



WELCOME TO DAHL

Assignment Handbook | 2024

The information in this assignment handbook employment-related information, an outline of your responsibilities, and the policies and procedures to adhere to while you are on assignment through DAHL Consulting, Inc. dba Dahl Consulting (“DAHL” or also referred to as the “Company”). If you should have additional questions or concerns, please contact a DAHL Representative. We look forward to working with you!

ABOUT DAHL

Dahl Consulting (DAHL) is backed by over 40 years of employment expertise. As a leader in placing talented individuals into new career opportunities and providing adaptive staffing and workforce solutions for great companies, DAHL provides professional staffing services, payrolling solutions, managed services programs, and a vendor management system. Our workforce solutions and programs ensure we provide the right people, the right process, and the right relationships, all at the right cost.

ABOUT THIS HANDBOOK

This Handbook is intended to familiarize you with DAHL’s policies, privileges, benefits and responsibilities of working for DAHL. Nothing in this Handbook is intended to: (1) violate any local, state, or federal law; (2) prohibit or restrict protected conduct or communications protected by the National Labor Relations Act; or (3) prohibit or restrict anyone from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the individual believes may violate any applicable law, regulation or ordinance.

DAHL reserves the right to modify, rescind or supplement this Handbook from time to time. In the event that any policy in this Handbook conflicts with a federal, state, or local law that provides for greater rights or protections to employees, DAHL shall honor the applicable federal, state, or local law.

AT-WILL EMPLOYMENT STATUS

Your employment with DAHL is at-will. This means that either you or DAHL may terminate the employment relationship at any time, with or without notice, and with or without cause. The policies, terms, and conditions set forth in this Handbook are not intended do and do not create an employment contract of any kind.



ABOUT YOUR WORK ASSIGNMENT THROUGH DAHL CONSULTING, INC.

DAHL temporary employees are assigned to work assignments at DAHL client company facilities based upon several factors including, but not limited to, each client company's business needs and each contract employee's specific work experience, education, qualifications, and work history. If you are offered and accept a work assignment through DAHL, the following general policies apply. In addition, the client company to which you are assigned may have additional worksite rules and policies which you will be required to adhere to as well as a condition of your work assignment and employment with DAHL.

Be punctual, friendly, and courteous. Observe the client company's regulations regarding breaks, smoking, cell phone use and other procedures.

Dress neatly and appropriately for the job. Your representative will tell you of any dress requirements of the client company at the time of the assignment.

Any misconduct while on assignment, such as insubordination, theft, fighting, refusal to follow the directions of a supervisor, horseplay, or unexcused absence may lead to immediate termination of your assignment, as well as termination from DAHL.

Call DAHL as soon as you know when your assignment will be completed to discuss future availability for work. If you don't contact DAHL, the presumption will be that you are not available for work.

PROCEDURES

- If you get lost, are going to be late, or for any reason are not able to report to your assignment, call DAHL as soon as you know. Please give DAHL as much notice as possible. Failure to notify us of absences or tardiness may affect your employment with DAHL on future assignments.
 - Unless client policy states otherwise, if you are a no-call, no-show for three consecutive days, we will accept that as your voluntary resignation from your position.
- If you have any problem or concern while working at a company, never walk off or leave without first calling DAHL.
- Any questions or problems regarding your assignment can be addressed by calling your representative at DAHL.
- Notify DAHL immediately if you have a change of address, telephone number or tax exemptions.
- Notify DAHL if you are offered employment arising out of a DAHL assignment. All employment offers are subject to DAHL's agreement with the client company.

EQUAL EMPLOYMENT OPPORTUNITY

DAHL is an equal opportunity employer. It is both the policy and dedicated practice of DAHL Solutions, Inc. to prohibit discrimination, harassment, or retaliation against any applicant or employee because of race, color, religion, sex, sexual orientation (including transgender status, gender identity, or expression), national origin, genetic information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), physical or mental disability, age, veteran status, uniformed servicemember status, membership or activity in a local commission, marital status, familial status, status with regard to public assistance, or any other status protected under federal, state, or local laws. This policy applies to all terms, conditions, and privileges of employment.

