



EMPLOYEE HANDBOOK

Effective November 1, 2021

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HANDBOOK USE AND PURPOSE

This employee handbook is designed to help employees familiarize themselves with important information about disABILITYsa, as well as information regarding their own privileges and responsibilities. The Executive Director is responsible for issuing and updating the policies contained herein as necessary to comply with current regulations and applicable organization policies.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, disABILITYsa reserves the right to modify, rescind, supplement, or revise any provision in this handbook.

It is important to note that this handbook only highlights disABILITYsa 's policies, practices, and benefits and is not intended to be a legal document or contract. This handbook supersedes all prior versions of written or verbal policies.

All employees are expected to read, be familiar with and acknowledge their understanding of the policies in this handbook. It is the responsibility of all disABILITYsa employees to ensure that their performance and decisions adhere to these policies. All policies and procedures are available on the disABILITYsa website. The Executive Director is responsible for issuing and updating this policy as necessary to comply with current regulations and applicable organization policies. Any questions regarding contents of the employee handbook may be addressed to the disABILITYsa Executive Director or Board Chair.

MISSION, VISION, AND VALUES

MISSION STATEMENT

The mission of disABILITYsa is to educate, advance, and engage individuals with disabilities by sharing information, creating opportunities, and strengthening organizations that serve them.

PURPOSE STATEMENT

disABILITYsa connects people with all types of disabilities and their families to information about local resources, programs and opportunities that promote independence and creates opportunities for inclusion where they live, work and play.

MISSION PILLARS

Educate by sharing information, resources, ideas and support between people with all types of disabilities and the organizations that serve them.

Advance public attitudes, awareness, respect and consideration for success of individuals with disabilities.

Engage individuals with disabilities as active participants in their communities.

Strengthen organizations that provide services which benefit people with disabilities.

VISION STATEMENT

Together, we will work to make San Antonio the #1 community where individuals with disabilities want to live, work, and play.

DIVERSITY, EQUITY, INCLUSION & ACCESS

disABILITYsa commits to an inclusive, diverse, and respectful environment. Therefore, disABILITYsa does not tolerate discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information (including family medical history).

disABILITYsa authentically embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

COMPANY VALUES

disABILITYsa operates on the Core Values of Respect, Integrity, Diversity, Abundance, and Resolve to accomplish its mission. Every effort and decision of a disABILITYsa team member is first vetted against, and determined to be in line with the organization's values, mission, and vision.

RESPECT: AN ACT OF GIVING PARTICULAR ATTENTION AND CONSIDERATION

- We use "people first" language and always create and/or advocate for a disability-friendly environment.
- We value the opinions of others.
- We ask for assistance from staff and volunteers and emphatically demonstrate an appreciation for the contributions of others no matter how big or how small.
- We do not judge others or assume to know or understand their circumstance. We do not gossip or participate in the gossip of others.
- We act with the professionalism, skill, and expertise that enables us to provide quality services to the children, adults, families, and other organizations we are privileged to serve.

INTEGRITY: FIRM ADHERENCE TO A CODE OF ESPECIALLY MORAL OR ARTISTIC VALUES

- We promote ethical decisions relevant to our core mission
- Our decisions reflect what is best for our program participants and their families, customers, and disABILITYsa.
- We complete our tasks, assignments, and commitments, even when others around us do not.
- We are honest in our efforts and are bold in admitting our mistakes.

DIVERSITY: THE CONDITION OF HAVING OR BEING COMPOSED OF DIFFERING ELEMENTS OR QUALITIES

- True diversity cannot be achieved without equitable treatment and inclusion of others.
- We believe that there is value in diversity and celebrate the uniqueness of each person
- We understand that diversity brings strength to our organization, even though we might struggle with personal differences at times.

ABUNDANCE: RELATIVE DEGREE OF PLENTIFULNESS

- We don't take shortcuts, but look for ways to work effectively and efficiently to be exceptional stewards of the resources we do have.
- We give our very best to each project, request, and task.
- We don't look for the ways in which we can offer the minimum, but look at how we can be the most helpful, offer the best quality, and exceed the expectations of others.

RESOLVE: TO DEAL WITH SUCCESSFULLY; TO FIND AN ANSWER TO

- If at first we don't succeed, we will try again.
- We operate from a solution-focused point of view and incorporate the training, education, and collaborations that allow us to do so.
- When we face a door that seems to have closed, we look around for a window.
- We understand the fact that "no" could possibly mean "not right now".
- Work, that is a true reflection of disABILITYsa, is rarely achieved by taking the easy way out.

PROGRAMS & SERVICES

| EDUCATE | ENGAGE | ADVANCE | STRENGTHEN |
|--|--|--|--|
| <p>disABILITYsa.org <i>Legislative News Real People Stories Job Page Directory Community Calendar</i></p> <p>AccessAbility Fest Program</p> <p>Vax-abilitySTRONG Education & Outreach Program (<i>Grant Funded</i>)</p> <p>Internships</p> | <p>Fiesta Especial® Programs <i>Royal Court / Celebration Day / Inclusion 5K & Parade</i></p> <p>Mobile Changing Unit</p> <p>Inclusive Community Experiences <i>Portable Changing Station Portable Sensory De-escalation Room</i></p> <p>Changing SA</p> | <p>abilitySTRONG Parade</p> <p>Conversation 360° <i>Cultivating Community Resiliency</i></p> <p>Partners in the Disability Vote</p> <p>Amplify the Disability Voice</p> <p>Collective Impact</p> <p>Community-Based Participatory Research</p> | <p>disABILITYsa Creative Services</p> <p>Training Opportunities</p> <p>Service & Leadership Programs <i>Volunteerism Board Service / Public Service</i></p> <p>Agency Coalition</p> <p>Disability-Friendly Designation Program</p> |

EDUCATE

DISABILITYSA.ORG, COMMUNITY CALENDAR & SOCIAL MEDIA PLATFORMS are utilized as a collaborative online space for sharing information, resources, ideas, and support between people with all types of disabilities; highlighting organizations and businesses that provide these services; and advancing public awareness, respect, and consideration for people with disabilities. Since going live in 2007, disABILITYsa has given over 16,000 unique visitors, followers, and fans access to useful information about programs, services, legislation, and “Real People” stories that impact individuals with all types of disabilities in San Antonio and surrounding communities.

ACCESSABILITY FEST is a gateway to information, resources, and opportunities for individuals working to overcome barriers caused by physical, cognitive, sensory, and mental health challenges. AccessAbility Fest connects over 4,500 individuals to resources each year and creates opportunities for disability service organizations to collaborate, make referrals and provide more comprehensive services. This program is held in high traffic venues to raise awareness about the value, successes, and potential of people with disabilities among the general public.

