

DAHL

IT'S THE PEOPLE.

**MINNESOTA 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 1

 About This Minnesota Supplement..... 1

COMMITMENT TO DIVERSITY..... 1

 Equal Employment Opportunity 1

 Pregnancy Accommodation..... 2

 Wage Disclosure Protection 2

GENERAL EMPLOYMENT PRACTICES..... 2

 Access to Personnel Files 3

PAY PRACTICES..... 3

 Lactation Accommodation 3

 Meal and Rest Breaks 3

 Minimum Wage Rights for St. Paul Employees 4

TIME OFF AND LEAVES OF ABSENCE 4

 Pregnancy and Parenting Leave 4

 Adoption Leave..... 5

 Sick and Safety Leave..... 5

 Sick and Safe Time (St. Paul)..... 6

 Sick and Safe Time (Minneapolis) 9

 Paid Sick and Safe Time (Duluth)..... 13

 Military Leave 16

 Family Military Leave..... 16

 Civil Air Patrol Leave 17

 Bone Marrow Donor Leave..... 17

 Quarantine Leave 18

Jury Duty Leave.....	18
Crime Victim and Witness Leave.....	18
Time Off to Obtain a Restraining Order	19
Time Off to Vote	19
Political Leave	19
Election Judge Leave	20
Legislative Leave.....	20
School Activities Leave.....	20
SAFETY AND SECURITY.....	20
Smoke-Free Workplace.....	20
Cell Phone Use / Texting While Driving.....	21
Weapons in the Workplace.....	21

GENERAL INFORMATION

About This Minnesota Supplement

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

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

The Minnesota 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 and 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 Minnesota law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related disabilities), marital status, familial status (including status as a family caregiver), sexual orientation (including actual or perceived sexual orientation and gender identity), status with respect to public assistance membership or activity in a local commission, disability, military status, the use of lawful products (e.g. tobacco products) off company premises during nonworking hours, genetic information, and age (over 18).

The Company also complies with the Minnesota law prohibiting discrimination against employees because they decline to contribute or donate to charities or community organizations and the law prohibiting discrimination based on an employee’s wages being subject to garnishment. The Company will not tolerate discrimination or

harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Pregnancy Accommodation

The Company will provide employees with reasonable accommodations for health conditions related to pregnancy or childbirth.

Employees may request reasonable accommodations, such as temporary transfer to a less strenuous or hazardous position and limits to heavy lifting. The following reasonable accommodations will be provided upon request and without medical certification: (1) more frequent restroom, food and water breaks; (2) seating; and/or (3) limits on lifting over 20 pounds. For all other requests for reasonable accommodation, an employee must obtain the advice of her licensed health care provider or certified doula, and the request need not be granted if it would impose an undue hardship on the operation of the Company's business.

A reasonable accommodation does not require the Company to create a new or additional position, terminate any other employee, transfer any other employee with greater seniority or promote any employee.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their DAHL representative. The Company will not discriminate or retaliate against employees because they request or make use of accommodations in accordance with this policy. This policy does not limit a pregnant employee's rights under any other policy or laws protecting gender, pregnancy, childbirth or health conditions related to pregnancy or childbirth.

Wage Disclosure Protection

No employee will be prohibited from disclosing the amount of their own wages or discussing another employee's wages. The Company will not take any adverse employment action against an employee because the employee makes such a disclosure, engages in such discussion, or asserts any rights under this policy.

Nothing in this policy will be construed to require an employee to disclose their wages to anyone. Moreover, this policy does not permit the disclosure of any proprietary information, trade secret, or information that is otherwise subject to a legal privilege or protected by law, without the express written consent of management; nor does it condone the disclosure of protected information concerning other employees to a competitor where prohibited by policy or contract. An employee may bring a civil action for a violation of this policy seeking any of the remedies available under the Minnesota Wage Disclosure Protection Law, including if appropriate, reinstatement, back pay, restoration of service credit, and expungement of adverse employment records.