DAHL's commitment to equal employment opportunity extends to providing reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability (as defined by the American with Disabilities Act of 1990, as amended), unless a due hardship would result. Any applicant or employee who requires such an accommodation must contact DAHL with the details of the situation and the requested accommodation.

DAHL is committed to providing our employees with work environments and assignments free from unlawful harassment. Unlawful harassment interferes with work performance, creates an intimidating, hostile or offensive work environment and will not be tolerated.

If you believe you have been subjected to any form of unlawful discrimination, harassment, or retaliation in the workplace or if you know another person in the workplace who has been the subject of, subjected to, or engaged in unlawful discrimination, harassment, or retaliation in workplace, please promptly notify your DAHL representative or the DAHL HR department. DAHL takes all complaints/reports of unlawful harassment, discrimination, or retaliation seriously. DAHL will not retaliate against any employee for reporting such conduct in good faith. DAHL employees are expected to cooperate in any DAHL investigation into a complaint or report of unlawful harassment, discrimination or retaliation.

ABOUT YOUR BENEFITS

DAHL offers valuable benefits to which you may be entitled. Benefits may vary with your particular job assignment. DAHL provides you access to medical, dental, Health Savings Account (HSA), and 401(k) plans. Enrollment occurs at the time you complete your new employee paperwork. Details concerning benefits are available by calling DAHL directly at 651-772-9225 and asking your representative for further information.

TIMEKEEPING AND PAY

Your DAHL Representative will share with you the timekeeping process / procedures applicable to your work assignment through DAHL. Examples of timekeeping process may include a physical timecard, an electronic timeclock, use of a mobile phone app. Regardless of the method, you are required to accurately track all hours worked, secure your client supervisor's signature/approval (if required) approving hours worked each work week, and turn in your hours worked to DAHL no later than 12 noon each Monday for the prior workweek. The failure to timely submit hours worked may result in a paycheck delay. You are responsible for accurately and truthfully recording all hours work. Off-the-clock work is not permitted. If you are asked to perform work off-the-clock at any time, please notify your DAHL representative immediately. Falsifying or altering your own or someone else's time worked records is prohibited.

DAHL employees will be paid on a weekly basis and pay shall issue via direct deposit. If you believe a mistake was made on your pay, please contact DAHL immediately so that any necessary corrections may be made as quickly as reasonably possible.

Overtime hours may be required depending on your specific work assignment. Non-exempt employees will be paid overtime premium pay in compliance with applicable law. Only actual hours worked will apply in overtime calculations. Any paid or unpaid time off shall not be considered "hours worked" when calculating overtime in the subject workweek.

END OF WORK ASSIGNMENT

Please promptly contact DAHL if and when your work assignment ends to discuss future work assignment opportunities. If you do not contact DAHL, the presumption will be that you are not available for or interested in future work assignment opportunities through DAHL. Please contact DAHL weekly if you are available for work assignments to ensure that we remain aware of your continued interest in work assignment opportunities and consideration through DAHL.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA entitles eligible employees to take unpaid and protected leave for specified family and medical reasons. For additional information about FMLA eligibility and employee rights, please refer to the *Rights & Responsibilities Under FMLA* document in the DAHL Orientation Document Library at <https://www.dahlconsulting.com/dahl-orientation-document-library/>. Please feel free to reach out to your DAHL Representative for additional information or to request a leave of absence form.