VAX-ABILITYSTRONG EDUCATION & OUTREACH PROGRAM provides the San Antonio/Bexar County disability community with information about COVID-19 vaccines and addresses concerns and barriers around receiving a vaccine. The program provides a) Information through communication methods and physical conduits that address barriers to this community, b) in-person and virtual community conversations around the COVID-19 vaccine, c) outreach through coordination within the disability service provider sector to reach individuals across all disabilities, and d) collaboration with vaccine providers to assist in overcoming barriers to vaccine access.

INTERNSHIP PROGRAM offers college students the opportunity to learn, not only skill sets in the areas of accounting, program management, communications, and community advancement, but about disability, the barriers people living with disabilities face, and the need for reframing disability and amplifying the voices of those living with disabilities in our local community.

ENGAGE

FIESTA ESPECIAL® creates inclusive and educational opportunities for individuals with disabilities to engage fully in the culture, diversity, and celebrations of Fiesta®. The Fiesta Especial® program is a unique combination of Fiesta® experiences for children, adults and families of all abilities. It is an inclusive and educational experience that attracts special education classes, group homes and day programs from San Antonio and surround communities.

FIESTA ESPECIAL® CELEBRATION DAY program creates inclusive and educational experiences engaging individuals with disabilities in the Fiesta® experience through Community-Based Instruction (CBI). A CBI is an effective instructional method for teaching, in real-life settings and under the supervision of educators, the skills that students will need for functional daily living as productive adults. Community-Based Instruction (CBI) is a critical component of the educational program for these students, primarily because, as adults, the community is where they will need to use the skills they acquire during their school years. This program offers life skills and critical skills development for each participant. This program is unlike any other in that special accommodations are made for the attendees who participate to include an onsite Registered Nurse, onsite EMT Standby Unit, adult diaper changing stations, private tents for tube feeding needs, accessible games and more. Academic, communication, and social skills are incorporated in this CBI which may include advocating for oneself, making a purchase, utilizing public transportation, attending a community event, ordering food and practicing vocational skills.

FIESTA ESPECIAL® ROYAL COURT is a community engagement program of disABILITYsa providing a platform for Leadership and Life Skills Development for individuals who are ten (10) years of age and older. Participants work to develop the following Life Skills while representing the leadership and contributions individuals with disabilities make in the San Antonio Community in the areas of Social Skills, Leadership Development, Problem Solving Skills, Communication Skills, and a few other life skills including planning, community awareness, advocating, and decision making. This opportunity enables individuals with disabilities to participate in one of the long-standing traditions of San Antonio...Fiesta®, San Antonio's Party with a Purpose. The Fiesta Especial® Royal Court represents the community of individuals with disabilities at various Fiesta® events and activities while bringing awareness to one more segment of the beautiful canvas of people that make San Antonio a wonderful place to live, work and play.

FIESTA ESPECIAL® INCLUSION 5K & PARADE is an opportunity for everyone in the family! No matter how you move forward... running, walking, or rolling, this is an inclusive experience for all. With a running division, walking division and 8 competitive adaptive divisions, this race is a colorful array of the diversity of our community as we engage in Fiesta... our community's biggest celebration of heritage, culture, and diversity. The Inclusion 5K and 1-Mile Dash are followed by a beautiful display of color, excitement, and festivities with the Fiesta Especial Parade which features the reigning Fiesta Especial Royal Court followed by organizations and businesses that support the local disability community.

CHANGING SA is a grass roots initiative that aims to raise awareness around the lack of appropriate changing tables in our community in public and private venues such as: clinics, hospitals, museums, restaurants, parks, libraries and places of amusement. disABILITYsa operates as the fiscal sponsor.

MOBILE CHANGING UNIT (MCU) is an accessible toileting facility completely outfitted with a power hoist/hoyer lift for easier transfers, height adjustable universal changing table, handheld showerhead, ADA toilet, handlebars, and sink. The MCU will be staffed by trained Direct Support Professional who will supervise its use, ensure cleanliness and safety, and offer assistance as needed on site. The MCU will be utilized at disABILITYsa events and be available for hire by agencies to ensure fully accessible options at their events. We will create a webpage, develop educational marketing materials, and present demonstrations at trade shows and community resource events to promote use of the MCU and advance public understanding of barriers face by those with disabilities in our community.

INCLUSIVE COMMUNITY EXPERIENCES PROGRAM facilitates the loan and rental of a portable adult changing station and sensory de-escalation room to make community experiences more inclusive of everyone. The Adult Changing Station consists of a walled canopy, massage table, portable sink, 4ft table, trashcan, mister, and sanitation supplies. This event add-on allows for a safe, private, and hygienic space allowing caregivers to assist in the diapering needs of older children and adults in outdoor spaces. The Sensory Escape Room is a sensory de-escalation space intended to provide a place for individuals who are experiencing sensory overstimulation to stim, retreat, and de-escalate. These resources exist so that people are able to stay and engage in community experiences longer instead of going home or remaining at home all together.

ADVANCE

THE ABILITYSTRONG PARADE is a public expression of the belief that disability is a natural and beautiful part of human diversity in which people living with disabilities can take pride. Held on the streets of downtown San Antonio, where many parades have taken place, this event demonstrates our efforts to “develop a whole community of people with disabilities and allies who are proud to be who we are, who do not see ourselves as victims, who expect more from ourselves and those within our community, and who are committed to building an inclusive community that recognizes the dignity, humanity, and worth of all people.”

THE CONVERSATION 360° creates an open and safe platform for an interactive dialog on the issues individuals living with a disability in San Antonio face that create barriers to inclusion, independence, and a superior quality of life. This discussion creates a dialog for improvement, identifying ways in which the San Antonio community can take action toward filling the gaps, creating awareness, advancing public attitudes, and creating a community of inclusion for all residents.

CULTIVATING COMMUNITY RESILIENCY creates a platform and a space for like-minded organizations and partners to convene - collectively come together - in a practice of learning, sharing, and consolidating information around and in support of the disability community as a whole. Initiatives have included COVID Recovery & Resiliency, Policing Service Review, SA Digital Equity Plan, Visitability in San Antonio, etc.

PARTNERS IN THE DISABILITY VOTE The Disability Vote includes people living with a disability, family members and friends, advocates, educators, professionals, providers, bureaucrats, and supporters. The disability community has a major stake in the outcome of elections. Issues important to people with disabilities must be part of the conversations and barriers to the election process must be resolved. disABILITYsa is calling on those who make up The Disability Vote to come together collectively with 3 objectives: 1) Make information about candidates, issues, and elections accessible to everyone; 2) Get people who make up The Disability Vote registered to vote; and 3) Remove barriers and create more equitable access to the polls.

