

SUMMARY OF CHANGES TO THE MANAGEMENT PERSONNEL HANDBOOK (MPH)

SECTION: COMMENT:

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| General | “Executive Director” changed throughout to “Chief Executive Officer” |
| General | “Sexual orientation” added throughout as a protected classification |
| General | Effective dates for new MPH established at 6/1/09 |
| 0.01 | New introductory letter written by new CEO |
| 0.02 | New Mission Statement added |
| 0.03 | New Vision Statement added |
| 0.04 | New Values Statement added |
| 0.05 | Board of Directors recognized as having exclusive management rights over AATA |
| 1.01 | Recognition that MPH is not an employment contract |
| 1.05 | Conflict of interest in personal relationships expanded to include Finance Department and Senior Staff |
| 1.06 | Pre-employment screening expanded to include alcohol screen |
| 1.07 | MPH brought into compliance with recent Immigration Reform Act amendments |
| 1.08 | Examples of conflicts of interest greatly expanded |
| 1.08 B | Establishes \$2,500 annual purchases as threshold for employees being subject to AATA’s Purchasing Standards of Conduct |
| 1.09 | Guidelines established pertaining to confidentiality of records and/or other business information |
| 1.12 | Completed employment application form made required part of hiring process |
| 2.00 F | Guidelines established for layoff of management personnel |

SECTION: **COMMENT:**

- 2.00. G Language clarified pertaining to the return of AATA property upon termination

- 2.04 Establishes employee's monetary liabilities for failure to keep AATA informed of personal or dependent changes affecting the cost of benefits

- 2.09 Explains the purpose and use of job descriptions

- 2.10 Establishes AATA's Social Security number privacy policy

- 3.00 Establishes that all benefit plans are subject to conditions and contracts existing between AATA and the benefit providers;
Establishes IRS guidelines to define "dependents";
Reserves the right to provide benefits and determine benefit providers firmly in the hands of AATA

- 3.02 Recognizes various existing benefits as being part of an overall "child care benefit" provided by AATA.

- 3.04 Establishes a 10% employee contribution toward the premium for dental benefits and clarifies annual benefit maximums and service co-pays

- 3.07 Establishes the use of unused sick leave over 200 hours as a source of payment toward the employee's portion of medical coverage premiums under AATA's Flexible Benefits Plan.

- 3.09 Establishes the defined contribution Health Care Savings Plan (HCSP) as the post-retirement health benefit plan for all employees.
3.09 A
3.09 B
3.09 C
3.09 D

- 3.10 Provides for alternative observance of recognized holidays falling on weekends.

- 3.11 A Establishes same guidelines as in Union labor contract for bereavement leave

- 3.11 B Provides for more complete explanation of FMLA guidelines

- 3.11 F Allows employee to be placed on FMLA leave in certain circumstances without having received a request from the employee.

- 3.12 Clarifies long standing practice that life insurance is fully paid by employer.

SECTION: **COMMENT:**

- 3.15 Establishes a 10% employee contribution toward the premium for medical and prescription benefits;
Allows employees to choose alternative medical plans by paying added cost for coverage;
Establishes 33.3% as the maximum “cash out” or flexible plan contribution for an employee choosing not to take medical benefits.
- 3.16 Establishes a 10% employee contribution toward the premium for optical benefits;
Establishes \$400 as the 24 month optical benefit.
- 3.17 C Establishes the employee/employer pension contribution levels effective January 1, 2011, at 4% and 8% respectively.
- 3.17 E Limits participation in the defined contribution pension plan to full time employees.
- 3.18 Clarifies guidelines for previously existing short term disability benefits;
Limits short term disability benefits to full time employees;
Provides for short term disability off-sets against other forms of income during periods of disability.
- 3.19 Eliminates the accrual of paid sick leave benefits while on unpaid leaves of absence, or while receiving short term disability, long term disability, or workers compensation benefits.
- 3.19 Establishes September 30 as the end of the fiscal year for the conversion of accumulated sick leave in excess of 200 hours.
- 3.19 Provides for the pay-out of accumulated sick leave in the event of retirement, death, or permanent disability.
- 3.20 Stipulates that any supplemental insurance sponsored by AATA will be made available on a voluntary basis and must be fully paid by the employee.
- 3.22 Prevents the accrual of vacation time while on short or long term disability;
Provides for the forfeiture of excess vacation accumulation each September 30;
Mandates that accumulated vacation must be utilized (and cannot be “cashed out”)

| <u>SECTION:</u> | <u>COMMENT:</u> |
|------------------------|--|
| 3.24 G | Clarifies procedures for medical treatment and follow-up medical appointments for on-the-job injuries. |
| 5.04 B | Establishes guidelines for personal and/or business cell phone usage when at work. |
| 5.04 C | Establishes AATA's rights to monitor computer and email usage. Makes employee responsible for email sent through their user account. Establishes policies for the use of AATA-issued laptops |
| 5.04 D | Includes refusal to cooperate with a security investigation as prohibited employee conduct. |
| 5.04 E | Establishes policy for access to and use of digital recordings |
| 5.05 | Incorporates recent legal restrictions on smoking in the workplace. |
| 5.06 | Incorporates drug free workplace guidelines and restrictions on the use of cell phone usage when operating AATA vehicles. |
| 5.06 B | Updates recent telephone number changes for emergency communications. |
| 5.12 | Establishes guidelines for controlling entry and/or access to AATA facilities by visitors. |
| 6.02 C | Establishes poor hygiene, unacceptable personal appearance, and unauthorized distribution of literature as unacceptable behaviors. |
| 6.02 D | Includes embezzlement, misuse of property, and the use or threat of force or violence (other than for self defense) as offenses resulting in immediate termination. |
| 6.03 B | Establishes the ability of AATA to make deductions from accrued vacation or sick leave benefits as a form of discipline for attendance problems. |
| 6.04 | Expands the definition of unacceptable work clothing and body piercing. |
| 8.00 | Provides further definition for AATA's anti-harassment policies; Provides examples of unacceptable harassment conduct; Prohibits retaliation for reporting discrimination or harassment; Establishes a harassment complaint procedure. |

8.20 Establishes that AATA has no liability for personal possessions brought into the work place.

SECTION: **COMMENT:**

9.00 Establishes a new arbitrator selection procedure for employee disciplinary appeals.

10.00 Incorporates latest changes and amendments to FMLA procedures (particularly related to military-related leaves)