



**Handbook Addendum for**

**ARIZONA**

**2024**

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# **GENERAL INFORMATION**

## **About This Arizona Addendum**

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

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

The Arizona Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting 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 Dahl Consulting or their authorized representative.

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

# **COMMITMENT TO DIVERSITY**

## **Equal Employment Opportunity**

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

# **GENERAL EMPLOYMENT PRACTICES**

## **Employment Eligibility and Work Authorization**

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

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

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

## **Voluntary Open Door Policy**

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

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

Such concerns should be reported to their Dahl Consulting representative.

## **TIME OFF & LEAVES OF ABSENCE**

### **Arizona Paid Sick Leave**

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

#### ***Eligibility***

All employees working in Arizona for the Company are eligible to receive paid sick leave under this policy.

## ***Accrual and Carryover of Paid Sick Leave***

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under the FWHFA, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Arizona, up to a maximum of 24 hours (fewer than 15 employees) or 40 hours (if 15 or more employees) in a benefit year. For purposes of this policy, the benefit year is January 1, 2024, or the employee's first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over up to 24 hours (fewer than 15 employees) or 40 hours (if 15 or more employees) of accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

## ***Using Paid Sick Leave***

Thereafter, employees may use paid sick leave as it is accrued.

Employees may use a maximum of 24 hours (fewer than 15 employees) or 40 hours (if 15 or more employees) of paid sick leave per benefit year.

Employees must use paid sick leave in one-hour increments, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

## ***Covered Reasons for Use***

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's: mental or physical illness, injury, or health condition; need to seek medical diagnosis, care, or treatment for the illness, injury, or health condition; or need for preventive care.

- A family member's: mental or physical illness, injury, or health condition; need to seek medical diagnosis, care, or treatment for the illness, injury, or health condition; or need for preventive care.
- The employee's or a family member's presence in the community may jeopardize the health of others due to exposure or suspected exposure to a communicable disease, even if the employee or family member has not actually contracted the disease.
- Absences due to domestic violence, sexual violence, abuse, or stalking of an employee or a family member in order to:
  - Obtain medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking;
  - Obtain services from a domestic or sexual violence program or victim services organization;
  - Obtain psychological or other counseling;
  - Relocate or take other steps to secure an existing home; or
  - Obtain legal services (e.g., preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse, or stalking).
- A public official closes the employee's place of business because of a public health emergency.
- The employee needs to care for a child after a public official has closed the child's school or place of care because of a public health emergency.

*Family Member.* For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, parent, sibling, grandchild, grandparent, a family member of the employee's spouse or domestic partner, and any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

### ***Notice Required***

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide advance notice to their Dahl Consulting representative of an absence from work. Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail, or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

### ***Verification of Absence***

If an employee uses paid sick leave for three (3) or more consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, sexual violence, abuse or stalking); and/or other verification as permitted by applicable law. The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

### ***Discipline for Unprotected Use of Paid Sick Leave***

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the FWHFA. In addition, discipline – up to and including termination – may be taken against an employee who violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting the use of paid sick leave.

### ***Rate of Pay***

The rate of pay for sick leave will be calculated in accordance with applicable law.

### ***Separation from Employment and Rehire***

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within nine (9) months of employment ending, the employee's previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the FWHFA.

### ***No Discrimination or Retaliation***

As long as the use of paid sick leave complies with the requirements of this policy and the FWHFA, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing, or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

### ***Additional Information***

Employees who have questions about the Arizona Paid Sick Leave policy should contact their Dahl Consulting representative.

### **Military Leave**

Employees who are called to active state duty, or to attend camps, maneuvers, formations, or armory drills, as a member of the armed forces of Arizona or of any other state, including the National Guard, or the US Armed Forces Reserves, are entitled to the same rights, privileges, benefits, and protections as employees who are called to action to serve in the US military. Accordingly, employees called to active state duty or training by competent orders of any state or the United States are entitled to a leave of absence in accordance with the Military Leave Policy set forth in the Company's Employee Handbook.

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

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

### **Jury Duty Leave**

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



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

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

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

## **Time Off to Vote**

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

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

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

## **Crime Victim Leave**

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

- A victim of the crime at issue in the proceedings; or
- The spouse, parent, child, sibling, grandparent, other relative to the second degree of affinity, or other lawful representative of a victim that was killed or incapacitated.

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

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

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

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

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

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

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

## **WORKPLACE SAFETY AND SECURITY**

### **Smoke-Free Workplace**

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

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

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

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

### **Weapons in the Workplace**

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

of this policy, provided that the firearm is in a locked vehicle or in a locked compartment on the motorcycle and is not visible from outside of the vehicle or motorcycle.

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

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