



MCINTYRE
ELDER LAW

"Helping Seniors Protect Their Assets and Legacies"

Handbook
Version 4.0

1. Introduction:

1.1 Changes in policy.

This handbook replaces previous employee handbooks, memos, and manuals. We reserve the right to interpret, cancel, change, suspend, or dispute, with or without notice, all or any part of these policies, procedures, and benefits at any point. Employees will be notified of changes.

Changes take effect on dates determined by the company. After changes take effect previous policies are void. Individual managers and supervisors cannot change policies.

1.2 Employment applications:

We rely on the accuracy of employment application information and any other data candidates provide during the hiring process.

Falsification, misrepresentations, or material omissions may result in the exclusion of the candidate from consideration for employment. If the candidate has been hired, termination of employment may be considered.

1.3 Employment Relationship.

You Enter into this employment voluntarily and are free to resign at any time for any reason or no reason. Likewise, McIntyre Elder Law is free to conclude its relationship with any employee at any time for any reason or no reason. Following a probationary period, the Employment Termination Policy in Section 3 is applicable.

2. Definitions of Employee Status:

An “employee” of McIntyre Elder Law is a person who regularly works for McIntyre Elder Law on a wage or salary basis. “Employees” may include exempt, non-exempt, temporary, regular full-time, regular part-time employees, and other employees who are subject to the control and supervision of McIntyre Elder Law in the performance of their duties.

2.1 Types of Employees.

- Exempt
- Non- Exempt
- Regular Full- Time
- Regular Part-Time
- Temporary

3. Employment Policies:

3.1 New Employee Orientation.

Training provides an orientation for new employees. This includes an overview of the company history, an explanation of company vision, mission, values, goals, and objectives. Orientation also includes an explanation of tax and legal issues, benefits, and help completing necessary paperwork.

Employees are presented with keys, procedures, and secret handshakes needed to access their workspace. Supervisors introduce new hires to staff, explain company evaluation procedures, review position scope, and job description, and help them start working.

3.2 Non-disclosure and confidentiality agreement.

The protection of confidential business information and trade secrets is vital to the interests and success of McIntyre Elder Law. Such confidential information includes, but not limited to, the following:

- Compensation Data
- Financial Information
- Marketing Strategies
- Client Information
- Personnel/payroll records
- Client documentation

Employees who improperly use or disclose confidential information will be subject to disciplinary action.

3.3 Non-discrimination.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at McIntyre Elder Law will be based on merit, qualifications, and abilities. McIntyre Elder Law does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

McIntyre Elder Law will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace is encouraged to bring these issues to their department manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.4 New Employee probationary period.

The probationary period for regular employees is for 90 days from hire date. This is a time for management to evaluate new employees, and for new employees to evaluate the company.

During the probationary period, the company and the employee can terminate employment without notice. Upon completion of the probationary period, a review will be given, and benefits will begin as appropriate.

3.5 Work hours.

McIntyre Elder Law is open from 8:00 a.m. To 5:00 p.m. Monday thru Friday, except for Holidays (see section 6.6, Holidays). The standard workweek is 40 hours (see Section 4.3, Overtime).

For calculating employee benefits, the workweek begins on Monday starting at 12:01 a.m. through Sunday 12:00 a.m., unless a supervisor makes other arrangements with the employee.

3.6 Lunch Periods.

Employees receive a 60-minute break for lunch. Lunch breaks should be taken and need to be staggered so that a department has at least one person available for questions. If a department only has one employee, lunch can be taken when needed.

Lunches can be flexible so that you can take care of personal business/appointments. Lunches outside normal schedules should be put on the calendar to ensure that clients are taken care of and not missed.

3.7 Break periods.

Employees can take breaks as needed. McIntyre Elder Law encourages employees to go for a walk or to stand up and stretch. The only request is that you not disrupt other employees in their job duties.

3.8 Emergency Closings.

Emergencies including fires, severe weather, or power failures can disrupt company operations. The CEO and COO will make the decision to close. Employees will receive an official notification from their supervisors if the company is closed due to an emergency.

3.9 Employee Personnel files.

Employee personnel files include résumé, records of training, salary history, records of disciplinary action, and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are McIntyre Elder Laws property. Access to information they contain is restricted. Management personnel of McIntyre Elder Law who have a legitimate reason to review the file are allowed to. To review their own file employees should contact their supervisor or Human Resource Representative.

