



Handbook Addendum for

MICHIGAN

2024

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GENERAL INFORMATION

About This Michigan Addendum

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

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

The Michigan 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 an 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 and compliance with federal antidiscrimination laws. We also comply with Michigan law, which prohibits discrimination and harassment against any employees or applicants for employment based on disability, religion, race, color, national origin and ancestry, age, sex (including pregnancy, childbirth, the termination of a pregnancy or related medical conditions), sexual orientation, gender identity, gender expression, height, weight, familial status, marital status, genetic information, civil air patrol membership and membership in the military or naval forces of Michigan or of any other state. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Disability Accommodation

Employees who require an accommodation in order to perform the essential functions of their jobs should contact their Dahl Consulting representative in accordance with the procedures identified in the Employee Handbook. Under Michigan law, any employees or applicants for employment with a disability who are in need of accommodation must notify

the Company in writing of their need for accommodation within 182 days after the date they knew or reasonably should have known that an accommodation was needed.

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Employees may inspect their personnel file at reasonable intervals, generally not more than two times per calendar year, within a reasonable time after making a written request to their Dahl Consulting representative. The inspection will take place in the presence of a company representative, reasonably near the employee's place of employment and during regular office hours. If a review during normal office hours would require the employee to take time off from work, the Company will provide another reasonable time for review.

Employees may request copies of all or part of their personnel files but will be required to pay the cost of duplication.

For purposes of this policy, "personnel file" means a record identifying an employee that is used, has been used, or may influence, a determination of the employee's qualifications for employment, promotion, additional compensation, transfer or disciplinary action.

Certain information, such as letters of reference and records of certain information, is not included in the personnel file and therefore not subject to inspection. Health and medical records are also not included in the personnel file. These records are confidential. The Company will safeguard such records from disclosure and will divulge such information only:

- As allowed by law;
- To the employee's personal physician upon written request or permission of the employee; or
- As required for workers' compensation cases.

Employees who disagree with any of the information contained in their file should notify their Dahl Consulting representative. If an employee and the Company cannot agree to remove or correct the specified information, the employee can submit a written statement explaining their position regarding the disputed information. This statement will be maintained as part of the employee's personnel file as long as the disputed information is maintained in the file, and will accompany any transmittal or disclosure of the files to a third party. Disclosure to third parties of records relating to disciplinary action will be made only as permitted by law.

Social Security Number Privacy

Employees must provide the Company with their social security number in order for the Company to satisfy payroll, state and federal tax and insurance coverage requirements. Consistent with Michigan law, the Company takes reasonable steps to maintain the confidentiality of social security numbers.

All documents and records containing social security numbers and information are kept in a secure environment. Only authorized personnel with a legitimate business need may access records and documents (both internal and external) that contain an employee's social security number and identification information.

In addition to the Company's policy protecting against the disclosure of confidential information, employees are prohibited from accessing, viewing or using other employee's social security information maintained by the Company.

When necessary, documents containing employee social security numbers will be properly destroyed through shredding or other means before disposal.

Any employee who accesses social security data without authorization and/or for unlawful purposes will be disciplined up to and including termination of employment and may be referred to authorities for possible prosecution.

Political Opinions

The Company will not discharge or threaten to discharge an employee for the purpose of influencing the employee's vote in an election.

PAY PRACTICES

Discussion of Wages

No employee is prohibited from disclosing the amount of their own wages. The Company will not terminate, discipline or otherwise discriminate against any employee because the employee makes such a disclosure.

Meal Breaks for Minors

Employees who are under the age of 18 and work more than five hours continuously will be provided an uninterrupted 30-minute meal and rest period. During the break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for non-exempt employees.

Any employee who is unable to take all the breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their Dahl Consulting representative.

TIME OFF AND LEAVES OF ABSENCE

Michigan Paid Sick Leave

The Company provides eligible employees with paid sick leave pursuant to Michigan's Paid Medical Leave Act ("PMLA").

Eligibility

Certain non-exempt employees whose primary place of work for the Company is in Michigan are eligible to receive paid sick leave under this policy. Eligible employees do not include those who are:

- Individuals who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year;
- Individuals employed for 25 or fewer weeks in a calendar year in a job that is scheduled to last 25 or fewer weeks;
- Variable hour employees as defined by the Affordable Care Act regulations, i.e., based on the facts and circumstances at the start of employment, the employer cannot determine whether the employee is reasonably expected to be employed on average at least 30 hours per week because hours are variable or otherwise uncertain;
- Individuals employed by a temporary help firm (i.e., an employer whose primary business is to provide a client with the temporary services of one or more individuals under contract with the employer).

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 PMLA, whichever is later.

Paid sick leave accrues at a rate of one hour for every 35 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is beginning January 1, 2024 or the employees first day of employment, whichever is later.

Nonexempt employees accrue paid sick leave based on all hours worked, including overtime, except that employees will not accrue more than one (1) hour of paid sick leave in a calendar week.

Employees may carry over up to 40 hours 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

Employees may use a maximum of 40 hours 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 medical 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 medical care.
- When it has been determined by health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the individual has actually contracted the communicable disease.
- Absences due to domestic violence or sexual assault of an employee or a family member in order to:
 - Medical care or psychological or other counseling for physical or psychological injury or disability;
 - Obtain services from a victim services organization;
 - Relocate due to domestic violence or sexual assault;
 - Obtain legal services; or
 - Participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- A public official closes the employee's primary workplace because of a public health emergency.