DRUG AND ALCOHOL POLICY

DAHL employees are required to report to work in an unimpaired condition and ready to perform their jobs in a satisfactory and safe manner. The use of illegal or controlled substances while working is prohibited. In addition, DAHL prohibits the possession, sale, solicitation, or distribution of illegal or unprescribed drugs or alcohol during scheduled working time (including during meal or break periods) or on any DAHL or DAHL client company premises. Any violation may result in termination of your assignment as well as termination from DAHL. In order to enforce this policy, DAHL and our client companies reserve the right to: (1) conduct searches of company property; and (2) test any employee for any reason at any time, including pre-employment testing, reasonable suspicion of impairment testing, post-accident/post-injury testing, and random testing. Refusal to submit to a DAHL or client requested drug or alcohol test may result in immediate termination of your assignment and disqualification for future work assignment consideration through DAHL.

GENERAL SAFETY RULES

DAHL has established basic safety work rules. In addition to the safety rules listed below, there may be additional safety work rules established by the client company where you are assigned. You are expected to follow all of the client company's verbal, written and posted safety rules and always use safe work practices. If you are unclear about any rules or if you have any questions about safety; ask your DAHL Representative or your client company supervisor at the worksite. The following are general safety rules:

- Reporting for work under the influence of alcohol or any drug that impairs judgment or performance, whether prescribed or not, is prohibited.
- Only perform the jobs you have been assigned and trained to do.
- Do not operate any machinery or drive any client company vehicles without specific permission from DAHL.
- Keep your work area clean and neat.

While DAHL and our client companies make every effort to provide a safe workplace, occasionally injuries do happen. If you are injured at work report it to your supervisor immediately and get first aid as soon as possible. If treatment other than on-site first aid is required, report your injury to your supervisor on the job site, and have the supervisor report it to DAHL right away. In the event of a workplace injury:

- In most cases DAHL can work with you to provide transitional duty so you can continue to work. Get a note from your doctor with the doctor's name, address, your diagnosis and any work restrictions. Bring the doctor note to your DAHL supervisor right away or bring the note to the client company and have them email it to DAHL's Safety department at: Safety@dahlconsulting.com.
- We value your contributions and will make every effort to accommodate medical work restrictions if you are injured at work. Our transitional duty program is designed to assist injured employees to return to work as soon as they are medically able.

NOTE: Submitting a false workers' compensation claim or collecting workers' compensation benefits to which a person is not entitled is fraud. DAHL is committed to providing the best quality care to our employees who have work-related injuries, and to helping employees return to work as soon as they are medically able to do so. We are equally committed to preventing and stopping workers' compensation fraud.

WORKPLACE CONDUCT

Employees are required to conduct themselves in a safe, professional, respectful, and appropriate manner. DAHL prohibits any verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of that person's sex, race, color, religion, national origin, information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), marital status, sexual orientation (including transgender status, gender identity, or expression), age, familial status, mental or physical disability, veteran status, uniformed servicemember status, status with regard to public assistance, membership on a local human rights commission or any other protected status or any other status protected by federal, state or local laws"), if the conduct: (1) has the purpose or effect of unreasonably interfering with the person's work performance; or (2) adversely affects that person's employment opportunities; or (3) creates an intimidating, offensive or hostile work environment.

DAHL prohibits violence or threats of violence in the workplace and further prohibits any conduct which threatens security, personal safety, employee welfare, or business operations.

The following is a non-exclusive list of examples of unacceptable conduct in the workplace. Please note that these are not the only examples.

- Violation of any DAHL or client company policy or workplace rule.
- Unsatisfactory performance.
- Unreliable attendance.
- Use of inappropriate language in the workplace, including profanity, epithets, slurs, obscene, abusive, or insulting language, unwelcome name-calling, and inappropriate attempts at humor.
- Intimidating, hostile, rude, unprofessional, or inappropriate conduct or acts.
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted, circulated, or shared on DAHL or a client company's property.
- Sexual harassment, which includes unwelcome sexual advances or flirtations requests for sexual favors, objectionable physical proximity or contact, unnecessary touching of an individual, sexually explicit, or offensive jokes or remarks, display of sexually suggestive pictures, or other sexually oriented speech or conduct which unreasonably interferes with an individual's work or

creates a hostile or intimidating work environment.