With reasonable notice, employees may review their personnel file in Company's office and in the presence of their supervisor or Human Resources Representative.

3.10 Personnel data changes.

Employees are responsible for notifying their supervisor or McIntyre Elder Laws Human Resource Department of changes such as mailing address, telephone number, name, number of dependents, and emergency contacts. An employee's personal data should be accurate and current at all times.

3.11 Performance review

Supervisors give formal performance reviews every year. Informal performance reviews may be conducted more often.

Performance reviews are for employees and supervisors to talk about current tasks and discuss ideas for meeting work goals. Performance is directly tied to wage and salary increases. Performance reviews will have a direct effect on your compensation.

3.12 Outside employment policy

Employees may hold outside jobs in non-related businesses or professions as long as there is no conflict of interest, performance

standards and scheduling demands are met, and McIntyre Elder Law resources are not used for outside employment.

3.13 Disciplinary action

Progressive Discipline Policy:

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The McIntyre Law Firm, PLLC reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization.

Procedure

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

Step 2: Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, The

McIntyre Law Firm, PLLC recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee for his or her continued failure to meet performance and/or conduct expectations. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation. Suspensions may be recommended by the immediate supervisor as part of the normal progression of this progressive discipline policy and procedure.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The immediate supervisor will

provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, The McIntyre Law Firm, PLLC will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, The McIntyre Law Firm, PLLC reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between The McIntyre Law Firm, PLLC and its employees.

Appeal Process

Employees will have the opportunity to present information that may challenge the information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are

also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

3.14 Employment termination

Terminations are part of personnel activity at any company. Examples and definitions of common termination types:

- Termination – Employment termination initiated by McIntyre Elder Law.
- Layoff- Employment termination initiated by McIntyre Elder Law for non-disciplinary reasons.
- Resignation – Employment termination initiated by an employee.

Exempt and Non-exempt employees shall give at least 2 weeks written notice. Since employment with McIntyre Elder Law is based on mutual consent, both the employee and McIntyre Elder Law have the right to terminate employment at will, with or without cause during the introductory/probationary period for new Employees (See section 3.1, Introductory/Probationary Period for New Employees).

Employees who terminate employment with McIntyre Elder Law shall return company property. No final employee's payment will be made until all items are returned in appropriate condition. Cost of replacing un-returned items is deducted from the employee's final pay.

3.15 Dress Code and Appearance Policy

This is ultimately a part of *Packaging*. Like it or not, perception is reality. We present a professional package to the client in the way we dress and behave!

- You should exercise good taste and common sense when selecting appropriate business attire.
- Business attire should be clean, pressed and wrinkle free, without holes or frayed areas. Small logo's (Polo, Izod etc.) are acceptable; pictures and large promotional information are **not acceptable** on shirts or slacks.
- If firm personnel are scheduled to meet with clients or visitors, traditional business attire is expected when appropriate (use discretion).
- Attorneys and senior administrative personnel must have access, in the office, to professional business attire for unplanned court appearances, client meetings and other events requiring formal business attire.

Acceptable Clothing for Men

- Acceptable clothing for men includes casual slacks (non-denim only), khakis, dress shirts, (short or long sleeve) sweaters: crew, V-neck (only with collared shirt) and cardigans. Acceptable shoes include thin to medium sole leather shoes: lace-up loafers, dock shoes or Rockport style.
- Unacceptable clothing for men includes casual shirts without collars, sweatshirts, t-shirts, denim of any type or color, sweat suits, shorts, jogging or warm up suits, jeans of any color or style, athletic shoes, thongs, flip-flops, moccasins or sandals. Golf shirts with large logo's or lettering are also prohibited.

Acceptable Clothing for Women

- Acceptable clothing for women includes sweaters (lightweight, turtlenecks, crew, V-neck and cardigans), vests (worn with short or long-sleeved shirts), blouses, knit tops and collared polo shirts. Acceptable pants include khakis, linen blends, silk, twills or corduroy and capri pants that end close to the ankle. Acceptable shoes include

thin to medium-sole leather shoes, loafers, pumps or any updated style with a low or stacked heel, open-toed or dress sandals.