AMPLIFY THE DISABILITY VOICE disABILITYsa's leadership serves on local committees to enact change in policies and practices improving the quality of life for all those living with a disability in the region:

- City of San Antonio Disability Access Advisory Committee, District 7 Appointee
- Bexar County Technical Advisory Committee for Persons with Disabilities, Precinct 2 Appointee
- COSA Housing Commission Community Engagement & Outreach Committee Appointee
- SA Digital Connects Advisory Committee
- City of San Antonio Vaccine Implementation Committee
- Strategic Housing Implementation Plan (SHIP) Residents & Community Advocates Stakeholder Forum
- League of Women Voters, Disability Outreach Committee Chair
- Texas A&M University San Antonio College of Education and Human Dev. College Advisory Council
- Fiesta[®] San Antonio Commission, Partner Member Organization

COLLECTIVE IMPACT INITIATIVES

- Successfully Aging and Living in San Antonio Collective Impact: Transportation & Housing Workgroups
- ALL (Autism Lifeline Links) Collective, Public Policy & Advocacy Workgroup

COMMUNITY-BASED PARTICIPATORY RESEARCH (CBPR) is a partnership approach to research that equitably involves community members, organizational representatives, and academic researchers in all aspects of the research process. It enables all partners to contribute their expertise, with shared responsibility and ownership; it enhances the understanding of a given phenomenon; and, it integrates the knowledge gained with action to improve the health and well-being of community members, such as through interventions and policy change (Israel, Schulz, Parker, and Becker, 1998). While every CBPR project may not involve an intervention, there is a commitment to feeding back the data, jointly interpreting the data, disseminating the data, and translating the data into interventions and/or policy.

STRENGTHEN

FOOD FOR THOUGHT provides Webinars, workshops, panels and presentations on a variety of topics impacting businesses and organizations that serve individuals with disabilities.

SERVICE & LEADERSHIP FELLOWS ACADEMY identifies opportunities and provides training for individuals with disabilities who are interested in serving the San Antonio community by engaging in volunteerism, service on nonprofit boards, and participation in strategic conversations about the future of our community. A new program to be implemented in 2022, disABILITYsa developed LADEI to further our goal to build inclusion in the San Antonio community by creating a platform for advancement of people, living with disabilities and other disability advocates, into leadership positions that influence change in the decision making, planning, and visioning processes for the future of the Greater San Antonio area. By opening the class to both individuals with and without disabilities, we work to build alliances to advocate for change in outdated perceptions of disability and to develop policies and practices that empower people with disabilities and their families, friends, and caregivers to fully participate in daily community life. The graduating cohorts identify three specific platform issues impacting local legislation and move into action to advocate. Participants are encouraged to record and report their continued leadership and advocacy activities, using a matrix that emphasizes what was learned in the program.

CREATIVE SERVICES offers marketing design, layout and printing services for nonprofit organizations serving children and adults living with a disability in the San Antonio community. By doing so, we are able to help fulfill the mission of disABILITYsa to strengthen the nonprofit organizations that serve individuals living with a disability in San Antonio.

EMPLOYMENT POLICIES

AT-WILL EMPLOYMENT

disABILITYsa is an at-will employer which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or disABILITYsa. In addition, disABILITYsa may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between disABILITYsa and its employees.

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

It is the policy of disABILITYsa to employ only individuals who are legally eligible to work in the United States. All new disABILITYsa employees are required to fill out and sign Section 1, an employment eligibility verification form (I-9), no later than the completion of the employee's first day of employment. The employee must also furnish the employer with proof of identity and eligibility to work in the U.S. within three days of the first day of employment.

If the employee is unable to present the appropriate documents within three business days of the date of hire, the employee will be terminated. Any change to your legal right to work in the United States, such as immigration status, must be reported immediately to the Executive Director.

EMPLOYEE CLASSIFICATIONS

Employees are classified as full-time, part-time, temporary, On-Call (PRN), or inactive. These classifications determine eligibility for benefits and overtime pay. An employee's classification will not be changed due to a temporary change in work-schedule. Changes in employee classification will occur, at the discretion of the employer, when a job change, a promotion, or a change in work hours projected to be ongoing or last for more than four (4) months, takes place.

Regular Full-Time Employee: Employees hired to work a normal, full-time workweek of forty (40) hours or more, on a regular basis and whose employment has no specified end date. Such employees may be "exempt" or "nonexempt" as defined below.

Regular Part-Time Employee: Employees hired to work fewer than forty (40) hours per week, but more than fifteen (15) hours per week on a regular basis and have no specified end date. Such employees may be "exempt" or "nonexempt" as defined below.

Temporary Employee: An employee engaged to work full or part-time basis for a specified period, usually not to exceed six (6) months. Such employees may be "exempt" or "nonexempt" as defined below.

On-Call PRN: An employee hired on an as-needed basis and understand they work varied hours per week or per month. These employees typically do not participate in benefit or retirement plans, and their status is evaluated every 180 days. Such employees may be "exempt" or "nonexempt" as defined below.

Inactive Employee: An employee on a leave of absence and is not receiving pay from disABILITYsa.

Non-exempt: Non-exempt employees are compensated on an hourly basis and paid for all hours worked, including overtime. Overtime is defined as time worked in excess of 40 hours in a workweek. The work week is defined as Monday through Sunday. Overtime is paid at 1.5 times the employee's regular hourly rate. A nonexempt employee is required to record hours worked using the Company timesheet or automated reporting system. Overtime is authorized by your supervisor.

Exempt: Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Exempt employees are not eligible for overtime.

POSITION DESCRIPTIONS

disABILITYsa maintains written descriptions for all positions. Employees are responsible to know what is in their job description. Employees may be asked to temporarily do other duties not set forth in their job description.

WORK SCHEDULES

disABILITYsa employees are expected to work the number of hours agreed at the time of hire. Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Other work arrangements may be made between the employee and his or her supervisor.

At the discretion of the Executive Director, nonexempt employees may receive approval to work from home. All hours worked should/must be documented by the nonexempt employee. Under no circumstances are nonexempt employees allowed to work for disABILITYsa from home or elsewhere without compensation.

EMPLOYEE FILES

The Company maintains an employee file on each employee. You may review your employee file upon request and in the presence of Company authorized personnel. If you are interested in reviewing your file, contact the Executive Director to make arrangements.