- Theft or deliberate/reckless damage or destruction to any DAHL or client company property.
- Theft of any DAHL or client company property.
- Acts of violence or coercion, making threats of violence toward anyone, intimidation, fighting, or provocation of the same during working hours or while on DAHL or client company property.

POLICY PROHIBITING FIREARMS IN THE WORKPLACE

DAHL prohibits employees from carrying, possessing, or using a firearm while on DAHL property or client company premises. It is also a violation of this policy for an employee to carry, possess or use a firearm or other weapon while acting in the course and scope of employment.

This policy applies to all employees, including those employees with a lawful permit to carry a concealed weapon. The only exception to this policy is in jurisdictions in which applicable law permits the possession of a secured firearm in an employee's locked motor vehicle while parked in an employer's parking lot.

An employee who suspects that an individual is violating this policy should immediately report their suspicion directly to the DAHL Representative or their supervisor at the client company worksite. In the event of an immediate threat, employees are encouraged to call 9-1-1 for emergency services. An employee should not directly confront any individual suspected of being in violation of this policy.

VIOLATIONS

Any violations of the policies set forth in this Handbook shall be subject to disciplinary action up to and including termination.

EMPLOYMENT VERIFICATION

The Work Number from Equifax is a fast and secure way to provide proof of your employment or income— a necessary step in many of today's life events including obtaining credit, financing a home or automobile, obtaining a housing lease, or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

- The verifier should go to www.theworknumber.com.
- Provide the verifier with the Dahl Consulting Employer Code: 19449.

If you have any questions, concerns, or feedback with regards to this Handbook, please contact your DAHL Representative.

HANDBOOK SUPPLEMENT: MINNESOTA EMPLOYEES

PERSONNEL FILE REVIEW RIGHTS (STATE OF MINNESOTA)

- You may review your personnel record upon written request, made in good faith, once every six months and at least once per year following termination of employment.
- DAHL will make your personnel record, or an accurate copy, available for review during normal hours at your place of employment or at another reasonably nearby location, but not necessarily make the record available during your actual working hours.
- DAHL may require that the review be made in the presence of a DAHL representative.
- Upon your written request, DAHL will provide a copy of your personnel record to you at no charge.
- If you dispute specific information contained in your personnel record, and agreement is not reached to remove or revise the disputed information, you may submit a written statement, not exceeding five pages, identifying the disputed information, and explaining your position, which is then included as part of your personnel record.
- DAHL will not retaliate against you for asserting your rights under the Personnel Records Statute (MN).
- If you feel that DAHL has violated the Personnel Records Statute (MN), you may bring a civil action to compel compliance and seek damages.

WAGE DISCLOSURE PROTECTION - EMPLOYEES WORKING IN MINNESOTA

Employees working in Minnesota have the right to discuss their wages and the company is prohibited from taking any adverse action against employees for discussing their or other employees' wages that have been disclosed voluntarily. Employees are still bound to maintain the company's confidential information and are not allowed to disclose confidential information to the company's competitors.

Should your rights related to wage discussion be violated by the company, you may bring a civil action against the company for a violation. If a court finds that the Company has committed a violation, the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

MINNESOTA EARNED SICK AND SAFE TIME

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every thirty (30) hours they work, up to at least forty-eight (48) hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: Beginning January 1, 2024 or the employee's first day of employment, whichever is later.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- An employee's mental or physical illness, treatment or preventive care;
- The mental or physical illness, treatment or preventive care of an employee's family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

DAHL can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. DAHL can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Requesting Sick and Safe Time/Documentation

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their DAHL representative by phone or text as far in advance as possible, but at least seven (7) days in advance. In situations where an employee cannot provide advance notice, the employee should contact their DAHL representative by phone or text as soon as they know they will be unable to work.