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Employees may review or obtain a copy of their personnel file once per six-month period, by submitting a written request to their DAHL representative. The review will take place in the presence of a company representative, at the employee's place of employment or a reasonably nearby location, and during normal business hours. Upon separation from employment, employees may obtain a copy of their personnel file once each year after separation for as long as the personnel record is maintained.

The following records are not subject to inspection: written references or letters of recommendation; certain information pertaining to a criminal or civil investigation; certain protected educational records; results of employer testing (except for cumulative scores); medical records; information relating to the Company's salary system and staff planning; certain information relating to other people, including co-workers; and certain privileged information.

Employees who disagree with any of the information contained in their personnel file should notify their DAHL representative. If an employee and the Company cannot agree to remove or correct the specified information, the employee may submit a written statement, not to exceed five pages in length, explaining the employee's position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party.

PAY PRACTICES

Lactation Accommodation

The Company will provide reasonable paid break times each day to accommodate an employee desiring to express breast milk during the twelve months following the birth of the employee's child. If possible, the break time should run concurrently with rest and/or meal breaks.

The Company will make reasonable efforts to provide a private location that is not a toilet stall and that has access to an electrical outlet for employees to express milk. Employees should discuss with their DAHL representative the location to express breast milk and to store expressed milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Meal and Rest Breaks

Nonexempt employees who work eight or more consecutive hours will be provided a 30-minute meal break. During the break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid.

Employees will be provided adequate time to use the nearest convenient restroom during each consecutive four-hour period of work.

Employees who are unable to take all of the meal or rest breaks to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify a DAHL representative.

All nonexempt employees must record their meal breaks.

Minimum Wage Rights for St. Paul Employees

Employees who work within the City of St. Paul, Minnesota are generally entitled to earn at least the minimum wage rate required under the City's Minimum Wage Ordinance ("MWO") for time spent working in the City. The MWO applies to employees working within the City limits for at least two hours in a one week period, regardless of their immigration status.

Employees who have questions about this policy or their pay should contact Human Resources. The Company will not retaliate against employees or tolerate retaliation against employees because they request payment of the minimum wage or report a violation of the MWO. Employees have the right to report a violation of the MWO to the City of Saint Paul's Department of Human Rights & Equal Economic Opportunity, Labor Standards Education and Enforcement Division, if they: have been denied payment of the required minimum wage and/or have been retaliated against for requesting payment of the minimum wage or reporting a violation of the MWO.

TIME OFF AND LEAVES OF ABSENCE

Pregnancy and Parenting Leave

Eligible employees will be allowed up to 12 weeks of unpaid pregnancy or parenting leave in accordance with the Minnesota Pregnancy and Parenting Leave Act (MPPLA). Eligible employees are those who have worked for the Company for at least 12 months immediately preceding the request for leave and who worked an average of at least one-half of a full-time schedule during the 12 month period immediately preceding the leave.

MPPLA leave is available to biological or adoptive parents in conjunction with the birth or adoption of a child. A "child" is a person under the age of 18 or under the age of 20 but still attending a secondary school. The leave must begin within 12 months of the birth or adoption of the employee's child, or if the child remains in the hospital longer than the mother, within 12 months after the child leaves the hospital.

MPPLA leave is also available to female employees for prenatal care or for incapacity due to pregnancy, childbirth or related health conditions and will begin at a time requested by the employee.

Where both the federal Family and Medical Leave Act (FMLA) and MPPLA apply, the leave provided by each will count against the employee's entitlement under both laws. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The amount of pregnancy or parenting leave will be reduced by any company-provided paid leave, including disability, personal, medical or sick leave or accrued vacation time, so the total leave (pregnancy/parenting plus paid leave) is not more than 12 weeks.

The Company will continue to make insurance coverage under any group insurance policy, group subscriber contract or healthcare plan available to the employee and the employee's dependents on the same basis as if the employee were not on leave. However, during the leave period, employees will be required to pay the full cost of coverage, including any contributions formerly paid by the Company when the employee was not on leave.

Employees must notify their DAHL representative of the date and duration of the requested leave no later than two weeks before the commencement of the leave. Employees returning from a leave lasting longer than one month must notify their DAHL representative at least two weeks prior to the anticipated return date.