To ensure that your employee file is up-to-date at all times, immediately notify Payroll of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, scholastic achievements, and emergency contact information.

WORKPLACE POLICIES

OPEN DOOR POLICY

PURPOSE

disABILITYsa wishes to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, our organization has an open-door policy, by which employees are encouraged to report work-related concerns. The goal is to get your concern resolved quickly and thoroughly.

POLICY

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, we encourage you to openly discuss it with your immediate Supervisor or any member of the management team. Please make every effort to address and resolve your concern as quickly as possible, since minor problems often could develop into more serious situations.

If you are not comfortable addressing a concern with your immediate Supervisor, the door is open to our Executive Director or the Board. We encourage you to come forward and make your concerns known to us. We can't help address the issue if we don't know about it.

NON-COMPLIANCE

Employees who do not follow the open door process may be referred back to their supervisor for a solution before it is addressed at an elevated level of leadership.

ATTENDANCE POLICY

PURPOSE

The purpose of this policy is to set forth disABILITYsa's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

POLICY

Definition: "Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work.

The two types of absences are defined below: **Excused absence** occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence and explains why they must be absent.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid time off (PTO) to cover the absence.

Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

Punctual and regular attendance is an essential responsibility of each employee at disABILITYsa. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Documentation will be required for medical absences that are three days or longer, or jury duty,

NON-COMPLIANCE

Excessive absenteeism or tardiness will result in a warning and other disciplinary actions, up to and including termination of employment.

SEVERE WEATHER POLICY

PURPOSE

In case of a severe weather emergency, disABILITYsa would like to ensure their employees are safe. disABILITYsa will comply with federal and state laws regarding inclement weather.

POLICY

In the case of severe weather, such as, a tornado, flooding, or heavy snow, etc. disABILITYsa expects each employee to make a reasonable effort to report to work. If weather or traveling conditions delay or prevent an employee from reporting to work, they must notify their supervisor as soon as possible. All employees who are tardy or do not report to work will be expected to use PTO to receive pay for that day. If the employee has no accrued, unused PTO, the time off will be unpaid.

Under certain circumstances, weather conditions may cause disABILITYsa to curtail or cancel normal daily operations to ensure the safety of our employees. The Executive Director will let employees know by 6:00 am through text message if the organization will open. If disABILITYsa must close, exempt employees will be compensated in full as long as they have worked a portion of the week. Non-exempt, hourly paid employees will only be paid for actual time worked, unless they use PTO. If the company is closed for an entire week, salaried exempt and nonexempt employees must exhaust PTO and will not be paid for any other time during that week. Absences due to severe weather will not count as an unexcused absence.

NEPOTISM POLICY (HIRING OF RELATIVES)

PURPOSE

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism. disABILITYsa is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

SCOPE

For purposes of this policy, the term “immediate family” applies to the following relationships: spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, step-parents, step-brothers, step-sisters, and step-children. This policy also applies to individuals who are not legally related but who reside with another employee.

POLICY

disABILITYsa does not permit employment of members of the same family to work for one another.

Relatives of persons currently employed by disABILITYsa may be hired only if they will not be working directly for or supervising a relative. Employees may not hold a job over which a member of their immediate family exercises supervisory authority. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, management shall decide who is to be transferred.

Board members and their immediate family members (as defined above) will be excluded from consideration for employment by the organization.

Employees shall not hold a position with the organization while they or members of their immediate family (as defined above) serve on the board or any committee of the board.

If two employees marry or become related or cohabit and a conflict arises, only one of the employees will be permitted to stay with disABILITYsa unless a reporting relationship for each spouse can be designed to ensure that no conflict or appearance of impropriety exists. The decision as to which relative will remain with disABILITYsa must be made by the two employees within three calendar days or by disABILITYsa on the basis of service value.

SOCIAL MEDIA POLICY

PURPOSE

disABILITYsa understands that some employees enjoy participating on social media. The purpose of this policy is to establish guidelines for appropriate use of social media, in an effort to assist employees with making responsible decisions surrounding their use of social media. Abuse of these resources can put both employees and disABILITYsa at risk.

POLICY

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with disABILITYsa, as well as any other form of electronic communication at work, home, or other location and while on duty and off duty.

Employees should be mindful to use electronic media, even on personal time, in a way that is responsible to and respectful of others. Ultimately, you are solely responsible for what you post online.

Because employees' online comments and postings can impact disABILITYsa and/or the way employees are spending their time at work, disABILITYsa has adopted the following guidelines that employees must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty.

It shall be considered a breach of acceptable team member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites chat rooms, telephone-based group communications or any other electronic or print communication format, any of the following:

- (1) Anything that may harm the goodwill or reputation of disABILITYsa or any disparaging information about disABILITYsa.
- (2) Any disparaging, discriminatory or harassing information concerning any customer, employee, vendor or other person associated with disABILITYsa. disABILITYsa's policies prohibiting harassment apply online as well as offline.
- (3) Any confidential information, trade secrets, or intellectual property of disABILITYsa obtained during your employment, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies.
- (4) Any private information relating to a customer, employee or vendor of disABILITYsa.

In compliance with applicable regulations of the Federal Trade Commission, employees endorsing disABILITYsa's programs or services must disclose their employment relationship with disABILITYsa and must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. If you are speaking about job-related content or about disABILITYsa, you must either clearly identify yourself as a disABILITYsa employee, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you.

In compliance with applicable regulations for HIPPA, disABILITYsa employees are prohibited from:

- Posting images and videos of clients without written consent or in opposition to "public notification" terms at public community events
- Posting gossip about clients, co-workers, or any individual associated with disABILITYsa

- Posting any information that could allow an individual to be identified
- Sharing photos, videos, or texts on social media platforms within a private group without written consent or in opposition to “public notification” terms at public community events

In addition, the following statement must be used, “The opinions expressed on this site are my own and do not necessarily represent the views of disABILITYsa.”

Employees should have no expectation of privacy in any information or data (i) placed on any disABILITYsa computer or computer-related system or (ii) viewed, created, sent, received or stored on any disABILITYsa computer or computer-related system, including, without limitation, electronic communications or internet usage.

NON-COMPLIANCE

disABILITYsa prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

In addition, employees who violate disABILITYsa Social Media Policy will be subject to disciplinary action, up to and including termination.

ACCEPTABLE USE POLICY

PURPOSE

disABILITYsa encourages responsible use of technology systems, as unacceptable use can harm the organization and employees. This policy demonstrates the guidelines for appropriate internet and equipment usage.

