

WESTERN OAKLAND TRANSPORTATION AUTHORITY EMPLOYEE PERSONNEL POLICY HANDBOOK

**Approved and effective:
February 2023
Version 2023.1**

Due to the status of our riders, their age, their disabilities, where they go (dialysis, chemotherapy, nursing homes, etc.), and their life stories, for many we are providing the last rides they take as individuals before they are put in a home or taken to the morgue. While this may be a blunt statement, it is one worth thinking about.

Each rider is their own person, some are easier to get along with, some have greater needs or more challenging personalities; regardless, they are all individuals. If you are part of the WOTA team, I ask that you treat each and every one of our riders with the utmost respect and consideration, for someday you may be one of them.

We are not their destination.
We are transportation for their journey.

Welcome to Western Oakland Transportation Authority (WOTA)

THE MISSION OF WOTA

As a WOTA employee, you will learn what the term “public servant” means – serving the citizens of the WOTA communities with unfailing courtesy, helpfulness, tolerance, compassion, and patience, keeping in mind that all WOTA employees are servers of the citizens. We are happy to have you as a member of this staff; and we are confident that you will find employment here both challenging and rewarding.

The Operations Manager (OM), Lead Drivers (LD) and the trainer are responsible for instruction and on-the-job training for new employees. If you have any suggestions, complaints, criticisms, or questions, feel free to talk with the trainer, an LD, OM, Human Resources (HR) or Executive Director (ED), as applicable.

WOTA's HR Department maintains the personnel records of each employee, including insurance forms, withholding forms, drug & alcohol testing results, payroll records and general data, and are reviewable by the file's employee or management as necessary. All new employees are provided a copy of the WOTA Employee Personnel Policy Handbook (herein referred to as Handbook) by HR. By signing the acknowledgement, new employees are acknowledging receipt of the Employee Handbook and are agreeing to abide by its terms. The signed statement will be placed in their personnel file.

This Handbook does not apply to WOTA's board members, recording secretaries or independent contractors. The WOTA board wishes you success in your position and hopes that your employment with WOTA will be a rewarding experience for all involved.

Because we are governed by and receive assets and funding from the Federal Transit Administration (FTA), WOTA complies with the Drug & Alcohol Policy set forth by the FTA. Pre-employment, random, reasonable suspicion and post-accident testing is within our purview.

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A Word About This Handbook

This Handbook contains information about the employment policies and practices of WOTA. We expect each employee to read this Handbook carefully as it is a valuable reference for understanding your job and WOTA. The policies outlined in this Handbook should be regarded as management guidelines only, which may require changes from time to time. WOTA retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees, clients and WOTA. This Handbook supersedes and replaces all prior personnel policies and any inconsistent verbal or written policy statements. These policies and procedures can be modified, amended, or abolished at any time by the WOTA Board to meet the needs of the organization. Employees will be notified of changes.

WOTA complies with Federal and State laws, and this handbook reflects those laws. WOTA also complies with any applicable local laws, even though there may not be an expressed written policy contained in the handbook. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the Michigan Public Employment Relations Act or be incompatible with the MPERA.

Except for the policy of at-will employment, WOTA reserves the right to revise, delete and add to the provisions of this Handbook at any time without prior notice. All such revisions, deletions or additions to the Handbook must be in writing and must be approved by the WOTA Board. No oral statements or representations can change the provisions of this Handbook.

The provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers. **WOTA IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, EITHER YOU OR WOTA MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF WOTA IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESSED OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT APPROVED BY THE WOTA BOARD.**

This Handbook refers to current benefit plans maintained by WOTA. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Based on economic conditions, inflation and any number of other issues, policies may change in this handbook at any time. If changes occur, management will notify each employee. Likewise, if a board-approved written contract is inconsistent with the Handbook, the written contract is controlling.

DEFINITIONS/ABBREVIATIONS

Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything s/he reasonably could have done to prevent the accident.

Vehicle Accident: Any occurrence involving a WOTA-owned, rented, leased or travel-reimbursed motor vehicle or trailer, which results in a death, personal injury or property damage.