Upon return, employees will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours and pay. Employees may be permitted to return to employment on a part-time basis during the leave period. Employees wishing to return on a part-time basis should contact their DAHL representative.

The Company will not retaliate against an employee for requesting or taking a pregnancy or parenting leave of absence in accordance with this policy.

Adoption Leave

Employees who are adoptive parents will be permitted to take up to four weeks of leave for the adoption of a child. Leave may begin before or at the time the child is placed in the home and can be for the purpose of arranging for the child's placement or caring for the child after placement.

For further information or to request leave under this policy, contact a DAHL representative.

Sick and Safety Leave

Employees may use accrued, available sick leave benefits provided by the Company (but not short or long-term disability or other salary continuation benefits) for absences

due to the illness or injury of a covered relative, on the same terms that the employee is able to use sick leave for the employee's own illness or injury. Employees may also use accrued, available sick leave benefits for the purpose of obtaining assistance because of sexual assault, domestic abuse or stalking or providing such assistance to a relative (“Safety Leave”).

Covered relatives include the employee’s: minor child (age 18 and under or age 20 and under and still in secondary school); adult child; spouse, including a same-sex spouse; sibling; parent, stepparent or parent-in-law; grandparent; and grandchild. For purposes of this policy, a “child” or “grandchild” also includes an employee’s step, biological, adopted or foster child or grandchild.

The use of sick leave for Safety Leave and for absences due to an illness or injury of an employee's adult child, spouse, sibling, parent, stepparent or parent-in-law, grandchild or grandparent is limited to 160 hours in any 12-month period. This restriction does not apply to absences due to the illness or injury of an employee’s minor child.

Upon return from leave, employees will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours and pay. Employees may be permitted to return to employment on a part-time basis during the leave period. Employees wishing to return to work on a part-time basis should contact their DAHL representative.

Employees with questions or concerns regarding this policy or who would like to request a leave of absence should contact their DAHL representative. The Company will not discriminate or retaliate against employees because they request or take accrued, available sick leave in accordance with this policy.

Sick and Safe Time (St. Paul)

The Company provides eligible employees with sick and safe time pursuant to the St. Paul Earned Sick and Safe Time (ESST) Ordinance. The guidelines in this policy do not supersede federal, state or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA) or the Minnesota Parental Leave Act (MPLA), leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA) or the Minnesota Human Rights Act (MHRA), or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

Eligible Employees

Employees are eligible to accrue sick and safe time if they work for the Company at least 80 hours in a year within the geographic boundaries of St. Paul.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on July 1, 2017, or their first day of employment, whichever is later. Employees accrue one hour of paid sick and safe time for every 30 hours worked, up to a maximum of 48 hours in a consecutive 12-month period which is based on an employee's employment anniversary date year. Accrual rates do not apply to hours worked before July 1, 2017.

An employee's total amount of accrued but unused sick time cannot exceed 80 hours.

Eligible employees may not use accrued sick and safe time until the employee's 90th calendar day of employment. Thereafter, they may use time as it accrues.

Employees may use sick and safe time in one hour increments.

Reasons Sick and Safe Time May Be Used

Sick and safe time may be used for the following reasons:

- The employee's own mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury or health condition; who needs medical diagnosis, care or treatment; or who needs preventive care;
- Absences due to domestic abuse, sexual assault or stalking of the employee or the employee's family member to:
 - Seek medical attention;
 - Obtain services from a victim-services organization;
 - Obtain psychological or other counseling;
 - Relocate; or
 - Seek legal advice or take legal action (e.g., prepare for or participate in a civil or criminal legal proceeding);
- The closure of the employee's workplace or a family member's school or place of care by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency; and
- The closure of a family member's school or place of care due to inclement weather; loss of power, heating, or water; or other unexpected closure.