POLICY

The Acceptable Use Policy applies to all parties using disABILITYsa's computers, laptops, or intranet. disABILITYsa employees are expected to use technology responsibly and productively as necessary for their jobs. In addition to our Social Media Policy, employees may not use disABILITYsa's internet, e-mail, or other electronic communications to transmit, retrieve, search, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden. disABILITYsa promotes an inclusive environment free of discrimination.

Employees are also prohibited from downloading software or other program files or online services from the Internet without prior approval from their supervisor or the Executive Director. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

NON-COMPLIANCE

If someone is found using disABILITYsa's technology systems or other property to harm to the organization or employees, or other inappropriate uses, they will be subject to disciplinary action, up to and including termination.

COMPANY PROPERTY POLICY

PURPOSE

It is the responsibility of the employees to treat their equipment with care and to be responsible.

POLICY

disABILITYsa employees will take proper care of all company equipment that they are entrusted with. If an employee loses or damages company property, they are required to replace it at their expense. Upon termination, all property must be returned in proper working order. This agreement includes, but is not limited to, laptops, keys, and other company property.

NON-COMPLIANCE

Refusal to return equipment or failure to return it in proper working condition will result in a paycheck deduction, in accordance with federal and state laws and regulations.

ANTI-HARASSMENT AND SEXUAL HARASSMENT POLICY

PURPOSE

The purpose of this policy is to define harassment and sexual harassment, and to provide employees with the appropriate steps to take in the event that they feel they have been harassed or discriminated against. Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is a form of discrimination on the basis of sex.

DEFINITION OF HARASSMENT

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Harassment becomes unlawful where

- 1) enduring the offensive conduct becomes a condition of continued employment,
- 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment can be unwelcome advances, requests for sexual favors, or physical touching of a sexual nature. If you are subjected to any such behaviors and they unreasonably interfere with your work performance or create an intimidating, hostile or offensive work environment, then that may be sexual harassment. If you are subjected to an adverse employment action because you rejected any of those behaviors, that may be sexual harassment. Simple teasing, offhand comments or isolated incidents may not be considered sexual harassment.

Additional considerations:

- Sexual harassment can occur whether the harasser is female or male. You do not have to be of the opposite sex.
- The harasser can be your supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee.

- You do not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Examples of Sexual Harassment include but are not limited to:

- Unwelcome sexual advances, propositions, flirtations, or innuendoes
- Demands for sexual favors
- Unwanted and unnecessary physical contact (such as grabbing, rubbing, patting, pinching, touching, or hugging)
- Demands for sexual favors in exchange for favorable treatment or continued employment
- Display of pornographic material
- Excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual's body, appearance, dress, sexual prowess, or deficiencies
- Obscene jokes
- The display in the workplace of sexually suggestive objects or pictures
- Any other unwelcome and unwanted conduct of a sexual nature, such as leering, whistling, staring, name calling, and sexual innuendo

POLICY

disABILITYsa prohibits any employee, volunteer, or vendor from making sexual advances of a verbal or physical nature toward another employee or applicant for employment and from engaging in offensive conduct, verbal or otherwise, directed at an employee because of his or her gender.

Each employee of disABILITYsa is accountable for acting in compliance with and support of the policy. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation. Every employee is encouraged to discuss any violations of this policy with the Executive Director (executivedirector@disabilitysa.org) or Board Chair (boardchair@disabilitysa.org) without fear of any reprisals.

When investigating allegations of sexual harassment, the Civil Rights Division and the Equal Employment Opportunity Commission look at all circumstances around a complaint, such as the nature of the sexual advances and the context in which the alleged incidents occurred. A determination on the allegations is made on a case-by-case basis based on the facts.

NON-COMPLIANCE

disABILITYsa will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. disABILITYsa will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy.

Harassment by Nonemployees

disABILITYsa will strive to prevent harassment and sexual harassment of employees by nonemployees (members, vendors, etc.) in the work environment and employees should promptly report any such harassment to the appropriate individual(s) listed above. An investigation will be conducted and remedial measures taken if found to be warranted.

CODE OF CONDUCT POLICIES

CODE OF CONDUCT

disABILITYsa expects professional, ethical and respectful conduct from our employees. The policy has been established to facilitate the development of awareness for detecting and preventing fraud, waste, or any malicious conduct against disABILITYsa. In general, this means that we expect employees to maintain the following non-exhaustive examples of appropriate conduct:

- Employees will help to maintain our culture of mutual respect of others within the workplace and other company dealings.
- Employees will not commit fraud or intentionally lie in order to obtain a benefit or advantage.
- Employees will not waste, lose, or misuse resources, which could result in harm to the organization.
- Employees will not engage in theft, misappropriation of disABILITYsa funds or property, and any other illegal or criminal activity.
- Employees will not possess or use weapons or explosives on company premises.
- Employees will not engage in any workplace violence, threats of violence, fighting, horseplay, malicious pranks, or profanity.
- Employees will act with integrity (e.g., employees will not falsify records, including time worked, or misrepresent reasons for absence, tardiness or eligibility for benefits).
- Employees will act in compliance with and support of all safety and housekeeping rules.
- Employees will conduct themselves in a manner consistent with the rules of society and good, courteous business practices.
- Employees will perform at acceptable standards of work quality and quantity.
- Employees will have prompt and regular attendance.
- Employees will focus their complete attention and efforts to work matters during work hours.
- Employees will not engage in any forms of gambling on company premises.
- Employees will comply with and support our published policies and procedures on discrimination, harassment and alcohol and drugs.

An employee who commits an act that is contrary to the rules of conduct or which violates a published policy or rule of disABILITYsa may face discipline up to and including discharge. Investigations will be conducted without considering the suspected perpetrator's seniority, position, or relationship to the organization. The basic purpose of discipline is to provide correction so that the employee can improve his or her conduct or performance, unless the company believes that, under the circumstances, the employment relationship should not be continued.

Management is responsible for detecting and preventing fraud, misappropriations, and other deviances. Each manager must be aware of the types of improprieties within their area of responsibility and be alert for any indication of deviance. Employees and other parties outside of management are also encouraged to detect and report suspicious findings and behavior.

disABILITYsa employees have an affirmative duty to report misconduct. Suspicion of illegal or criminal behavior, fraud, waste, and abuse must be reported promptly to the employee's immediate supervisor, the Executive Director, or the Board.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Retaliation against any employee who in good faith makes a report in accordance with this policy or who in good faith participates in an investigation as a witness or in any other capacity is prohibited and will not be tolerated.