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

BLOOMINGTON EARNED SICK AND SAFE TIME

The Earned Sick and Safe Time ordinance is a law in Bloomington that establishes minimum standards for employers to provide paid and unpaid time off work for certain types of employees that work in Bloomington.

The ordinance was created to allow employees time to care for themselves and family members, and to ensure their protection and wellbeing; to safeguard the public welfare, health, safety, and prosperity of the citizens of and visitors to Bloomington; To reduce public and private health care costs in Bloomington by enabling individuals to seek early and routine medical care for themselves and their family members; To assist victims of domestic abuse by providing them with job-protected sick and safe time time away from work to allow them to receive treatment and to take the necessary steps to ensure their protection and wellbeing;

ESST is paid or unpaid time off that employees may use to care for themselves or family members.

Eligible reasons include:

- Getting care for mental or physical illness, injury, or health condition or preventive medical or health care.
- Closure of the employee's place of business by a public official's order, closure of school or place of care by a public official's order, closure of school or place of care due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.
- Medical and psychological counseling due to sexual assault, domestic abuse, or stalking
- Relocation, victim services, and other safety planning due to sexual assault, domestic abuse, or stalking
- Seeking a restraining order or legal counsel or participating in a legal proceeding due to sexual assault, domestic abuse, or stalking.

The City of Bloomington, any individual, corporation, partnership, association, nonprofit organization, or group of people are required to provide Earned Sick and Safe Time to each eligible employee working within the Bloomington City limits.

Family member or member of household means:

- The employee's child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, grandparent, guardian, ward, or domestic partner
- People who currently reside in the employee's home.

Full-time, part-time, and temporary employees who work within the Bloomington City limits for 80 hours or more in a year are covered by the ordinance.

Employees accumulate 1 hour of ESST for every thirty (30) hours worked within the city limits of Bloomington, capped at forty-eight (48) hours per calendar year. Existing employees begin to accrue paid ESST on July 1, 2023, the effective date of the ordinance. Employees who start work after the effective date of the ordinance begin to accrue on their starting date of employment. However, employers are not required to allow the employee to use accrued ESST until the employee's 91st day of employment with the employer. The ordinance does not require the accrual of ESST when an employee is on vacation or out sick. Earned Sick and Safe Time is only accrued when an employee is working.

Requesting Sick and Safe Time/Documentation

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their DAHL representative by phone or text as far in advance as possible, but at least seven (7) days in advance. In situations where an employee cannot provide advance notice, the employee should contact their DAHL representative by phone or text as soon as they know they will be unable to work.

If you believe your right to ESSL has been violated, you can file a complaint at:
Email: ESSL@bloomingtonmn.gov • Website: www.blm.mn/essl • Call: 952-563-8753

MINNEAPOLIS, MN SICK AND SAFE TIME

The City of Minneapolis Sick and Safe Time Ordinance (the Ordinance) ensures that all eligible persons working in the City of Minneapolis receive paid leave to use when they or a family member are sick, injured, need preventative health care, or need to seek help for domestic violence, sexual assault, stalking, or other safety-related issues. The Ordinance is intended to allow employees to care for themselves and family members, making Minneapolis a healthier, more secure, and more productive community.

The Ordinance applies to all employees who work within Minneapolis city limits who work 80+ hours per year. All types of employees qualify, including full-time, part-time, seasonal, paid interns and temporary staff. Employees collect a minimum rate of one (1) hour of paid (at customary rates and benefits) Sick and Safe time off for every thirty (30) hours worked. However, if there are five (5) or fewer employees in an organization, the time off may be unpaid.

Employees can use their leave after they've been employed for ninety (90) days, and for all of the reasons outlined by the Ordinance:

- Treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury
- To seek law enforcement, counseling, or other services for domestic abuse, sexual assault, or stalking
- Closure of an employee's place of business for public health reasons
- Needs related to the medical health, mental health, or physical safety of a family member (child, spouse, domestic partner, parent, grandparent, or member of household); or unexpected closure of a family member's school or place of care, including inclement weather.