Eligible family members include the following:

- A child (including a biological, adopted or foster child; stepchild; and adult child);
- A spouse or registered domestic partner;
- A sibling;
- A parent (including a biological parent, stepparent and parent-in-law);
- A grandchild;
- A grandparent; and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Requesting Sick and Safe Time/Documentation

Sick and safe time will be provided upon an employee's request. If possible, the request must include the absence's expected duration. Requests should be made by email to the DAHL representative. If the need for sick and safe time is unforeseeable, the employee must provide notice as soon as practicable. Employees are not required to disclose the specific nature of the illness or specific reason for seeking safe time.

If sick and safe time is used for more than three consecutive days that the employee is scheduled to work, or if the employee has exhibited a pattern of abusing sick and safe time, the Company may require that the employee provide reasonable documentation that the sick and safe time is being used for a qualifying reason. Reasonable documentation for sick time includes any documentation that indicates the employee sought and received medical treatment (e.g., a doctor's note). Employees are responsible for the cost of such documentation not covered by insurance or any other benefit plan. Employees will be allowed at least 14 days from the date of their return to work to obtain such documentation. Reasonable documentation for safe time must communicate that the employee or the employee's family member is experiencing domestic violence, sexual assault or stalking and that the leave was taken for a qualifying purpose. This may include a police report, court order or an employee's written statement.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate (or an equivalent rate for salaried employees). If an employee's hourly rate varies, the employee will be paid sick and safe time according to what their rate would have been during the scheduled time. However, if an employee uses ESST for scheduled overtime, the Company is not obligated to pay the employee at the overtime rate.

Sick and safe time will be paid on the date the employee would have been paid for work had they not used sick and safe time.

When calculating an employee's hourly rate, lost tips or lost commissions are excluded.

Employees will be paid only for the hours they are scheduled to work.

Carryover

Accrued but unused sick and safe time can be carried over from year to year. However, the total amount of accrued and unused time may not exceed 80 hours at any time.

Separation From Employment or Transfer

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 calendar days of separation from employment, previously accrued but unused

sick and safe time will be immediately reinstated. The employee may immediately use this time and accrue additional time. In addition, the employee's hours worked before being separated count in determining the employee's eligibility to use accrued sick and safe time.

If an employee is transferred within the Company to a location outside of St. Paul, the Company will maintain the employee's accrued sick and safe time on its books for three years from the date of the transfer. An employee who transfers back to St. Paul within three years is entitled to all of their previously accrued but unused sick and safe time.

Confidentiality

The Company will, in accordance with applicable federal, state or municipal law, treat as confidential health or medical information or information pertaining to domestic violence, sexual assault 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 DAHL representative for information about other federal, state and municipal medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against, tolerate retaliation or discrimination against, or restrain or interfere with any employee who, in good faith, exercises or attempts to exercise their rights under the ESST.

Sick and Safe Time (Minneapolis)

The Company provides eligible employees with sick and safe time pursuant to the Minneapolis Sick and Safe Time Ordinance (MSSTO). The guidelines in this policy do not supersede federal, state or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA) or the Minnesota Parental Leave Act (MPLA), leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA) or the Minnesota Human Rights Act (MHRA), or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

Eligible Employees

All employees are eligible to accrue sick and safe time if they work at least 80 hours within the geographic boundaries of Minneapolis per consecutive 12-month period.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on July 1, 2017, or their first day of employment, whichever is later. Employees accrue one hour of paid sick and safe time for every 30 hours worked in Minneapolis, up to a maximum of 48 hours in a benefit year.

Employees accrue sick and safe time in one-hour increments and may not accrue in any fraction of an hour.

For accrual purposes, salaried exempt employees are assumed to work 40 hours per workweek. If an employee normally works fewer than 40 hours, then accrual will be based on the employee's normal workweek. Non-exempt employees accrue sick and safe time based on all hours worked, including overtime hours worked. Sick and safe time does not accrue when an employee is not working, such as when an employee is on vacation or out sick.

Eligible employees may not use accrued sick and safe time until the employee's 90th calendar day of employment. Thereafter, employees may use the time as it accrues. Employees may only use accrued sick and safe time when they are scheduled to perform work within the city limits of Minneapolis.