Vehicle Incident: Any occurrence involving a WOTA-owned, rented, leased or travel-reimbursed motor vehicle or trailer, which does *not* result in a death, personal injury or property damage.

Employee: Any regular full-time or part-time, or seasonal employee, board member, volunteer or any other person who is covered under WOTA's employer's worker's compensation insurance.

System: Any electronic communications including among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, iPad, tablet, smart phone or similar devices), telephones, and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives belonging to WOTA.

ED: Executive Director

OM: Operations Manager

HR: Human Resource Manager

MM: Maintenance Manager

FTA: Federal Transit Authority

MDOT: Michigan Department of Transportation

FT: Full Time Employee

PT: Part Time Employee

Section 1. The Way We Work

New Employee Orientation

Upon joining WOTA, employees will undergo orientation which includes reviewing this Handbook. After reading this Handbook, sign the receipt page and return it to your department head or HR. You will be asked to complete personnel, payroll, and benefit forms. If you lose your Handbook or if it becomes damaged in any way, please notify your department head as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. S/he is a good source of information about WOTA and your job.

Introductory Period

The employee's first 90 days of employment with WOTA are considered an introductory period. This introductory period will be a time for getting acquainted with fellow employees, managers, and the tasks involved in the position, as well as becoming familiar with WOTA's service. WOTA employs a certified trainer who will collaborate closely with each employee to help them understand the needs and processes of their job. WOTA has a formal training program that includes off-the-road and on-the-road training. Once the trainer is satisfied with the progress, employees will be given a small schedule on their own. If, during this period, the trainer does not feel the employee will be able to meet the demands of the job, WOTA may require additional training or terminate the employment. At the end of the introductory period, the employee will have a review to evaluate performance with the input from the trainer and the supervisor. Employment may be evaluated at that time too. Completion of introductory period does not alter the at-will employment relationship.

Employment Classification

WOTA maintains a job description (also known as Tier Level) for each position. The job description outlines the essential duties and responsibilities of each position. Unless specifically called out, these positions are non-exempt.

Non-Exempt Employees Classifications

Full-time and Part-time Employees

- Full-time Employees (FT) continually work a 40-hour work week.
- Part-time Employees (PT) work up to 30 hours each week.

Change in Employment Status

When an FT position becomes available all PTs will have the first opportunity to apply for the position. Additionally, current FTs will have first option for any posted PT positions. The position will be posted in-house for one week before it is opened to the public.

If a PT is selected for a FT position, the employee will retain their position of seniority; however, the date of status change will become their new anniversary date for all benefits.

If a FT chooses PT status, s/he will retain his/her position of seniority but will lose all FT benefits at the end of the month that the status change takes place. The employee will retain that year's acquired PTO equivalent to the amount of time they were FT; but s/he will be capped at the scheduled amount of work hours for using the time. If the PTO was exhausted prior to the end of the anniversary year, then the pro-rated PTO must be reimbursed to WOTA.

If a FT wishes to change to part-time status and no part-time position is being offered, the employee must discuss the change with his/her department head and the ED. If possible, in the interest of WOTA, their position will be converted to PT.

Should a FT become PT and then later return to FT status, their benefits will be newly instated; they will not be reinstated at the level they were when the employee changed to PT status.

Anniversary Date

The first day an employee reports to work, followed by consecutive unbroken employment with WOTA, will be recorded in WOTA records as their anniversary date. This date may be used to calculate many different WOTA benefits. For employees who leave and are re-hired after a 91-day or longer break in employment, the new hire

date shall be the anniversary date for most purposes. The employee policies in effect at time of re-hire will be adhered to.

If an employee is out on medical leave for more than 90 days, s/he may return to work and benefits will be reinstated based on the return date.

Annual reviews are based on the anniversary date.

Section 2. Your Pay and Progress

Recording Your Time

Time must be completed and submitted for the entire pay period by the required time. By entering your time, you are acknowledging that the time you have recorded is true and accurate. WOTA utilizes QuickBooks for payroll including the Time app and Workforce.

