



**NORTH CAROLINA 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 North Carolina Supplement

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

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

The North Carolina 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 North Carolina law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, national origin sex (including pregnancy), disability, age, sickle cell or hemoglobin C trait, genetic information or testing and military service. The Company also prohibits discrimination against employees because they engage in the lawful use of lawful products (e.g., tobacco products) outside of work, as long as those activities do not adversely affect job performance or the safety of other employees. Additionally, the Company prohibits discrimination against employees with regard to continued employment on the basis of HIV or AIDS 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 does not use E-Verify to pre-screen job applicants.

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.

PAY PRACTICES

Meal Breaks for Minors Under 16

Employees under the age of 16 who work more than five continuous hours will be provided an uninterrupted 30-minute meal break. During the meal break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal 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.

TIME OFF AND LEAVES OF ABSENCE

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,

demoted or otherwise penalized because they request or take leave in accordance with this policy.

Employees must 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 will not be paid, except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Precinct Official Leave

Employees who are appointed as precinct officials will be allowed time off on Election Day to serve in that capacity. Employees wishing to take leave under this policy should notify their DAHL representative in writing at least 30 days in advance. Employees will not be terminated or otherwise penalized or discriminated against for taking leave under this policy. Time off under this policy will be unpaid, except that exempt employees will be paid when required under applicable law.

Domestic Violence Victims Leave

Employees who are victims of domestic violence may take reasonable time off from work to seek relief under the domestic violence or civil no-contact laws, including, but not limited to, filing a civil action, obtaining a protective order or obtaining emergency assistance.

Employees seeking time off under this policy must provide the Company with reasonable advance notice of the leave, unless an emergency prevents them from doing so. The Company may require documentation verifying that an emergency prevented an employee from providing proper notice, as well as other information verifying the reason for the absence.

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

The Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

Parental School Involvement Leave

Employees who are the parent, guardian or person standing in loco parentis of a school-aged child will be allowed up to four hours of time off per year to attend or otherwise be involved at their child's school (including a public school, private and religious school, preschool or childcare facility).

Time off must be scheduled at a time mutually agreed upon between the employee and their supervisor.

The Company may require that employees submit a written request for the leave at least 48 hours before the requested absence. The Company may also require that employees provide written verification from the child's school, indicating that they attended or were otherwise involved at the school during the time of the leave.

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

The Company will not terminate, demote or otherwise discriminate against employees who request or take leave in accordance with this policy.

Military Leave

In addition to the military leave rights set forth in the National Handbook, employees who are members of the North Carolina National Guard are entitled to take an unpaid leave of absence when called into state active duty. Employees will not be required to use accrued vacation or other paid leave during the period of active service.

In addition, upon honorable release from state active duty, employees who are members of the North Carolina National Guard or the National Guards of any other state will be entitled to reinstatement to their previous position or a position of like seniority, status and salary, as long as:

The employee provides proper notice of the intent to return to employment with the Company;

The employee is still qualified for employment; and

The Company's circumstances have not changed such that reinstatement is unreasonable.

Employees must make written application for reemployment in accordance with the following timing requirements:

- For individuals whose period of service was less than 31 days, not later than the beginning of the first regularly scheduled work period following the completion of the period of service, safe transport to the individual's residence and an additional eight hour period;
- For individuals whose period of service was more than 30 days, not later than 14 days after the individual's release from state duty;
- For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of state duty, not later than the end of the period of recovery (generally not to exceed two years).

Employees who are no longer qualified for their previous employment will be placed in another position for which they are qualified and that will provide appropriate seniority, status and salary, unless the Company's circumstances make such a placement unreasonable.

Emergency Responder Leave

The Company will provide a leave of absence for employees who are called to respond to a declared state of emergency in their capacity as a volunteer firefighter, member of a rescue squad or member of an emergency medical services agency.

The Company reserves the right to have an employee certified as essential to the employer's own on-going emergency or disaster relief activities. Employees who are so certified will not be eligible for leave under this policy.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law. Additionally, employees may elect to use accrued vacation or other accrued leave during time off under this policy, but are not required to do so.

SAFETY AND SECURITY

Smoke-Free Workplace

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

Employees that 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 North Carolina law or this policy.

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

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 using a mobile telephone to write or read e-mail or text messages while driving is a violation of North Carolina law, in addition to being a violation of company policy.