

Charleston Research Institute Policy Memorandum

Title: Employee Policy

Reviewed by: Board of Directors

Implementation Date: October 3, 2005

Revision Date: February 21, 2007, June 10, 2008, September 29, 2008

Next Scheduled Review Date: October 3, 2011

Approval: M. Rita I. Young, Ph.D., Chairperson

Policy Statement:

This policy is intended to supplement, but not replace, federal and state labor laws governing employment.

Background:

Charleston Research Institute and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans and leave policies. The benefits that we currently offer to all regular, full-time and part-time employees are:

- * Annual Leave
- * Sick Leave
- * Bereavement Leave
- * Paid Holidays
- * 401-k Retirement Plan
- * Section 125 Flexible Spending Account

Temporary full-time employees, temporary part-time employees, and intermittent employees are ineligible for benefits. Charleston Research Institute provides a match of up to 2% of salary for employees eligible to contribute to the 401-k plan. The match becomes fully vested after one full year of service.

Definitions:

Accumulated Leave-The unused leave remaining to the credit of an employee at the beginning of a leave year

Accrued Leave- The leave earned by an employee during the current leave year that is unused at any given time in that leave year

Annual Leave- Leave of absence with pay allowed employees for personal, emergency, and other purposes

Exempt Employee- Employee exempt from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541

Full-Time Employee- Employee who works 40 hours or more per week

Intermittent Employee- Employee who works on an as needed basis

Leave Year- A leave year begins of the first day of the first full biweekly pay period in a calendar year and ends on the day preceding the first day of the first full biweekly pay period in the following calendar year

Non-Exempt Employee- Employee not exempt from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541

Part-Time Employee- Employee who works less than 40 hours a week

Regular Employee- Employee who works on a regular defined schedule

Sick Leave- Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examinations or treatment; or is required to give care and attendance to a member of his/her immediate family.

Temporary Employee- Employee who is hired for a specified period of time (e.g., less than six months)

Annual Leave

All regular full-time employees will accrue and be given credit for annual leave on a graduated basis determined on the basis of total years of service with Charleston Research Institute rendered:

Employees with less than 3 years service	4 hours per pay period
Employees with 3 but less than 15 years of service	6 hours per pay period
Employees with 15 or more years of service	8 hours per pay period

All regular part-time employees will accrue leave and receive credit as provided for in the case of full-time employees, except that such accruals and credits will be on a pro-rated basis. An example for a 20 hour per week part-time employee follows:

Employees with less than 3 years service	2 hours per pay period
Employees with 3 but less than 15 years of service	3 hours per pay period
Employees with 15 or more years of service	4 hours per pay period

Annual leave taken for a duration of one or more weeks must be requested and approved at least one month in advance. CRI retains the right to schedule annual leaves at its own discretion; however, every effort will be made to comply with an employee's requested annual leave dates, as business and scheduling demands permit.

Each employee is encouraged to use the accrued annual leave to which he/she is entitled. Annual leave accrued but not taken may be accumulated. At the end of the calendar year, each employee may opt to carry over any accrued, unused annual leave. However, annual leave may not accrue, accumulate or be paid for an aggregate of more than 30 days (240 hours). Upon termination, an employee shall receive payment included the next scheduled pay period for any accrued or accumulated annual leave up to a maximum of 30 days. Provided that an employee provides two weeks notice prior to resignation, an employee shall receive payment included in the next scheduled pay period for any accrued or accumulated annual leave up to a maximum of 30 days.

Sick Leave

All regular full-time employees will accrue sick leave without regard to length of service at 4 hours per pay period. All regular part-time employees are entitled to accrue sick leave and receive credit as provided for in the case of full-time employees on a pro-rated basis.

At the end of the calendar year, each employee may carry over any accrued, unused sick leave. However, upon termination or resignation, an employee shall not receive compensation for any unused accrued or accumulated sick leave.

Bereavement Leave

CRI will provide bereavement pay for up to 3 days of regularly scheduled work in the 5 days following the death. This benefit covers death in the employee's immediate family as follows: spouse, child, stepchild, brother, sister, parent, grandparent, grandchild, and spouse's parent.

Jury Leave

Performance of jury duty is part of a person's responsibilities as a citizen. Unless job responsibilities require it, CRI will not ask or encourage an employee to request to be excused from or to ask for postponement of a call to jury duty. If a regular full-time or part-time employee is required to perform jury duty, he or she will receive regular pay. Exempt employees will continue to receive their regular salary for any time spent on a jury. In order to receive regular pay during jury duty, the employee must provide his or her supervisor with a copy of the summons and a letter or other confirmation from the court clerk indicating the time served. Any pay from the court received by an employee while serving jury duty will be forfeited in order to receive CRI regular pay.

Employees who are granted jury leave and are excused or released by the court for any day or substantial portion of a day are expected to return to their regular CRI duties, except when only a small portion of the workday would be involved and thus no appreciable amount of CRI service would be rendered or the distance from the court to the place of duty is such that this would be an unreasonable requirement.

Holidays

Ten paid holidays are granted to regular full-time and part-time employees during a calendar year. A schedule will be posted at the beginning of each year stating the specific holidays.

FEDERAL HOLIDAY	DATE	NOTES
New Years Day	1/1/09	
Martin L. King, Jr. Day	1/19/09	
President's Day	2/16/09	
Memorial Day	5/25/09	
Independence Day	7/3/09	

Labor Day	9/7/09	
Columbus Day	10/12/09	
Veterans Day	11/11/09	
Thanksgiving Day	11/26/09	
Christmas Day	12/25/09	

Compensation

CRI maintains two-week pay periods. Paychecks will be distributed 26 times per calendar year. All appropriate wage and payroll deductions shall be taken out of each paycheck as required by law. The required method of payment is Direct Deposit/Electronic Funds Transfer. Requests for exception must be submitted to the Executive Director. Each employee is required to complete his/her time and attendance record promptly in accordance with established procedures.

General Policies on Absences

If you are unable to report for work, or if you will be late coming to work or have to leave early, notify the manager for whom you work as soon as you are aware of the situation so that alternative plans can be made.

Regular attendance is required for all employees. Continued occurrences of lateness or absenteeism will result in dismissal.

Hours

CRI normal working hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Unless specifically instructed other wise, employees should work the hours they are scheduled to work. Each employee is entitled each day to one half hour for lunch and two 15 minute breaks. Time taken for lunch is not compensable. All employees should take a duty free lunch each and every day.

Overtime

Overtime work may be required due to demands of our business. It is both necessary and important that employees shall be available, sometimes on short notice, to work overtime when circumstances require. For non-exempt employees, work performed in excess of forty (40) hours in a work week will be paid at the rate of time one and one-half (1 1/2) of the employee's regular rate of pay. Employees must receive authorization by a supervisor prior to working overtime. Failure to receive authorization prior to working overtime will result in discipline with possible termination. Employees exempt from overtime under law (i.e., certain qualified executive, administrative and professional employees) shall not receive overtime compensation.

If CRI requires a regular full-time or part-time employee to work on a holiday, the employee will be paid at the rate of double the employee's regular rate of pay. However, if an employee chooses to work on a holiday without their supervisor's approval, the employee will be paid the employee's regular rate of pay.