PTs and FTs must record and submit their hours by the required time every other Monday. Record your time starting when you get to your vehicle pick-up location and stop recording your time once the day is complete including paperwork. WOTA pays for all work time – including waiting between rides. The work week starts on Saturday and ends on Friday. Please notify HR as soon as possible if you have any questions regarding your time entry or you have entered time in error. If time has not been entered correctly for the period and HR is not notified in time to correct, your pay will not be corrected until the following pay period. Your time is your responsibility.

HOLIDAYS: May be entered through Time for approval. Time may need to be entered by different days to meet payroll processing time for weeks with holidays. HR will notify everyone when there is a change to the time-in day.

All FTs must submit a timecard or request time off in Time for PTO, bereavement, jury duty, etc.

Overtime

Overtime may be necessary to meet the needs of our clients; and when possible, you will be given advance notice. If you are a non-exempt employee, you must have all overtime approved in advance by your department head or ED. Working unauthorized overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

Employees will be paid time and one-half their regular hourly rate for hours worked more than 40 hours in a paid work week, Saturday through Friday, unless state law provides a greater benefit; in which case, we will comply with the state law. Only actual hours worked count toward computing weekly overtime.

Direct Deposit

Your pay will be deposited into your bank account through direct deposit. Any changes to your direct deposit must be submitted through HR. Direct deposits may be split between two accounts.

Payday

Employees will be paid bi-weekly on Friday for the period that ends the previous two weeks. When payday falls on a holiday, employees will normally be paid on the last working day before the holiday. Pay stubs will be provided to employees through QuickBooks Workforce. Please review your paycheck for errors. If you find a mistake, report it to HR immediately. HR will take the steps necessary to correct the error.

Paycheck Deductions

WOTA is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include Federal, State and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

WOTA may make deductions from employees' payroll for voluntary benefits based on employee dictates. Employees will be reimbursed in full for any isolated, inadvertent, or improper deduction, as defined by law.

Garnishment/Child Support

When an employee's wages are garnished by a court order, WOTA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. WOTA will, however, honor applicable Federal and State guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Benefits

Employees may elect to have deductions out of their paycheck for voluntary benefits or in the case of FT employees, for the health savings account (HSA). Paperwork must be completed for WOTA to make these deductions.

Exempt Employees

It is the policy of WOTA that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, WOTA may make deductions from employees' salaries in a way that is permitted under Federal and State wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- *Absences of one or more full days for personal reasons, other than sickness or disability; or*
- *Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or*
- *Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or*
- *Suspensions of one or more full days for violations of safety rules of major significance; or*
- *Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or*
- *Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or*
- *Any unpaid leave taken under the Family and Medical Leave Act; or negative paid-time-off balances, in whole-day increments only.*

WOTA will not make deductions which are prohibited by the Fair Labor Standards Act (FLSA) or state laws from its exempt employees' pay. If questions or concerns about any pay deductions arise, discuss, and resolve them with HR in writing. If an error is found, you will receive an immediate adjustment which will be paid no later than the next regular payday.

Performance Reviews

Understanding your performance is important to WOTA. At the end of your anniversary year and other times, your department head will review your job progress with WOTA and help you set new job performance plans. Our performance review program provides the basis for better understanding between you and your department head, with respect to your job performance, potential and development with WOTA. New employees will generally be reviewed at the end of their introductory period.

A positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Work Assignments

On occasion, employees may be required to perform duties that are not part of their job description or usual tasks. This may happen for a variety of reasons, but employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with the manager in charge of the task.

Open Positions and Advancement

Open employment positions within WOTA will be presented to the employees first prior to being advertised in the community at large. Employees will have one week to consider before the position is advertised through the WOTA website, employment sites, and newspapers.

When an employment opening arises, an interview committee will be formed consisting of at least the WOTA Executive Director (ED) or Human Resource Manager (HR) and the applicable department head. Any member of the WOTA Board may participate in the interview. As a courtesy, the Committee will submit their determination to the WOTA Board before, during or after the hiring process. The ED makes the final decision as to hiring.

Seniority and job performance will be used to evaluate the employee for the position. If additional training is needed, WOTA will attempt to help the employee find training to advance to the next position.

Expense Reimbursement

WOTA will cover all reasonable, business-related expenses. Costs that do not fall within the guidelines below must be pre-approved by the appropriate manager before the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary.