NON-COMPLIANCE

Depending upon the circumstances involved, discipline issued may be a verbal warning, written warning, and suspension with or without pay or discharge. Progressive discipline may not be followed in all cases. Depending upon the nature and severity of the violation and the surrounding circumstances including, but not limited to, the employee's past work record and past conduct, one or more steps of the progressive discipline system may be repeated or skipped. In some circumstances, discharge may be the first step of the discipline procedure.

ALCOHOL AND CONTROLLED SUBSTANCE POLICY

PURPOSE

disABILITYsa believes in and is committed to providing a safe, healthy and productive working environment that is free from the harmful effects of alcohol and drugs; prescribed, legal and illegal. The purpose of this policy is to outline company standards on the use, possession, or sale of drugs, alcohol, or other controlled substances. This policy is meant to promote a safe and healthy working environment and protect both employees, customers, vendors and the company from damage or injury caused by an employee under the influence of drugs or alcohol.

POLICY

Alcohol Use

Job responsibilities sometimes require employees to entertain the board, volunteers, donors, and customers. If an employee chooses to drink alcohol on these approved occasions while conducting disABILITYsa business, he or she is expected to do so responsibly and adhere to the Code of Conduct.

Drunk Driving Offenses

Drunk driving is a criminal offense and is not condoned by disABILITYsa under any circumstances. While each case will be reviewed on an individual basis, employees involved in drunk driving incidents can be subject to disciplinary action, including termination.

Any employee convicted of a criminal offense involving the consumption of alcohol, or any criminal offense committed while under the influence of alcohol, will be the subject of disciplinary proceedings.

disABILITYsa reserves the right to test employees where there is reasonable suspicion surrounding their ability to perform their job responsibilities due to being impaired by alcohol. In all cases, disABILITYsa will bear all costs associated with testing, including travel expenses. Employees must submit to testing when scheduled by disABILITYsa. All information received regarding alcohol testing will be maintained on a confidential basis.

disABILITYsa explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication without a prescription on Organization or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the disABILITYsa or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk disABILITYsa's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the disABILITYsa or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk disABILITYsa's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of disABILITYsa or its customers, or while on company business. "Prohibited substances" include illegal drugs or prescription drugs not taken in accordance with an employee's prescription.

disABILITYsa will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by disABILITYsa.
- **FOR-CAUSE TESTING:** disABILITYsa may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or impaired by alcohol, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the

employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

NON-COMPLIANCE

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment.

COMPENSATION POLICIES

PAYROLL ADMINISTRATION

The workweek begins on Sundays and ends on Saturdays. disABILITYsa processes payroll on the 1st and 16th day of the month for time worked in the prior pay period. If the processing date falls over the weekend, disABILITYsa will process payroll on subsequent Monday or at the discretion of the Executive Director. Direct deposit is mandatory.

Your wages are subject to Federal, State and Local taxes as well as other deductions mandated by government regulation or court order. State and local taxes vary according to where you live and/or work. Your tax deductions in Texas may include:

- Federal Withholding
- Federal Social Security
- Federal Medicare
- Child Support/Garnishments

TIMEKEEPING

disABILITYsa is committed to providing an excellent experience for our clients, including transparent billing. To accomplish this, employees are sometimes required to track billable project hours. Employees are required to submit their work hours on the 15th and the last day of the month. Late submissions could result in missed hours on paydays.

OVERTIME

When business conditions warrant, employees may be required to work additional hours on weekends or scheduled workdays. If a non-exempt employee is required to work extra hours, thereby exceeding their 40-hour workweek, that employee will be paid at time and a half for the hours worked over 40 hours. Your Manager must authorize all overtime in advance.

BUSINESS EXPENSES

disABILITYsa recognizes that employees may incur expenses within the scope of their work with the organization. Employees may be reimbursed for any ordinary and necessary business expense incurred on behalf of the company, if the following conditions are satisfied:

1. The expenses are pre-approved by the immediate supervisor; and
2. The expenses are reasonable in amount; and
3. The employee documents the time, place, business purpose and/or business relationship, and amount of each expense; and
4. The employee submits a completed Expense Report with receipts.

Mileage without the scope of work is reimbursed at the current IRS rate. A receipt must support each expense item, except for mileage. If a receipt is not practical to obtain (i.e. cash paid for parking), substantiation of the expense must be documented on the Expense Report. A receipt will always be required. In the event of a lost receipt, filing a lost receipt certification form can substantiate a purchase. Lost receipts should occur infrequently as this form is not intended to take the place of receipts on a consistent basis.

HOLIDAY PAY POLICY

PURPOSE

disABILITYsa respects the value of Family Time and giving employees the benefit of being at home for the holidays is important. The purpose of the Holiday Pay policy is to provide eligible employees with paid holidays and to develop procedures for managing holiday pay.

POLICY

Importantly, employees must be in good standing with the company to be eligible for holiday pay. The Holiday Pay Policy applies to all full-time and part-time employees of disABILITYsa. All full-time employees will receive the following Approved Holidays, plus 7 additional recognized Holidays that may be selected by the employee from the list below. Employees must notify the Executive Director 60 days in advance if they plan to use a recognized Holiday. Pay for holidays for hourly employees will be prorated based on regular hours worked. For example, a day for a 25 hr/wk employee is 5 hours.

A non-exempt employee must be on pay status the day before the holiday and the first scheduled work day after the holiday to be eligible to receive compensation for the holiday.

Paid holidays that fall on a Saturday are typically recognized on the preceding Friday. Those that occur on a Sunday are usually observed on the following Monday. Holidays will not carry over into the next calendar year if not used. disABILITYsa will not pay out monies for unused holiday days.

APPROVED HOLIDAYS

disABILITYsa will be closed to observe the following holidays:

- Christmas Day
- Thanksgiving Day
- New Years Day

RECOGNIZED HOLIDAYS

disABILITYsa will take into consideration the following recognized holidays for approval:

- Martin Luther King, Jr. Day
- Chinese New Year
- President's Day
- Ash Wednesday
- Good Friday
- Memorial Day
- Labor Day
- Indigenous People's Day
- Black Friday
- Veteran's Day
- Hanukkah
- Christmas Eve
- Kwanzaa
- Yom Kippur
- Personal Birthday
(submitted for consideration to the Executive Director)

BLACKOUT HOLIDAYS

disABILITYsa will be open and in operation for programs on the following holidays:

- Independence Day (4th of July)
- Good Friday and Easter in years when the holidays fall within the official Fiesta[®] San Antonio celebration.

