordance with the Military Leave policy set forth in the National Handbook.

Leave under this policy will be unpaid, except that exempt employees will not incur any reduction in pay for a partial week's absence.

### ***Military Training Leave for Reserve Members***

Regular full-time or part-time employees who are reserve members of the United States armed forces are entitled to a leave of absence of up to 15 days per calendar year to attend military training. Employees must provide evidence of their departure and return date for purposes of military training 90 days before the departure date and provide evidence of satisfactory completion of the training.

Employees who take leave under this policy and remain qualified for their job will be restored to the previous position or a similar position with the same status and pay. Seniority will continue to accrue during a leave of absence for military training, and the leave will not affect the employee's right to receive vacation, sick leave or other advantages of the employee's position.

Leave under this policy will be unpaid, except that exempt employees will not incur any reduction in pay for a partial week's absence.

### ***Requesting Leave***

Employees should contact a DAHL representative for more information.

### **Civil Air Patrol Leave**

The Company will not discipline eligible employees who are members of the Indiana wing of the civil air patrol for absences related to engaging in emergency service operations that began before the employee's scheduled work time, or for leaving work early to engage in emergency service operations. Employees who have already reported for work must secure authorization from their DAHL representative before leaving the workplace.

To be eligible for leave under this policy, employees must notify the Company in writing that they are a member of the civil air patrol and not have that notification rejected by the Company. The Company may reject an employee's notice if the employee is considered an essential employee. If the Company rejects the employee's notification, the employee must promptly notify the commander or other officer in charge.

The Company may require that an employee provide a written statement from the civil air patrol commander or other officer in charge, documenting that the employee was engaged in emergency service operations at the time of the absence.

Leave under this policy will be unpaid, except that exempt employees may be paid, as required by law.

## **Mobile Support Unit Leave**

Employees who are members of an Indiana mobile support unit created by the Executive Director of the Department of Homeland Security are eligible for a paid leave of absence for the length of the employee's mobile support unit service. Employees who are selected to serve in an Indiana mobile support unit must provide advance written notice of their selection and the need for leave to their DAHL representative prior to the date of their leave. The written notice should indicate the purpose (training, an exercise or a response upon orders of the governor) and the expected duration of the employee's term of duty. Employees whose term of duty is renewed should provide notice of the renewal to their DAHL representative as soon as practicable.

The Company will not discipline or terminate employees who serve as a member of a mobile support unit.

## **Volunteer Emergency Responder Leave**

The Company will not discipline eligible employees who are volunteer firefighters or volunteer emergency medical services association members for:

- Being absent from work in order to respond to a fire or emergency call received by the employee before they were scheduled to report for work;
- Leaving work to respond to a fire or emergency call provided the employee's supervisor has authorized the employee to leave work in such situations; or
- For an injury sustained while engaged in emergency firefighting or other emergency response activity or for an absence lasting six months or less that arises from such an injury.

To be eligible for leave under this policy, employees must provide advance written notice to their DAHL representative that they are volunteer firefighters or volunteer emergency medical services association members and not have that notice rejected by the Company. The Company may reject an employee's notice if the employee is essential to the Company's day-to-day business operations and the employee's absence is likely to cause a financial loss. If the Company rejects an employee's notice, the employee must promptly notify the fire chief or other officer in charge of the volunteer fire department or volunteer emergency medical services association. An employee whose notification has been rejected and who misses work due to an emergency situation, may be disciplined for the absence(s).

The Company may also request a written statement from the employee's officer or supervisor of the time, date and employee's response to the emergency. Employees may also need to provide medical evidence documenting treatment for injuries at the



time of the absence and the connection between the injury and the employee's emergency firefighting or other emergency response activities, if applicable.

Time off under this policy will be unpaid except that exempt employees may be paid, as required by law.

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace and within eight feet of any public entrance to a place of employment. Employees wishing to smoke must do so outside company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their DAHL representative. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

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

### **Cell Phone Use / Texting While Driving**

As is set forth in the National Handbook, the Company prohibits employees from using handheld cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that it is unlawful in Indiana for a driver to hold or use a telecommunications device (except in hands-free mode or through voice-operated technology) while operating a motor vehicle.

### **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 Indiana law, the Company permits employees who lawfully possess firearms or ammunition to store their firearms or ammunition inside the locked trunk or glove compartment of the employee's privately owned vehicle, or otherwise out of plain sight in the employee's locked, privately owned vehicle in the Company's parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others.