The following types of expenses may be reimbursable under this policy:

- Cleaning supplies
- Bus/van washing
- Mileage on personal vehicle at the current IRS reimbursement rate for driving a personal vehicle for WOTA-related trips (not to get to and from work)
- Purchases made at the request of management.

Other reimbursements must be approved prior to purchase. Reimbursement forms are available in the Driver's Manual and at the office. Submit the form and any receipts to the OM for approval. Reimbursements over \$20 will be paid by check and issued once monthly. If you have cash available from fares, you may use cash for cleaning supplies or washes, but this must be noted in the Daily Log.

Tips and Gifts

From time to time, riders will want to tip or present an employee with a gift. WOTA does not require nor solicit tipping or gifts but will not withhold tips or gifts from drivers or the office. Many riders appreciate the service and want to demonstrate their appreciation. If a rider has given a tip directly to a driver, you may take the token. If the tip is included in a check, please make note on the daily log and the money will be disbursed.

Section 3. Time Off and Other Benefits

WOTA has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent an additional value to our employees.

This Handbook describes the current benefit plans maintained by WOTA. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. WOTA reserves the right to modify and/or terminate its benefits at any time and will keep employees informed of any changes.

Time Away from Work

After employees have completed 90-day introductory period, time away from work is available for various reasons and may be used based on scheduling availability. WOTA offers Holidays and Paid Time Off (PTO). PTO may be used for sickness, vacation, personal time, or mental health breaks.

Every January those who hired on with WOTA in 2020 will have priority for scheduling time off throughout the year. In February, it will be opened for all on a first come basis. WOTA reserves the right to limit the number of drivers and dispatchers taking time off based on the needs of the organization. Time off requests must be coordinated through the office as far in advance as possible. Emergency and legal needs will be handled on a case-by-case basis.

Holidays

WOTA normally observes the following holidays during the year: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If a holiday falls on Sunday, it is normally observed on the following Monday but there may be times where the holiday is just paid out without an actual day off. The designated days off will be approved by the WOTA Board on a yearly basis.

FTs and PTs are eligible for paid holidays following their 90-day introductory period. FT 10-hour workers will receive 8 hours of pay for holidays, you may add 2 hours PTO to receive a full 40 hours or work longer days if warranted.

Only upon prior approval of the ED may an employee work on an established holiday or a day when the WOTA offices are closed for an emergency day. The employee shall be compensated at their regular rate of pay for the hours worked, up to 40 work hours.

Due to the expansion of WOTA, employees will be asked to work several holidays throughout the year and will be compensated holiday pay and pay for the hours worked (actual hours worked not to exceed 40). The holidays WOTA will be closed are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas Day (these days are subject to change). On minimally staffed designated holidays, drivers and dispatchers who work will receive both hours worked and holiday pay. No one will be expected to work more than 3 "other" holiday days, but volunteers will be accepted.

Paid Time Off (PTO)

New hire FTs are eligible for PTO 90 days after hire. PTO is issued annually on the anniversary of your date of hire. For employees in FTE status prior to Jan. 1, 2023, the terms you were awarded upon hire will remain in effect. Only by direct order of the WOTA Board can those terms be changed.

PTO can be used for any reason time off is needed. Requests should be submitted in advance, in writing, to the appropriate department head or HR for approval. In situations where advance notice is not possible, the employee must notify his/her department head before the start of the workday or as soon as possible. Where advance notice and approval have not been provided or obtained, the employee may be asked for documentation supporting the need for the time off.

PTO Accrual Rates for Full-time Employees*:

- *First year: After the first 90 days, PTO is awarded at 9 days.*
- *Second – fifth year: PTO will be awarded at 14 days.*

- *Sixth – all years following: PTO will be awarded at 19 days.*

*Anyone who was an FT before January 2023 will accumulate PTO at the rates at time of hire, provided their status since has not changed, i.e.: FT to PT.

If PTO is available, you must take it for time off. First-year employees do not have access to PTO until day 91 of employment.

FTs must complete a time sheet for any time to be paid other than regular and holiday time. This includes PTO, bereavement, jury duty, unpaid, etc. Failure to report can result in loss of pay or a reprimand. Failure to account for used PTO can result in administrative action.