- Unacceptable clothing for women includes tight, sheer and low-cut clothing of any style, sweatshirts, t-shirts, denim of any type or color, spaghetti straps, open backs, midriff, tank tops, halter tops, stretch pants, stirrup pants, jogging or warm-up suits, jeans of any color or style, casual shorts, dress shorts, miniskirts and capri pants that end close to the knee.
- Unacceptable shoes for women include athletic shoes, thongs, moccasins, flip-flops and platform heels.

We wear name tags to help inspire trust with our clients and potential clients. If a potential client feels right away that they know our names, they will feel more comfortable with our handling of sensitive information as well as their personal situation, which is extremely important to them. We want the client to know that we take their situation as seriously as they do. Knowing our names will bring about a more personal level of trust for them.

- Everyone wears a name tag in the office and outside of the office so that clients and potential clients know our name and can easily remember our name.
- For court proceedings, name tags shall not be worn.

3.16 Work safety

McIntyre Elder Law gives information to employees about health issues and workplace safety through morning meetings.

Employees must be cautious and obey safety rules. Unsafe conditions should be reported to a supervisor immediately. Disciplinary action, including termination of employment, may result for violating safety standards, creating dangerous situations, or failing to report or remedy such situations.

A supervisor should be notified immediately in case of accident-related injuries, no matter how insignificant. (See section 3.16, Employee requiring Medical Attention).

3.17 Health issues

Strictly for the protection of employee health, employees should inform supervisors or human resources representative of health-related issues.

A doctor's note stating whether the employee can perform his/her job duties is required when or shortly after notice has been given.

Employees should notify their supervisor and human resources representative if health issue requires a leave of absence. These are granted on a case-by-case basis.

3.18 If an employee requires medical attention

If an employee requires medical attention, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility.

Due to potential liabilities, McIntyre Elder Law's employees will not be responsible for transporting another employee.

3.19 Building security

Employees are not allowed on company property after hours without proper authorization.

The Employee remaining at the end of each night is responsible for locking all doors, turning off televisions, and performing any additional building care, such as turning off coffee pot.

Employees issued work keys are responsible for them.

3.20 Company supplies and expenditures

Employees whose regular duties do not include purchasing shall not make purchases on behalf of McIntyre Elder Law without prior approval.

3.21 Expense reimbursement

Reimbursements will be processed in the employee's next regular paycheck. Expenses should be turned in on Monday to be reimbursed on Friday.

3.22 Visitors in the workplace

McIntyre Elder Law has clients coming in on a daily basis. Any documentation on desks should be covered so that no personal information is visible. Client confidentiality is a priority, and we want to ensure that client information does not get shared outside the office.

3.23 Parking

Employees must park their cars in parking lots or other areas designated at each location. Ask supervisor if you have questions on parking areas.

4. Wage and Salary Policies:

4.1 Wage or Salary Increases.

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee.

- Regular performance appraisals:
- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.
- Identify employees with potential for advancement within the firm.
- Help managers distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.
- Performance appraisals influence salaries, promotions and transfers, so it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

PERFORMANCE REVIEW SCHEDULE

- Performance appraisals are conducted on an annual focal cycle. Employees will receive a performance review on the

established focal date each year. Merit increases are not guaranteed and are based upon company performance and financials. When provided, a merit increase may accompany a performance review if the employee's performance and salary level so warrant. The amount of increase should be consistent with the approved merit budget.

FOCAL INCREASE PLANNING

Overall merit budget allocations and individual merit increases are planned for and allocated prior to the start of each calendar year. The focal salary increase program is designed to assist The McIntyre Law Firm, PLLC management in planning and allocating merit and promotional increases that

- Reward individual performance;
- Are market competitive;
- Are internally equitable;
- Are comparable with The McIntyre Law Firm, PLLC's operating budget; and
- Are equitably allocated among individual employees, taking into consideration all available factors at one point in time.

PERFORMANCE REVIEWS – SALARY INCREASES

Each Firm manager is responsible for the timely and equitable assessment of the performance and contribution of his/her employees. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities must be evaluated to determine if a salary increase is warranted. Out-of-cycle salary increases must be pre-approved by the Managing Attorney.

SALARY EQUITY REVIEWS

A manager may request an analysis of an employee's salary at any time he/she deems appropriate. This request should be made to the Managing Attorney, who will review the employee's salary in comparison to other employees in similar positions.

RESPONSIBILITY

- The forms and spreadsheets provided by the Managing Attorney will be used and the completed evaluation will be retained in the employee's personnel file.