An employee's total amount of accrued but unused sick and safe time cannot exceed 80 hours.

Employees may use sick and safe time in one hour increments.

If an employee calls in and requests a shift occurring within 24 hours of a shift start, the use of sick or safe time to cover that shift may be denied.

Reasons Sick and Safe Time May Be Used

Sick and safe 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 for medical diagnosis, care or treatment; or need for preventive care;
- Absences due to domestic abuse, sexual assault or stalking of the employee or the employee's family member to:
 - Obtain services from a victim services organization;
 - Obtain psychological, medical or other counseling;
 - Relocate or make other safety plans; or

- Take legal action (e.g., prepare for or participate in a civil or criminal legal proceeding, or seek a restraining order);
- The closure of the employee's workplace or a family member's school or place of care by order of a public health official to limit exposure to an infectious agent, a biological toxin or hazardous material or other public health emergency; and
- The closure of a family member's school or place of care due to inclement weather or loss of power, heating or water or other unexpected closure.

Eligible family members include:

- A child (including a biological, adopted or foster child; stepchild; and adult child);
- A spouse;
- A registered domestic partner, as defined under Minnesota law;
- A sibling;
- A parent (including a stepparent and parent-in-law);
- A grandchild;
- A grandparent;
- A guardian;
- A ward; and
- A current member of the employee's household.

Employees are not required to find an employee to cover their work when they take sick and safe time.

Requesting Sick and Safe Time/Documentation

When the need for sick and safe time is foreseeable, employees must provide seven days' notice of the need for sick and safe time. If the need for sick and safe time is unforeseeable, employees must provide notice as soon as practicable. To provide notice of the need to use sick and safe time, employees should contact their DAHL representative.

If sick and safe time is used for more than three consecutive days, the Company requires that employees provide supporting documentation that the sick and safe time was used for a covered purpose.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate, or the state's minimum wage, whichever is greater. The employee's normal hourly rate does *not* include

- Tips;
- Commissions;
- Reimbursement for expenses incurred on the Company's behalf;
- Premium payments for overtime work or work on Saturdays, Sundays, holidays or scheduled days off, if the premium rate is at least one-and-one-half times the normal rate;

- Bonuses;
- Cash or other valuables in the nature of gifts on special occasions;
- Payments made under a *bona fide* profit-sharing plan or trust or *bona fide* thrift or savings plan; or
- Contributions irrevocably made by an employer to a trustee or third person under a *bona fide* plan for providing old-age, retirement, life, accident or health insurance or similar benefits for employees.

Employees will only be paid for the hours they are scheduled to work. Sick and safe time will be compensated in the same manner and at the same time as the employee would have received compensation if they had worked.

Carryover

Accrued but unused sick and safe time can be carried over from year to year. However, the total amount of accrued and unused time may not exceed 80 hours at any time.

Separation From Employment or Transfer

Compensation for accrued and unused sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 days of separation from employment, previously accrued but unused sick and safe time will be immediately reinstated and available for use. The employee may also immediately begin accruing additional time if the accrued unused time is less than 80 hours.

If an employee is transferred within the Company to a location outside of Minneapolis, the Company will maintain the employee's accrued sick and safe time on its books for three years from the date of the transfer. An employee who transfers back to Minneapolis within three years is entitled to all of their previously accrued but unused sick and safe 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 assault or stalking pertaining to the employee or the employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law or by a court or administrative agency.

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 DAHL representative for information about other federal, state and municipal medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against, tolerate retaliation or discrimination against, or restrain or interfere with any employee who in good faith exercises or attempts to exercise their rights under the MSSTO.

Paid Sick and Safe Time (Duluth)

The Company provides eligible employees with sick and safe time in accordance with the Duluth Earned Sick and Safe Time Ordinance (DESSTO).

