



## **Handbook Addendum for**

## **SOUTH DAKOTA**

**2024**

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# **GENERAL INFORMATION**

## **About This South Dakota Addendum**

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

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

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

If employees have any questions about these policies, they should contact their Doherty Staffing Solutions, Inc. representative.

## **COMMITMENT TO DIVERSITY**

### **Equal Employment Opportunity**

As set forth in the Employee Handbook, Doherty Staffing Solutions, Inc. committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with South Dakota law, which prohibits discrimination and harassment against any employees, applicants for employment and interns based on race, color, creed, religion, sex (including pregnancy, childbirth and related medical conditions), disability (including blindness or partial blindness), national origin, ancestry, genetic information and on the use of lawful tobacco products away from the Company’s premises during non-working hours. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

# **TIME OFF AND LEAVES OF ABSENCE**

## **Military Leave**

In addition to the military leave rights set forth in the Employee Handbook, employees who are members of South Dakota's National Guard or who are South Dakota residents and members of the National Guard of any other state, and who are ordered to active duty service by the state's governor or the President of the United States will have the same rights, privileges, protections and responsibilities as provided by the Uniformed Services Employment and Reemployment Rights Act.

## **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.

Employees must provide their Doherty Staffing Solutions, Inc. representative with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be asked or required to use any annual, vacation or sick leave during the absence, although employees may be permitted to do so.

Employees will be reinstated to their same position, with the same pay and with no loss of seniority, following return from 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.

Employees that do not have two consecutive hours outside of working hours to vote while the polls are open may take up to two hours off from work, without loss of pay to vote. Any additional time off will be without pay for nonexempt employees.

The Company may specify the hours during which the employee may be absent from work to vote. Employees may be required to submit proof of voting to their Doherty Staffing Solutions, Inc. representative upon return to work.

The Company will not penalize any employee for properly requesting or taking leave under this policy.

## **Legislative Leave**

The Company will provide a temporary leave of absence to employees who are members of the state legislature and need time off to perform any official duty. The leave will be without loss of job status or seniority but will not be paid.

## **WORKPLACE SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace. For purposes of this policy, smoking includes the use of electronic smoking devices (e.g., e-cigarettes and vape pens). Employees wishing to smoke must do so outside company facilities during scheduled work breaks.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or their Doherty Staffing Solutions, Inc. representative. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

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

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

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