- The performance evaluation will be discussed and signed both by the employee and the manager to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.
- The manager is responsible for completing the focal salary increase planning worksheet, obtaining focal increase approvals and submitting the approved and final worksheet to Human Resources for processing.

AUTHORITY

The Managing Attorney has the authority to change, modify or approve exceptions to this policy at any time with or without notice.

4.2 Timekeeping

To keep track of firm spending. To track employee hours for both accounting and employee performance purposes.

Procedure:

- Create a timecard for each employee in the firm as well as the attorneys. Track the time or assign an employee to track the time of each employee in the firm using the “Employee Timecard” worksheet.

*See Below.

Employee Time Card: February 2015						
Employee Name: Lacey Beam						
	Hours:	0	Overtime Hours:	0		
Week Starting:	Week 1					
2/2/2015	Date	Time In	Time Out	Less Lunch	Total	Overtime
Monday	2/2/2015					
Tuesday	2/3/2015					
Wednesday	2/4/2015					
Thursday	2/5/2015					
Friday	2/6/2015					
Saturday	2/7/2015					
Sunday	2/8/2015					
Total					0	
Week Starting:	Week 2					
2/9/2015	Date	Time In	Time Out	Less Lunch	Total	Overtime
Monday	2/9/2015					
Tuesday	2/10/2015					
Wednesday	2/11/2015					
Thursday	2/12/2015					
Friday	2/13/2015					
Saturday	2/14/2015					
Sunday	2/15/2015					
Total					0	
Week Starting:	Week 3					
2/16/2015	Date	Time In	Time Out	Less Lunch	Total	Overtime
Monday	2/16/2015					
Tuesday	2/17/2015					
Wednesday	2/18/2015					
Thursday	2/19/2015					

4.3 Overtime

McIntyre Elder Law recognized that employees may be requested to work overtime in order to complete projects, meet job commitments, and/or make up for an employee shortfall. In response, McIntyre Elder Law created this overtime policy to clearly outline when employees are eligible for overtime and to explain the company’s compensation procedure.

The purpose of this policy is to define the guidelines that oversee mandatory overtime, outline the overtime eligibility and authorization process, and to explain the disciplinary action protocols.

This policy applies to all non-exempt employees, including part-time, full time, and seasonal employees. McIntyre Elder Law defines “overtime”

as any additional hours worked that exceed the mandatory 40 hours worked per week.

McIntyre Elder Law reserves the right to request any and/or all employees to work overtime during busy periods or in case of emergency. Overtime is only applicable if an employee works over 40 hours per week. Thereafter, McIntyre Elder Law will pay employees time and a half for the additional hours.

Employee will be classified as exempt or non-exempt by McIntyre Elder Law according to overtime pay laws.

All non-exempt employees are entitled to overtime, as long as they meet the required 40 hours per week.

Managers are responsible for the determination if overtime is needed.

If an employee feels that the need for overtime is required, they must request approval from accounting 24 hours in advance. Accounting will get with attorneys to determine if required overtime is needed.

4.4 Paydays

All Employees are paid weekly on Friday. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay the day prior.

McIntyre Elder Law provides an automated direct deposit service for employees, which automatically deposit in an employee's bank or credit union account(s). If changes need to be made a new deposit authorization form needs to be completed and this can be found in the accounting office.

4.5 Attendance

Employees at McIntyre Elder Law are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the law firm operating. Arriving late, being tardy, or absence causes disruptions.

Infractions: Employees are given a five-minute grace period to start and end each day. Employees will report an absence by call, text, or email to let their manager know. If no communication occurs, employee will be written up. After three infractions, the employee could face additional disciplinary actions up to termination.

- Employees that are out for 3 consecutive days or more, evidence for excusing the absence, such as a Doctor's note, must be provided.
- Absence because of bereavement, jury duty, or military duty are exempt from disciplinary action, as are FMLA, and ADA related absences.
- Continued absence is frowned upon, manager will look at absence history and determine if disciplinary action is required. This will be on a case-by-case basis.

5.0 Code of Ethics and Code of Conduct:

Standards of ethics and conduct for McIntyre Elder Law are important and the company takes them seriously.

Employees are expected to follow codes and standards in conducting the Company's business and doing their jobs.