Eligible Employees

All employees, including full-time and part-time employees, are generally eligible to accrue sick and safe time, if they either: 1) spend more than 50% of their working time in Duluth in a 12-month period; or 2) are based in Duluth and spend a substantial part of time working in Duluth and do not spend more than 50% of work time in a 12-month period in any other particular place. Eligible employees do not include seasonal employees or student interns. A seasonal employee is one who works less than 10 months in a year and is expected to return to work from year to year.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on January 1, 2020, or their first day of employment, whichever is later. Employees accrue one hour of paid sick and safe time for every 50 hours worked, up to a maximum of 64 hours in a consecutive 12-month period.

Eligible employees may not use accrued sick and safe time until their 91st calendar day of employment. Thereafter, they may use time as it accrues. Employees' use of paid sick and safe time is limited to 40 hours per year.

Employees must use at least one hour of accrued sick and safe time for a covered absence.

Employees are not required to search for or find an employee to cover their work when they take paid sick and safe time.

Reasons Sick and Safe Time May Be Used

Sick and safe time may be used for the following reasons:

- The employee's own mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury or health condition; who needs medical diagnosis, care or treatment; or who needs preventive care;

- Lost work hours due to closure of the employee's place of employment for public health reasons;
- To provide or receive assistance related to the domestic abuse, sexual assault or stalking of the employee or a family member, including:
 - Obtaining medical and psychological counseling;
 - Relocating;
 - Seeking victim services;
 - Safety planning;
 - Seeking a restraining order or legal counsel; or
 - Participating in a legal proceeding or filing a police report.

Eligible family members include the following:

- A child, regardless of age (including a biological, adopted or foster child; stepchild; and legal ward or child for whom the employee is a legal guardian);
- A spouse or registered domestic partner;
- A sibling (including a step-sibling or foster sibling);
- A parent (including a biological parent, stepparent and parent-in-law);
- A grandchild (including a foster or step grandchild);
- A grandparent (including a foster or step grandparent); and
- Any individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Requesting Sick and Safe Time/Documentation

Requests for sick and safe time should be made by email to the DAHL Representative. Where possible, the request should include the expected duration of the absence. If the need for sick and safe time is unforeseeable, the employee or an individual acting on the employee's behalf must provide notice as soon as practicable.

If sick and safe time is used for more than three consecutive days that the employee is scheduled to work, the Company may require that the employee provide reasonable documentation that the sick and safe time is being used for a qualifying reason. Reasonable documentation for sick time includes any documentation that indicates the employee sought and received medical treatment (e.g., a doctor's note). Reasonable documentation related to an employee or family member experiencing domestic violence, sexual assault or stalking includes a police report, court order or a written statement from the employee.

If an employee anticipates that providing required documentation will create an unreasonable burden or expense, the employee can provide an oral or written explanation of why the absence was a permissible use of paid sick and safe time and how the required verification creates an unreasonable burden or expense for the employee.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate (or an equivalent rate for salaried employees). However, if an employee uses paid sick and safe time for scheduled overtime, the Company is not obligated to pay the employee at the overtime rate.

When calculating an employee's hourly rate, lost tips or lost commissions are excluded.

Employees will be paid only for the hours they are scheduled to work.

Carryover

Employees who have accrued, unused paid sick and safe time remaining at the end of every year may carry over up to 40 hours from one year to the next.

Separation From Employment

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 calendar days of separation from employment, previously accrued but unused sick and safe time will be immediately reinstated. The employee may immediately accrue additional time and use any accrued sick and safe time.

Confidentiality

The Company will, in accordance with applicable federal, state or local law, maintain the confidentiality of information provided by an employee or others in support of an employee's request for sick and safe time, including: health information; the fact that an employee or a covered family member is a victim of domestic abuse, sexual assault or stalking; the fact that an employee has requested or obtained leave under the DESSTO; and any written or oral statement, documentation, record or corroborating evidence provided by the employee. Such information will not be released without the employee's express permission, unless otherwise required by law or court order.