PTO POLICY

PURPOSE

disABILITYsa recognizes that rest and relaxation are important to all employees’ well being. Our PTO Policy combines traditional vacation and sick day benefits into a single offering. The purpose of the PTO Policy is to provide employees with some flexibility and discretion as to when they take time away from work, and detail the circumstances under which an employee’s time away will or will not be paid.

POLICY

PTO may be used for vacation, personal or family illness, personal appointments, educational activities, and other personal activities. PTO hours are paid at the same rate as regular pay rates. Employees must let their supervisor know at least 60 days in advance if they need to take more than three days off.

ELIGIBILITY

- Full time employees, scheduled to work 35 hours per week or more
- Part-time employees, scheduled to work a minimum of 20 hour per week.
- A new employee may not begin using banked PTO hours until completing the required 90-day probationary period of employment.

ACCRUAL

- PTO is accrued in hourly increments during a given pay period on a semi-monthly basis. Each employee’s accrued hours will be placed into a PTO “bank” on the day pay is issued.
- Accrual increments and maximum number of accrued hours per calendar year are based on length of service. Once the accrual maximum is reached for the calendar year, no additional PTO may be accrued that year:

For Full-time Employees:

| Years of Service | Accrual Rate | Accrual Maximum Per Calendar Year |
|------------------|---------------------------------------|--------------------------------------|
| <1 year | 5 hours per bi-monthly pay period | 120 working hours per year (15 days) |
| 1 year | 5.667 hours per bi-monthly pay period | 128 working hours per year (17 days) |
| 2 year | 7 hours per bi-monthly pay period | 168 working hours per year (21 days) |
| 5 year | 8.33 hours per bi-monthly pay period | 200 working hours per year (25 days) |
| 10 year | 9.33 hours per bi-monthly pay period | 224 working hours per year (28 days) |

For Part-time Employees scheduled to work 20+ hours per week:

| Years of Service | Accrual Rate | Accrual Maximum Per Calendar Year |
|------------------|-------------------------------------|-----------------------------------|
| <1 year | 2.5 hours per bi-monthly pay period | 60 working hours per year |
| 1 year | 3 hours per bi-monthly pay period | 72 working hours per year |
| 2 year | 3.5 hours per bi-monthly pay period | 84 working hours per year |
| 5 year | 5 hours per bi-monthly pay period | 120 working hours per year |
| 10 year | 6 hours per bi-monthly pay period | 144 working hours per year |

- When an employee moves into a new “years of service” category based on anniversary date of hire, the employee will begin accruing PTO at the new accrual beginning on the first or 15th day of the month following their anniversary date, whichever is closest.

- PTO time is not accrued during periods of unpaid leave or suspension by the organization, short-term or long-term disability leave, or workers' compensation leave (unless legislated).
- Employees may not use PTO in the same pay period in which they accrue the time.

MAXIMUM TIME ACCUMULATED

- An employee may carry up to a total of 112 hours of unused accrued PTO over from one calendar year into the next calendar year with approval from the Executive Director.
- Although employees may carry over 112 hours of unused PTO time from year to year, PTO accrual is capped at one and one half times your annual PTO accrual rate or 224 hours, whichever is less. An employee may not hold more than 224 PTO hours at any given time.
- Once an employee reaches their cap, they will not accumulate any more PTO until some of the time is used from the account and it drops below the cap. After the balance goes below the cap, the employee will begin accruing PTO again.
- Employees will not receive retroactive credit for time worked while they were at the cap limit.

GUIDELINES

Employees are responsible for monitoring their own PTO accrual and usage during the calendar year, and for ensuring that all PTO time they have accrued is taken. This means developing a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

- The employee's supervisor requires 2 days notice for PTO except in the event of unexpected illness or emergency. In those situations, an employee must inform their supervisor of the circumstances as soon as possible. Although every attempt will be made to grant vacation time requests, business conditions or staffing levels may prevent the approval of the requested time.
- All PTO is subject to supervisor approval. An employee must complete and submit the PTO Request Form to their supervisor in order to request PTO.
- The minimum amount of PTO an employee can use at one time depends on whether they are an exempt or a non-exempt status employee. If they are non-exempt, an employee may not take less than one hour off at a time. If they are an exempt status employee, the employee must take PTO in increments of not less than one-half day.

PTO Blackout Dates

- Except in the case of extreme emergencies, no requests for PTO will be granted during the month of April or for the 14 days preceding the AccessAbility fest / abilitySTRONG Parade.

Termination

- Employees will not be paid for unused PTO after leaving employment. Employees will not earn PTO while on any type of leave.
- Pay for PTO days will be paid on the regular pay cycle and does not count towards overtime.
- Employees who give at least two-week's notice of termination of their employment may not use accrued PTO during their final two weeks.
- Three (3) consecutive days of absence from work without notification of the employee's supervisor will be taken as voluntary resignation from the job.

NON-COMPLIANCE

Unexcused absences, or excessive absences or tardiness will result in disciplinary action, up to and including termination.

LEAVE POLICY

PURPOSE

The purpose of this policy is to provide employees with time away from work for personal or medical reasons.

POLICY

Under special circumstances, full-time employees who have completed at least one year of employment and have exhausted their PTO may be granted a leave of absence without pay. Whenever possible, requests longer than five days should be made at least 60 days in advance. Requests for leave must be made in writing to your supervisor or the Executive Director stating the reason for the leave, the start date, and the date you plan to return to work.

Leaves may not exceed 30 calendar days. No benefits will accrue during leaves of absence. Leaves of absence are granted only after the earned PTO is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements. Please be advised that, except where mandated by law, we cannot guarantee that your position will remain open in your absence. If there is no vacancy, you may be offered another opening for which you are qualified, if one is available.

NON-COMPLIANCE

Employees who are absent from work, and do not notify their supervisor in advance will be subject to disciplinary action, up to and including termination. Employees who do not call or come to work for three days in a row will be considered to have resigned from the company.

WORKER'S COMPENSATION NOTICE

NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained workers' compensation insurance coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

COVERAGE: disABILITYsa (DBA: disABILITYsa Creative Services and Fiesta Especial[®]) has workers' compensation insurance coverage in the event of work-related injury or occupational disease. An employee or a person acting on the employee's behalf, must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation (Division) determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers' compensation claim. Division staff will answer any questions you may have about workers' compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers' Compensation Act. You can obtain OIEC's assistance by contacting an OIEC customer service representative in your local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

MEDICAL INSURANCE POLICY

PURPOSE

To provide eligible staff with information about medical insurance.