Deviating from company rules and standards can lead to disciplinary action, including termination of employment (see Section 3.12, Corrective Action)

5.1 Attitude and Cooperation Policy

Attitude

Workplace attitudes affect more than an individual's job performance. One person's attitude can impact every person in an organization, from the owner to the other employees, clients, and vendors. Below are examples of attitudes that we want to see.

- Positive 'can-do' attitude. Being ready, available, and willing to get the job done, and done well.

- Courteous attitude. Employees who do their best to be courteous and friendly to their coworkers, managers and customers make office life much more pleasant than those who seek to cause disturbances or drama.
- Responsible attitude. While confessing an error can strike fear in the hearts of employees, those who value their work, their word and their future with McIntyre Elder Law will take responsibility and tell the truth. When you honestly and earnestly explain an oversight or mistake that is made, a manager has a better understanding of the issue and, even better, an understanding of an employee's value and integrity.
- Mindful attitude. Not everyone has the same types of personalities. We need to be mindful that sometimes a person's interaction may be the result of something personal or they are having a bad day. A person that is mindful will be understanding and not vengeful. Give the person space and maybe see if you can help them in any way. Sometimes a show of kindness can make someone's day.

Cooperation

All team members work together for the benefit of the firm, our clients and to encourage and develop an environment which improves the lives of every employee. In a small law office such as ours, everyone is required to "pitch in" from time to time and help when needed. By being helpful and cooperative with each other, our workday will be far more pleasant and satisfying for everyone. Unresolved disagreements, whether personal or professional will quickly destroy the pleasant and warm environment we want in our office. There is no need to harbor a grudge. If differences develop between you and another person in the office, speak with that person and attempt to resolve the problem in a quiet, peaceful, and reasonable manner. If necessary, talk with human resources about any problems.

If you see a situation that you believe creates discomfort for another employee, discuss the situation with that person and advise them to talk with human resources. Do not ignore the situation.

5.2 Social Media Policy

McIntyre Elder Law understands the importance of social media as a communication tool. We are committed to maintaining good relationships with our employees, clients, and future clients. The way the public views the company is vital to promoting business, establishing new business and contacts, marketing our services, and recruiting new employees.

Employees may use social media to promote our services using sound judgment and common sense and adhering to company core values.

Procedure:

- Check In on FB/Twitter when you arrive at work.
- The firm posts at least daily on all social media channels, so always share and retweet FB posts of McIntyre Elder Law.
- Post/tweet positive messages about work throughout the day.

Company employees should understand there are legal responsibilities when using social media platforms. Employees are free to post their own personal views on social media platforms. Employees should know that some of their social media use may lead to irreparable harm to the company, its employees, other parties, or may violate company policies. When untrue, defamatory or legally protected information is posted it violates the rights of others. This policy is intended to balance company objectives with employee rights and responsibilities.

- When posting on social media about work related matters within your expertise or providing marketing material on company it is important to disclose your affiliation with the company.
- When posting material that is not authorized by McIntyre Elder Law, state that it's YOUR opinion. This allows readers to know

that your opinion does not necessarily represent the company's opinion.

- Be cautious when posting personal information and mixing business with personal life.
- Act responsibly and ethically when participating on social media representing the company, do not misrepresent yourself.
- Avoid communications that are defamatory or harassing, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.) as well as any behavior not in agreement with the company's core values.
- Communicate online with respect. You are a representative of our company, your postings can reach other employees, clients and new clients. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted material, legal conclusions, and derogatory remarks in any way related to the company or services.
- Confidential information regarding the company's finances, sales, strategies, clients, or non-public material should be kept off of social media sites. Never share information about the company, co-workers, clients, or competition that could be considered harassing, threatening, libelous, or defamatory in any way. Do not disclose personal information of co-workers without permission.
- Do not respond to negative posts on behalf of the company. Please inform the marketing manager of the incident.
- Anything posted or sent by an employee on social media platform is subject to all other company policies guidelines and standards.

Employees that do not comply with the above guidelines or activity that causes harm to the company may be subject to disciplinary action up to and including termination of employment, as permitted by law.

5.3 Cell Phone Policy

Our **employee cell phone and company computer brief** outlines our guidelines for using cell phones and company computer use while at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They are a great asset if used correctly (for posting to company social media with positivity and checking in when you arrive to the office, productivity apps, calendars, etc.)

But, cell phones may also cause problems when used imprudently or excessively.