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 DAHL representative for information about other federal, state and municipal medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against or tolerate retaliation or discrimination against any employee because the employee: requests or uses paid sick and safe time; provides information to another employee about the DESSTO or otherwise assists another employee in trying to use paid sick and safe time; makes a complaint to the Company or a government agency about paid sick and safe time; or otherwise exercises or attempts to exercise rights under the DESSTO. Employees have a right to file a written complaint with the city clerk if they believe earned sick and safe time as required by the DESSTO is denied or if they believe they have been retaliated against for requesting or taking earned sick and safe time.

Military Leave

In addition to the rights set forth in the National Handbook, employees who are members of the military or naval forces of the United States or Minnesota will be allowed an unpaid military leave of absence when called to active state or federal military service during time of war or emergency.

The Company will reinstate employees returning from military leave to the same position or a position of like seniority, status and pay, provided that the:

Leave does not exceed four years, unless a period of additional service is imposed by law;

Employee is not precluded by mental or physical disability from performing the duties of the position;

Employee provides a certificate of honorable discharge or other Official document that shows satisfactory completion of service; and

Employee applies to the Company within 90 days of discharge from actual service or from hospitalization for a service-connected injury (so long as recuperation has not taken more than one year).

Upon reinstatement, employees will have the same rights with respect to accrued and future seniority status, efficiency rating, vacation, sick leave and other benefits as if they were actually employed during the time of military leave.

The Company will not terminate an employee who is returning from military leave with the United States armed forces, without cause, within one year following the date of reemployment.

The Company will not discriminate or retaliate against an employee because the employee takes a leave of absence in accordance with this policy.

Family Military Leave

Employees will be given time off to attend a send-off or homecoming ceremony for an immediate family member who is a member of the United States armed forces and has been ordered into active service in support of a war or other national emergency, unless the time off would unduly disrupt the operations of the Company. For purposes of this

leave, "immediate family member" means an employee's grandparent, parent, legal guardian, sibling, child, spouse, fiancé or fiancée. The time off will be limited to the actual time necessary to attend the send-off or homecoming ceremony for the mobilized service member, not to exceed one day in any calendar year.

Additionally, employees who are the spouse, parent or child of a member of the United States or state military forces will be allowed a reasonable amount of unpaid time off, not to exceed two consecutive days or six days in a calendar year, to attend:

The departure or return ceremonies for deploying or returning military personnel or units; Family training or readiness events sponsored or conducted by the military; and Events held as part of official military reintegration programs. Employees must provide reasonable notice when requesting time off for these purposes. Employees will not be required to use vacation time.

Employees will also be allowed a leave of absence of up to 10 working days in the event that an immediate family member is injured or killed while engaged in active service as a member of the United States armed forces. For purposes of this leave, "immediate family members" include an employee's parent, child, grandparent, sibling or spouse. Employees must give as much notice to the Company as practicable of the intent to take this leave. The Company may require employees to use any available paid leave.

Where applicable and allowed by applicable law, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (FMLA).]

All leave under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law. The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy. Employees wishing to request a leave of absence should contact their DAHL representative].

Civil Air Patrol Leave

Eligible employees will be allowed an unpaid leave of absence to serve as a member of the Civil Air Patrol upon request and under the authority of the state or any of its political subdivisions, unless the leave would unduly disrupt the operations of the Company.

Eligible employees are those who work for the Company an average of 20 or more hours per week.

Bone Marrow Donor Leave

Employees who work an average of 20 hours or more per week will be allowed a paid leave of absence to undergo a medical procedure to donate bone marrow. The length of the leave may not exceed 40 work hours.

To qualify for this leave, employees must submit verification from a physician detailing the purpose and length of the leave requested. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence provided to the employee prior to that medical determination will not be forfeited.

The Company will not retaliate against an employee for requesting or obtaining leave under this policy.

Quarantine Leave

The Company will not terminate, discipline, threaten or otherwise penalize an employee who is absent from work as a result of being isolated or quarantined due to an illness caused by bioterrorism or certain communicable diseases for up to 21 consecutive workdays.

The Company will not retaliate against employees for requesting or obtaining a leave of absence under this policy.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or 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 request or take leave in accordance with this policy.