POLICY

Employees who work full-time, a minimum 30 hours per week, are eligible to enroll in medical insurance plans sponsored by disABILITYsa. Employees enrolled in medical insurance plans are subject to eligibility rules and benefits outlined in each medical insurance plan document and are required to pay a portion of the premium according to their employment agreement.

disABILITYsa covers 50% of the employee-only portion of the premium. Your contributory cost is deducted from your paycheck. Medical insurance plans and premiums are subject to change each year on Dec. 1st. Applicable premium adjustments occur on the December payroll.

Employees who are eligible for but choose not to enroll in a medical insurance plan due to other coverage will not receive compensation for any medical coverage waived.

PROCEDURES

Upon hire, benefit eligible employees will receive a benefits summary containing information about premiums and benefit coverage of available medical plans, the applicable enrollment deadline, and information on how to get assistance.

Correctly completed enrollment forms must be turned in to the Executive Director within 85 days of date of hire. Coverage begins on the first day of the 3rd month following the date of hire. If the 85-day deadline is missed, the only other opportunity to enroll is during the annual open enrollment period unless there is a qualifying event. Open enrollment elections take effect on December 1st.

Employees are required to pay a portion of the medical insurance premiums. Employee contributions are deducted from the paycheck at the end of the month for the next month's coverage. Employees may elect to pay premiums on a pre-tax basis. Premiums are subject to change each year on December 1st.

Employees whose premiums are deducted on a pre-tax basis are subject to IRS regulations regarding mid-year election changes, which require a qualifying event in order to make changes such as canceling coverage or deleting dependents.

Each year employees will be notified of the annual open enrollment period. Employees may switch medical insurance plans, cancel coverage or begin participation during the annual open enrollment period.

Employees who anticipate being absent during the open enrollment period are advised to contact the Executive Director no later than November 15 to request open enrollment materials.

After your Initial Eligibility Period, your application for enrollment in, and/or changes to your existing coverage will only be accepted during an annual Open Enrollment period held in November, or per the occurrence of a "life event" as defined by the IRS. Examples of a life event are the birth, adoption, or death of a dependent; marriage, divorce, or loss of coverage due to a spouse's unemployment. You are responsible for requesting benefits changes due to a life event and you must submit your enrollment within 30 days of the effective date of the life event, including any supporting documentation required.

Employees who take an unpaid leave of absence or who work less than 12 months per year must make arrangements in advance with the Executive Director to pay for benefit premiums or insurance coverage will be discontinued.

PERFORMANCE REVIEW PROCESS

FORMAL EVALUATIONS

YEAR ONE

During the first year of employment, there will be three formal evaluations: 90 days, six months, and at the end of the year. The onboarding self-evaluation will be completed after the first 30 days.

YEAR TWO

During the second year of employment, employees will be formally evaluated at six months and the end of the year.

ANNUALLY

A formal performance appraisal will be conducted in January of each year for the preceding calendar year and include an employee self-evaluation.

INFORMAL MEETINGS

Informal meetings are a collaborative process.

In addition to the formal evaluations, team meetings will be held every other week. During the team meetings, employees can share their progress and inquire about additional resources and guidance if needed.

Employees and their supervisors will meet every six weeks for informal discussions about projects.

COACHING, DEVELOPMENT, AND OBJECTIVES

When necessary, the SMARTER goals framework will be utilized to improve performance. The framework may also be used to set goals during meetings.

SEPARATION FROM EMPLOYMENT

EMPLOYMENT SEPARATION

An employee may be separated from employment either voluntarily or involuntarily by retirement, resignation, lack of work or termination. disABILITYsa may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the organization. During the exit interview, you can provide insights into areas for improvement for disABILITYsa and your specific position.

Any property issued to you by disABILITYsa, such as a cell phone, mobile devices, computer equipment, databases, software, files, keys or credit card(s) must be returned at the time of your termination. You will be responsible for any lost or damaged items. Failure to return equipment may result in the company off-setting a portion of the employee's final paycheck.

TEXAS STATE CONTINUATION

Texas law provides you with medical coverage continuation rights. Under Texas state continuation, you and your family may remain covered under your former employer's health plan for up to nine months. State continuation applies only to group health benefit plans issued by insurance companies and HMOs that are subject to the Texas Insurance Code. State continuation does not apply to employer self-funded (ERISA) health care plans, which are exempt from state insurance laws.

Your state continuation rights are discussed in the Texas Department of Insurance's (TDI) consumer publication, Your Health Care Coverage. You may ask for printed copies by calling TDI toll-free at 1-800-599-7467. You may also call TDI's Consumer Help Line at 1-800-252-3439 to obtain information about Texas state continuation requirements.

NOTE: If the employee was involuntarily terminated, he or she may be eligible for the federally legislated premium subsidy. The Request for Information form you submitted in Step 1 will serve as confirmation that the applicant's employment was terminated involuntarily. To apply for the subsidy, the applicant must also complete and return the Request for Treatment as an Assistance Eligible Individual form included in the packet.

BCBSTX will cancel continuants from State Continuation coverage when the nine (9)-month continuation coverage period ends or any of the following events occur:

- You discontinue offering your group health plan to all employees
- The continuant fails to submit a premium payment within 30 days* of the due date
- BCBSTX receives notification from you or the continuant that the continuant has obtained other group coverage
- BCBSTX receives notice from you or the continuant that the continuant has become eligible for Medicare coverage
- The continuant requests to drop coverage

NOTE: The 30-day payment grace period does not apply to the initial premium payment. Eligible continuants have 60 days from the date BCBSTX mails their State Continuation Coverage packets to apply for coverage. They have an additional 45 days from the date they apply for coverage to submit the first premium payment to BCBSTX

FINAL PAYCHECK

If an employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay will be given to the employee within six (6) calendar days of discharge. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay will be given to the employee on the next regularly-scheduled payday following the effective date of resignation.

EMPLOYMENT REFERENCES

All employment verifications or reference requests on current or former employees are to be referred to the Executive Director. Normally only the last title and dates of employment will be released. All other requests for information on current or former employees, including verifications for credit or mortgage purposes, will require a signed release.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about disABILITYsa, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with disABILITYsa voluntarily, and understand that there is no specified length of employment. Accordingly, either disABILITYsa or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Executive Director may enter into an employment agreement for any specified period of time, or make any agreement contrary to disABILITYsa's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to disABILITYsa's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of disABILITYsa has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Executive Director any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with disABILITYsa following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the disABILITYsa's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Employee Signature

Date

ACKNOWLEDGMENT OF ANNUAL REVIEW OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about disABILITYsa, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with disABILITYsa voluntarily, and understand that there is no specified length of employment. Accordingly, either disABILITYsa or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

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