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work and miss vital information due to excessive texting.
- Disturb colleagues by speaking on their phones while they are working around you.
- Our company expects employees to use their cellphones prudently during working hours.

We advise our employees to:

- Use cell phones to check in each day on social media when you arrive to work and post positivity during the day.

Employees are not to:

- Play games or text on the cell phone during working hours.
- Use their cell phone's camera or microphone to record confidential information.
- Do not use cell phones during any staff meetings or other company meetings.
- Use their cell phones for personal use in front of clients.

5.4 Company Computer Policy

Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted unless you are on your lunch break. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role

Disciplinary Consequences

If an employee's phone usage or company computer use causes a decline in productivity or interferes with our operations, there can be disciplinary consequences.

Employees may face disciplinary consequences action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Causes a decline in productivity or ability to complete department job requirements.
- Neglecting client's needs.

6 Benefits and Services

6.2 Insurance

McIntyre Elder Law does not currently have a health care plan, but what we do offer is QSEHRA (Qualified Small Employer Health Reimbursement Arrangement). McIntyre Elder Law will reimburse an employee weekly up to \$2400.00 yearly for healthcare cost obtained by the employee.

Documentation of insurance premiums must be given to the Human resources representative to begin receiving the reimbursement.

Documentation of insurance must be given each year to continue to receive this benefit.

6.3 COBRA benefits

McIntyre Elder Law does not currently offer health care coverage, so COBRA benefits do not apply.

6.4 Simple IRA

The Simple Investment Retirement Account (Simple IRA) plan offers McIntyre Elder Law’s employees an opportunity for saving, financial growth, and favorable tax treatment. The IRA plan helps contributors save by reducing gross taxable income.

McIntyre Elder law offers Simple IRA investment at 90 days. After 1 year the company will invest in your savings by contributing up to 3% of the employee’s contribution. If an employee invests 2% into their IRA, then McIntyre Elder Law will contribute 2%. If an employee invests 3% or more, then the company will contribute 3%.

6.5 Vacation

McIntyre Elder Law believes that vacation is important to the health and well-being of our employees and encourages all employees to utilize their vacation days.

You are eligible to receive paid time off (PTO Time) if you are a regular, full-time employee who is scheduled to work a minimum of 30 hours per week. Part-time employees can accrue time off upon manager approval.

The amount of paid time off that you can receive each year is based on the full-time employee schedule below. Paid time off will refill on anniversary date.

Under 1 year	10 days 5 days after 3 months of full-time employment. 5 additional days after 6 months
1 to 5 years	15 PTO days
5-10 years	20 PTO days
Over 10 years	25 vacation days

You may carry over unused paid time off from one year to the next. However, there is a cap on how much time can be carried over. Carryover paid time off is limited to 40 hours per year.

In the event that your employment is terminated for any reason, you will be paid for any unused paid time off.

Managing time off will be your responsibility. Additional time off will not be paid once you have used all available time unless approved through manager with extenuating circumstances.

Time off can be taken in 1-hour increments.

All employees must provide their respective manager with reasonable notice of their intention to take time off and must have their request formally approved for scheduling purposes. Emergency circumstances may make advanced notice impossible. In the event of illness or emergency, speak to your manager as soon as possible.

6.6 Record Keeping

The Accounting Department maintains vacation day records.

6.7 Holidays

McIntyre Elder Law observes the following paid holidays per year for all non-exempt employees. An Employee must be employed full time for 90 days to receive paid Holidays.

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth (if falls during working days)
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Day

6.8 Jury duty and military leave

Employees will be granted unpaid time off for jury or military leave.

Regular employees will be kept on active payroll until civic duties are finished. A copy of the jury duty summons and associated paperwork are required.

6.9 Bereavement Leave Policy

McIntyre Elder law offers Bereavement to employees who lose a family member. For immediate family you get 3 days of paid bereavement, for other family members you get 1 day of paid bereavement.

6.10 Maternity Leave

North Carolina does not currently have a Maternity leave policy. Maternity leave will be determined case by case.

7 Employee Communications

7.2 Staff Meetings

McIntyre Elder law has a staff meeting every morning at 8:15. Any pertinent information will be addressed during these times.

7.3 Department meetings

Department meetings are arranged by department heads. If a departmental procedure needs to be evaluated, your supervisor should be contacted.