Up to 72 hours of the anniversary year's PTO may be rolled over but must be pre-approved by the ED or HR at least 45 days before the employee's anniversary date. Accrued PTO more than 72 remaining hours of the anniversary year's PTO will be forfeited if not used by employee's anniversary date. Employees seeking an extension will be evaluated on a case-by-case basis. Extensions must be requested in writing 45 days prior to the employee's anniversary date. The request will be reviewed by the department head and Director for approval.

PTO If You Leave

During the first year of employment, if an employee leaves, PTO will not be paid out. PTO is prorated for the year. If the employee has exhausted their PTO, but has not worked a full 12 months to earn the PTO, then overage will be deducted from the last paycheck. If this is not feasible, then the employee will be expected to reimburse WOTA. Employee will be liable for all legal and collection costs for WOTA to recoup those funds.

Employees who have been with WOTA more than a year, when an employee leaves WOTA and gives a minimum two-week notice, the employee will be paid for their PTO commensurate with the amount of time worked in their current employment year (except for the first year). Therefore, if an employee leaves three months after their anniversary date they will receive pay for PTO equivalent to $\frac{1}{4}$ of their annual amount. If the employee used more than $\frac{1}{4}$ of their annual PTO amount, s/he will be required to reimburse the excess used amount. Payoffs and reimbursements will be handled in the employee's last pay period.

If an employee leaves with no notice or is terminated s/he will forfeit any accrued PTO and will be required to reimburse WOTA for any PTO used more than the percentage of their employment year worked.

Jury Duty

Employees summoned for jury duty are paid their normal rate of pay for their normal number of hours for the day. WOTA reserves the right to request proof of jury service issued by the Court upon return. When permitted by state law, we expect employees to return to their job if they are excused from jury duty during regular working hours. Employees must provide WOTA with a copy of the court payment records and surrender their compensation to the HR's office to be compensated.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise.

PTO may be used for this leave if the employee chooses, but WOTA will not require the employee to use PTO. Military orders should be presented to the HR official and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to WOTA unless military necessity makes this impossible. Employees must notify their department head of their intent to return to employment based on requirements of the law. PTO will not continue to accrue during the period of leave in accordance with State and Federal law. Holidays will not be paid. If the military member is gone more than 30 days and is FT, their insurance premiums will no longer be covered; the employee may opt to pay the premiums for any dependents covered on their policy or may enroll in COBRA.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your department head of the need to take witness leave as far in advance as possible. PTO time may be used.

Bereavement Leave

FTs who have completed their 90-day introductory period are eligible for three paid days for the death of an immediate family member or one day for extended family members. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, brothers-in-law, sisters-in-law, parents-in-law, and parents of domestic partners. Extended family includes aunts, uncles, cousins, nieces, and nephews and those of a spouse or domestic partner.

PTs who have completed their 90-day introductory period are eligible for one paid day to attend the funeral of any family members.

Requests for bereavement leave should be made to the department head or HR as soon as possible. PTO or accrued sick time may be used for additional time off.

Victims of Crime Leave

WOTA will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give WOTA reasonable notice before leave. Exempt employees may be provided time off with pay when necessary to comply with State and Federal wage and hour laws. PTO time may be used.

Medical/Disability Leave of Absence

The WOTA Board may grant a leave of absence for a legitimate disability or medical condition due to illness or injury for up to six (6) months.

The WOTA Board may grant disability leave which exceeds the time allowed under this policy or Federal law as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. All medical information received by WOTA in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract and applicable laws, WOTA will continue to provide medical insurance coverage for full-time employees on authorized disability leave for 12 weeks maximum. When the above period expires, the employee may continue their medical insurance coverage by planning with HR to pay the entire monthly premium in advance each month and will be responsible for the total outstanding plan contracted deductible and copays.

When an employee who has taken leave under this policy is able to return to work, WOTA must be given at least one week's advance written notice. WOTA will provide a waiver that must be completed and signed by the doctor stating that the employee is medically able to return to normal duties. WOTA reserves the right to require a second or third medical opinion, by a physician of its own choosing, prior to the employee's resumption of duties, as allowed by Federal and State law. The employee may also be sent for a fitness for return to duty examination or pre-employment drug test, as allowed by law.