For use of Sick and Safe Time, employers may require advance notice as soon as practicable -- not more than seven (7) days -- and reasonable explanation of need. Employee requests for Sick and Safe Time must be made in increments of four (4) or more hours.

Upon request by an employee, an employer must provide, in writing or electronically, information stating the employee's then-current amount of:

- Accrued Sick and Safe Time available to the employee.
- Used Sick and Safe Time.

To request Sick and Safe Time, contact your local DAHL representative. If an employee believes that they have been subject to a violation of the City of Minneapolis Sick and Safe Time Ordinance, please file a report with the City of Minneapolis Labor Standards Enforcement Division located at 350 S. Fifth St. - Rm. 239, Minneapolis, MN 55415, by calling 311, or online: www.minneapolismn.gov/sicktimeinfo.

It is unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under the Minneapolis Sick and Safe Time Ordinance. This policy runs concurrently with all applicable leaves.

DULUTH, MN SICK AND SAFE TIME

The City of Duluth Earned Sick and Safe Time Ordinance ensure that all eligible persons working in the Duluth receive paid leave to use when they or a family member are sick, injured, mental or physical illness, or health condition, medical diagnosis, care, or treatment of the same, preventive medical care, domestic abuse, sexual assault, or stalking of the employee or employee's family member. Loss of work hours due to closure of employee's place of employment for public health reasons. The Ordinance is intended to allow employees to care for themselves and family members which includes, employee's child, grandchild, grandparent, parent or parent-in-law, sibling spouse or domestic partner, as well as any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

All employees working within the Duluth City limits are covered if they: (1) more than 50% of their working time in a 12-month period is in Duluth; or (2) are based in Duluth, 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. Earned Sick and Safe Time does not apply to independent contractors, student interns, seasonal employees or individuals entitled to benefits under or otherwise covered by the federal Railroad Unemployment Insurance Act. Eligible employees accrue 1 leave hour for every 50 hours worked. Eligible employees may accrue up to 64 hours per year. Employee will be compensated at their standard hourly rate, for hourly employees, or an equivalent rate, for salaried employees. Employees are not entitled to compensation for lost tips or commissions and compensation is required only for hours that an employee is scheduled to work.

Employees may use accrued sick and safe time leave after 90 calendar days of employment, for any of the reasons outlined below.

- Mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the same, preventive medical care.
- Domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Loss of work hours due to closure of employee's place of employment for public health reasons.

Earned sick and safe time shall be provided upon the request of an employee. When possible, the request shall include the expected duration of the absence. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for absences or for requesting leave, provided that such requirements do not interfere with the purposes for which the leave is needed. Employee requests for Sick and Safe Time must be made in increments of four (4) or more hours.

- If an employee is absent for more than three consecutive days, the employer may request reasonable documentation to support the leave.
- Employees may only carry over 40 leave hours into the following year.

To request Sick and Safe Time, contact your local DAHL representative. For additional questions, please contact the DAHL Payroll Department at 651-256-7432. If an employee believes that they have been subject to a violation of the Earned Sick and Safe Time Ordinance, please file a report with the City of Duluth's Code Compliance Officer, 411 West First Street, Duluth, MN 55802, by calling 218-730-5500, or online: <https://forms.duluthmn.gov/Forms/ESST>

It is unlawful for an employer or any other person to interfere with, retrain, or deny the exercise of, or the attempt to exercise, any right protected under the Duluth Sick and Safe Time Ordinance.

ST. PAUL, MN SICK AND SAFE TIME

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.

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

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 forty-eight (48) hours in a 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 four (4) hour increments.

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.

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 with advance notice as soon as practicable. 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 sick and 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.

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. 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.

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.

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.

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

To request Sick and Safe Time, contact your local DAHL Representative.

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.