



## **Handbook Addendum for**

**ALASKA**

**2024**

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# **GENERAL INFORMATION**

## **About This Alaska Addendum**

Doherty Staffing Solutions, Inc. is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Alaska employees will receive the Company's Assignment Handbook and the Alaska Addendum (together, the "Employee Handbook").

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

The Alaska Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Doherty Staffing Solutions, Inc. or that person's authorized representative has the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the President/Owner of the Doherty Staffing Solutions, Inc. or their authorized representative.

If an employee has any questions about these policies, they should contact their Doherty Staffing Solutions, Inc. representative.

## **COMMITMENT TO DIVERSITY**

### **Equal Employment Opportunity**

As is set forth in the Employee Handbook, Doherty Staffing Solutions, Inc. is committed to equal employment opportunity. We comply with Alaska law, which prohibits discrimination and harassment against any employee or applicant for employment based on race, religion, gender, sex, pregnancy or related medical conditions, color, national origin or ancestry, age, physical or mental disability, citizenship status, marital status (including changes in marital status), genetic information and parenthood. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

## **GENERAL EMPLOYMENT PRACTICES**

### **Access to Personnel Files**

Employees and former employees may inspect their personnel file and other personnel information within a reasonable period of time after making a written request to their Doherty Staffing Solutions Representative. The inspection will take place in the

presence of a company representative during regular business hours. Employees may request copies of their personnel files and other personnel information at their own cost.

## **PAY PRACTICES**

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. All overtime must be approved in advance by the employee's supervisor. Working overtime without prior authorization may result in disciplinary action up to and including termination of employment.

Nonexempt employees will be paid one and one-half times their regular rate of pay for all hours worked beyond eight hours in any given day and beyond 40 hours in any given work week.

### **Meal and Rest Breaks for Minors**

Employees under the age of 18 who are scheduled for six or more consecutive hours will be provided an uninterrupted meal break lasting thirty minutes. The meal break will be provided after the first 90 minutes of work and before the start of the sixth hour of work. Employees under the age of 18 who work for five consecutive hours without a break are entitled to a break of at least 30 minutes before continuing to work. An uninterrupted 30-minute meal break will be unpaid for non-exempt employees.

During the meal period, employees will be relieved of all duties.

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

## **TIME OFF AND LEAVES OF ABSENCE**

### **Vacation**

The Company will pay employees for any accrued but unused vacation at termination of employment.

### **Military Leave**

Employees who are members of the organized militia or who are Alaska residents and members of the National Guard of another state will be allowed unpaid leave to perform active state or National Guard service.

Upon being released from active state service or active National Guard service or being discharged from hospitalization that arose from that active service, an employee will be

returned to their former position, or a comparable position at the pay, seniority and benefit level the employee would have attained had they not been absent from work due to active service unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so or the reinstatement would impose an undue hardship on the Company. The employee must report to work at the beginning of the first workday following return travel from the site of service. An employee who has been hospitalized must report for work at the beginning of the workday following return travel from the hospital or place of recuperation. An employee who fails to return in accordance with this schedule will be subject to disciplinary action for unexcused absences.

An employee who is not qualified to perform the duties of their former position due to permanent disability sustained during active service but who is qualified to perform another position with the Company will be restored to the vacant position that most closely approximates the pay and benefits of the employee's previous position and that the employee is qualified for and capable of performing. An employee who fails to request reemployment within 30 days of receiving notice from a treating physician that the employee has reached maximum recovery and is released to return to full-time work will lose their right to reemployment.

## **Jury Duty Leave**

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

## **Time Off To Vote**

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

If an employee's shift starts less than two hours after the polls open or ends less than two hours before the polls close, that employee may take enough time off from work to vote without loss of pay.

The Company asks that employees request time off to vote from their Doherty Staffing Solutions, Inc representative at least one day prior to Election Day so that time off can be scheduled to minimize disruption to normal work schedules. Proof of having voted may be required.

## **Crime Victim Leave**

Eligible employees may take time off from work to respond to a subpoena or a request by a prosecuting attorney to attend a court proceeding for the purpose of giving testimony. An employee is eligible for time off under this policy if:

- The employee is the victim of the crime at issue;
- The victim is a minor, incompetent or is incapacitated, and the employee is living in a spousal relationship with the victim, or is the victim's parent, adult child, guardian, or custodian; or
- The victim is deceased, and the employee was living in a spousal relationship with the deceased victim prior to death, or is the deceased victim's parent, adult child, sibling, grandparent or grandchild, or has been legally designated as an interested person.

An employee who is the perpetrator of the crime is not eligible for time off.

Time off under this policy will not be compensated except that exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy

## **WORKPLACE SAFETY AND SECURITY**

### **Weapons in the Workplace**

It is the Company's policy to prohibit the possession of concealed or unconcealed weapons on company premises, as set forth in the Employee Handbook. Company policy, however, does not prohibit employees in Alaska from transporting and storing firearms in a locked motor vehicle in company parking lots that are not designated as secured, restricted access areas.

The Company does prohibit employees from possessing firearms in the following locations:

- Vehicles owned, leased or rented by the Company,
- Secured, restricted-access areas, and
- Within 300 feet of a secured, restricted-access areas.

The Company will not be liable for injury or damage resulting from the storage of a firearm in an individual's vehicle. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Employees should contact their Doherty Staffing Solutions, Inc. representative if they have any questions.

## **Smoke-Free Workplace**

Smoking is prohibited in the workplace and throughout all outdoor spaces of the clients campus. Smoking is also prohibited in company owned. For purposes of this policy, “smoking” includes e-cigarettes.

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

Employees are directed to report all violations of this policy to their Doherty Staffing Solutions, Inc. representative. No employee will be disciplined or retaliated against for reporting smoking that violates this policy.

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

As set forth in the Employee Handbook, the Company prohibits employees from using handheld cellular phones for business reasons while driving, for any reason while driving for work-related purposes, or while driving a company-owned vehicle. Employees should also be aware that reading or typing a text message or engaging in any other non-voice communication on a cell phone while driving is a violation of Alaska law, in addition to being a violation of Company policy.