WOTA will return the employee to the same or similar position held prior to the disability leave, subject to staffing and business requirements. Seniority will be retained less the time away. For employees receiving PTO, their anniversary date will be changed to the return date if the employee has been out 91 consecutive days or more. Any continued absence from work beyond the employee's approved leave (as determined by the physician) will be deemed a voluntary termination of employment.

This leave will run concurrently with any other leave where permitted by Federal and State law.

Administrative Leave

Unpaid leaves of absence, except for medical and military reasons, shall not be granted for more than two (2) weeks. Failure to immediately return to work at the end of the leave of absence shall be considered a voluntary termination of employment by the employee.

All unpaid leaves of absence must be requested in writing by the employee and approved by the department head or ED prior to the beginning of the leave. PTO must be used if it is available.

Medical Benefits

All FT employees receiving WOTA provided medical insurance must clock a minimum 38 hours per week to qualify for coverage. If you fall short, you must use PTO to compensate.

FT employees who qualify for medical coverage but opt out, will be compensated at an additional \$1.00 per hour, this includes PTO and holiday paid time.

Health, Vision, Dental Insurance and HSA

WOTA offers Health, Vision, and Dental insurance to all FTs plus one other person (child, spouse or partner) or as required by law; additional family members may be added at the cost of the plan paid by the employee. Enrollment will begin the first day of the month following (30) calendar days from date of hire or transition from PT to FT status. Anyone not enrolled at this time will be required to wait for the annual re-enrollment period, except for certain circumstances.

Contributions towards premiums may be the responsibility of the employees at the discretion of the WOTA Board. Coverage of more than one other person will be at the expense of the employee and will be automatically deducted from their paycheck biweekly. WOTA reserves the right to cancel, amend, delete, or otherwise modify the above Plans at any time. The provisions of the official Plan documents and contracts with the providers supersede any information with regard to these benefits in all circumstances. Insurance is terminated the last day of the month when an employee resigns and the last day of work if terminated.

For employees who are enrolled in the health insurance program, WOTA also offers a Health Savings Account (HSA). This account will be used to reimburse insurance costs and employees may have payroll deductions to make other payments not covered or outside the insurance plan for items such as orthodontics, prescriptions, upgrades for glasses, etc. The HSA may also be used as a retirement account.

Voluntary Benefits

WOTA offers Voluntary Benefits for all employees. These are portable benefits that an employee owns outright. Employees may take advantage of group rates for themselves and/or family members for accident expense insurance, critical illness insurance, short term disability, and whole life insurance. Open enrollment will be announced, and insurance will be offered to each employee at the employee's expense.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible FT WOTA employees and their beneficiaries to continue health insurance coverage under the WOTA health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

Unemployment Insurance

Upon separation from employment, employees may be entitled to Federal and State unemployment insurance benefits. Information about unemployment insurance can be obtained from the State of Michigan.

Workers' Compensation

On-the-job injuries are covered by Workers' Compensation insurance. This insurance is provided at no cost to the employee. If injured on the job, no matter how slightly, the incident should be immediately reported to a department head and HR. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Section 4. In the Workplace

Employee Relations Philosophy

WOTA is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork, individuals working together to attain a common goal. To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

WOTA firmly believes that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship. The heart of our business is people: employees and riders. We are working for everyone's benefit and safety. As such, we have policies in place that hold to strong safety and service standards.

WOTA management determines who shall drive a vehicle, establish vehicle operator standards, and revoke the right to drive for failure to meet those standards. This policy defines the minimum standards for all WOTA employees. Nothing herein shall be construed as to limit WOTA from setting higher standards that may be needed to meet the needs of the individual departments.

All employees are subject to a background check prior to hire. All employees are asked to self-report driving records. Employees who have been repeatedly cited for moving traffic violations or who have been convicted of a serious traffic offense may be prevented from driving while on duty until s/he can demonstrate improvement of his/her driving record. An employee whose position requires driving may also be disciplined, up to and including termination, for having an unacceptable driving record. Employees shall immediately report in writing any changes in their driving licensure to their department head. Failure to do so will result in discipline up to and including termination. Anyone in a driving position who fails to maintain a current driver's license will be terminated.