- The employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, child, parent, parent-in-law, sibling, grandchild, or grandparent.

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 provide 7 days’ advance notice to Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as they know they will be unable to work. Employees may provide notice to their Dahl Consulting representative by phone 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

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 or sexual assault); 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 PMLA. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy’s requirements concerning requesting, using, recording, verifying, and/or documenting 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

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

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy and the PMLA, 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 or 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 Michigan Paid Sick Leave policy should contact their Dahl Consulting representative.

Military Leave

In addition to the military leave rights set forth in the Employee Handbook, eligible Michigan employees who are members of the military or naval forces of the United States, Michigan or any other state are entitled to a military leave of absence for the following purposes:

- Being inducted into or entering active service, active state service (including service under the order of the governor of Michigan or any other state), or service of the United States;
- Determining physical fitness to enter state or federal active service; or
- Performing training duty as an officer or enlisted member of the military or naval forces of a state or the United States.

Total leave from employment for military service may not exceed five years except in special circumstances.

Reinstatement

Employees who report to work or apply for reemployment within 45 days, or, if the service was more than 180 days, within 90 days, following release from service, release from duty, or rejection will be reemployed as follows:

Following service of one to 90 days:

- To the position of employment in which the person would have been employed if continuous employment had not been interrupted by service, if the employee is qualified to perform the duties of that position; or
- If the employee is not able to perform the duties of the above position after reasonable efforts by the employer to qualify the employee, to the position in which the employee was employed at the commencement of service.

Following service of more than 90 days:

- (a) To the position of employment in which the person would have been employed if continuous employment had not been interrupted by service, if the employee is qualified to perform the duties of that position.
- (b) If the employee is not able to perform the duties of the above position after reasonable efforts by the employer to qualify the employee, to the position in which the employee was employed at the commencement of service.
- (c) any other position of nearest approximation in status and pay to those described in (a) and (b) above that the person is qualified to perform, but only if the employee is not qualified and cannot become qualified with reasonable efforts to perform the position described in (b) above.

The Company may deny reemployment if the employee was separated from service under other than honorable conditions, including a dishonorable or bad conduct discharge.

Benefits Upon Reinstatement

An employee who is reemployed following military leave is entitled to the seniority, and to the benefits determined by seniority, they enjoyed at the commencement of the leave plus any additional seniority and benefits they would have attained if continually employed.

In addition, the employee is entitled to rights and benefits not determined by seniority that are provided by the Company to employees with similar seniority, status and pay who are on a leave of absence under a contract, agreement, policy, practice or plan in effect at the commencement of service or established while the employee performs service.

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 must provide their supervisor with advance notice of any jury summons or subpoena within a reasonable 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.

Following dismissal from jury duty, employees are expected to return to work for the remainder of their work schedules unless the number of hours worked, when added to the number of hours of jury service, would exceed the number of hours the employee normally works in a day.

Crime Victim Leave

Eligible employees may take time off from work to respond to a subpoena or request by the prosecuting attorney to serve as a witness or attend court during the employee's or another victim's testimony.

Employees are eligible for time off under this policy if:

- The employee suffered direct or threatened physical, financial or emotional harm as a result of the commission of a crime;
- The victim of the crime is deceased and the employee is the victim's spouse, adult child, parent, sibling, or grandparent or the guardian or custodian of the victim's minor child;
- The victim is under age 18 and the employee is the victim's parent, guardian, or custodian (but not the defendant and not incarcerated);
- The victim is mentally or emotionally unable to participate in the legal process and the employee is the victim's parent, guardian, or custodian (but not the defendant and not incarcerated); or
- The victim is physically or emotionally unable to exercise their legal rights as a crime victim and the employee is the victim's designated representative as their spouse, child (18 years of age or older), parent, sibling, grandparent, or person 18 years of age or older who is neither the defendant nor incarcerated.

Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

An employee who is a defendant in the criminal proceedings (or related criminal proceedings) or is incarcerated is not eligible for time off under this policy.

Before an employee may take time off from work under this policy, the employee must provide their Dahl Consulting representative with a copy of the notice of proceeding. If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable time after the absence.

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

Civil Air Patrol Leave

Employees who are members of the Civil Air Patrol will be allowed unpaid leave from work to respond as a Civil Air Patrol member to an emergency declared by the governor or the U.S. President.

Employees must provide as much notice as possible of the dates they will be absent from work and must provide verification from the Civil Air Patrol of the emergency.

Employees who are Civil Air Patrol members must notify the Company of their membership at the start of employment or on the date of joining the Civil Air Patrol, whichever is later.

SAFETY AND SECURITY

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 Michigan law, the Company permits employees who lawfully possess firearms to store or transport their firearms inside their locked, privately-owned vehicles in the Company's parking lots. Such lawfully possessed firearms may not be removed from the employees' personal vehicle or displayed to others.

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 who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or their Dahl

Consulting representative. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

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

Cell Phone Use/Texting While Driving

As is set forth in the Employee Handbook, the Company prohibits employees from using handheld cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that holding or using a mobile electronic device (except in hands-free mode) while driving is a violation of Michigan law, in addition to being a violation of Company policy.