Employees should provide their supervisor with notice of any jury summons or subpoena 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 is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Crime Victim and Witness Leave

Employees who are crime witnesses or crime victims and who are subpoenaed or requested by a prosecutor to attend court for the purpose of giving testimony in a criminal proceeding will be given reasonable time off from work to do so.

Additionally, employees will be allowed reasonable time off from work to attend criminal proceedings related to a violent crime, if they are: (1) the victim of the crime; (2) the spouse or next of kin of the victim or (3) the family member, guardian or custodian of a minor, incompetent, incapacitated or deceased individual who was the victim.

Employees seeking leave under this policy must provide 48 hours' advance notice unless it is impracticable or an emergency prevents them from doing so. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay except that exempt employees will receive pay when required under applicable law.

The Company will maintain as confidential information related to an employee's leave under this policy.

Time Off to Obtain a Restraining Order

Employees who are the victim of harassment or physical or sexual assault will be allowed reasonable time off from work to obtain or attempt to obtain a restraining order.

If practicable, employees seeking leave under this policy must provide 48 hours' advance notice except in cases of imminent danger to the health or safety of the employee or the employee's child. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay except that exempt employees will receive pay when required under applicable law.

The Company will maintain as confidential information related to an employee's leave under this policy.

Time Off to Vote

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

Employees who are eligible to vote may take the necessary amount of time off to appear at the employee's polling place, cast a ballot and return to work. Time off is paid and may be taken to vote in any regularly scheduled state primary or general election, an election to fill a vacancy in the office of a United States senator or United States representative, or an election to fill a vacancy in the office of a state senator or state representative. Employees are not required to use vacation time, personal leave or any other available paid time off for leave taken in accordance with this policy.

Proof of voting may be required.

Political Leave

Employees who are members of a state central committee or executive committee or who are a delegate to a party convention will be allowed a leave of absence to attend such meeting or convention. Employees wishing to take leave under this policy should notify their DAHL representative in writing at least 10 days in advance. Leave under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law.

Election Judge Leave

Employees will be allowed time off to serve as an election judge.

Employees taking leave under this policy must provide at least 20 days' written notice of the need for leave and certification from the appointing authority indicating the hours to be served and compensation to be paid.

The Company will reduce employees' pay by the amount paid by the appointing authority for the hours of service.

Legislative Leave

An employee who is elected to public office will be allowed time off to attend meetings required for that office. Time off under this policy will be without pay, except that exempt employees will receive pay when required under applicable federal or state law. In addition, the Company may, in its discretion, allow an employee to make up time spent away from work for this purpose.

The Company will not retaliate against an employee for absences to attend meetings that are required as part of the employee's public office.

School Activities Leave

The Company will grant up to 16 hours of time off during any 12-month period for employees to attend their child's special education, preschool or school conferences or school-related activities, if those conferences or activities cannot be scheduled during non-work hours. To be eligible for this leave, an employee must have worked at least one-half the number of hours of a full-time employee during the 12-month period immediately preceding the leave and must have worked for the Company for at least 12 months preceding the request.

For purposes of this policy, "child" includes foster children.

When the need for leave under this policy is foreseeable, employees must provide reasonable advance notice and must make a reasonable attempt to schedule the leave so as not to unduly disrupt the Company's operations.

Time off under this policy will be unpaid, except that exempt employees will receive pay when required under applicable law. Additionally, employees may substitute any accrued paid vacation leave or other appropriate paid leave for any part of this leave.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside the company facilities during scheduled work breaks.

Employees that observe other individuals smoking in the workplace 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 Minnesota law or this policy.

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

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 or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that composing, reading or sending an electronic message, including email, a text message, and an instant message or accessing the internet, while driving is a violation of Minnesota law, in addition to being a violation of Company policy.

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 during the course and scope of employees' employment, regardless of whether the employee is licensed to carry the weapon. However, in compliance with Minnesota law, the Company does not prohibit employees who have valid permits from carrying or possessing firearms in company parking facilities or parking areas or from storing their firearms inside their locked, privately owned vehicle. Such lawfully possessed firearms may not be removed from the employees' personal vehicle or displayed to others.