WOTA's safe driver program depends on the participation and cooperation of employees at all levels of the organization.

Vehicle Operator Responsibilities

- *Safely operate their assigned WOTA vehicles.*
- *Maintain a valid and properly classed operator's license.*
- *Advise the Director's office immediately of the loss of a valid operator's license by suspension, revocation, or expiration.*
- *Perform safety checks of vehicles at the beginning of each work shift as described in the Driver Manual.*
- *Promptly report to the Maintenance Manager (MM) or Dispatch (if MM is unavailable) any vehicle safety defect.*
- *Maintain an assigned WOTA vehicle in a clean and safe condition.*
- *Properly use furnished seat belts and/or other safety restraints.*
- *Follow all rules according to the Driver Manual including State and Federal laws.*

Standards of Conduct

Each employee has an obligation to observe and follow WOTA's policies and to maintain proper standards of conduct always. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by WOTA's ED and/or the WOTA Board. WOTA does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including termination:

- Violation of WOTA's policies or safety rules.
- Insubordination.
- Unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in WOTA activities or in WOTA vehicles.
- Unauthorized possession, use or sale of weapons, firearms, or explosives on work premises.

- Theft or dishonesty.
- Inappropriate physical contact, harassment, discrimination, or retaliation.
- Performing outside work or use of WOTA property, equipment, or facilities in connection with outside work while on WOTA time.
- Poor attendance or poor performance.
- Unauthorized use of paid time.
- Conviction of a crime.

These examples are not all inclusive. We emphasize that termination decisions will be based on an assessment of all relevant factors. Nothing in this policy is designed to modify our Employment-At-Will policy. Unless otherwise provided by an existing or future WOTA policy, decisions regarding suspension without pay or termination of employment will be made by the ED and/or board.

Safety Guidelines

Safety can only be achieved through teamwork at WOTA. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. All employees are required to adhere to the following precautions:

- Notify your department head and HR of any emergency. If you are injured or become sick at work, no matter how slight, you must inform your department head and HR immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of open alcoholic beverages or illegal substances on WOTA's property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained, qualified and have department head and/or ED approval.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your department head.
- Know the locations, contents, and use of first aid and emergency equipment.

The violation of a safety precaution is an unsafe act and may lead to disciplinary action, up to and including termination.

Customer and Public Relations

WOTA's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that clients have toward WOTA may be affected by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Workplace Violence

Violence by an employee or anyone else against any employee, or member of the Board of Directors, or contracted individuals will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to WOTA property in the event someone, for whatever reason, may be unhappy with a WOTA decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your department head at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in WOTA's investigation, may result in disciplinary action, up to and including termination.

Workplace Searches

To protect the property and to ensure the safety of all employees, clients and WOTA, WOTA reserves the right to conduct personal searches consistent with Federal and State and local laws, and to inspect any packages, parcels,

purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from WOTA's property. In addition, WOTA reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment, etc., are the property of WOTA and are issued for the use of employees only during their employment. Inspection may be conducted at any time.

Persons entering the premises who refuse to cooperate with an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on, entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action up to and including termination if, upon investigation, they are found to be in violation of security procedures or any other WOTA rules and regulations.

Smoking

WOTA is committed to providing a safe and healthy environment for employees and visitors. Smoking of any type is allowed only in designated areas outside the building. Absolutely NO smoking is allowed on any WOTA vehicles.

Violations of this policy may result in disciplinary action, up to and including termination.

Weapons

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating WOTA machinery, equipment, or vehicles for work-related purposes, or while engaged in WOTA business off premises is forbidden except where expressly authorized by WOTA and permitted by State and local laws. This policy applies to all employees including, but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your department head, HR, or ED immediately. Violations of this policy will result in disciplinary action up to and including termination.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance always.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent WOTA with your appearance as well as your actions. The properly attired individual helps to create a favorable image of WOTA to the public and fellow employees.

WOTA maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for office and resident interaction. WOTA provides uniform items, such as hats, shirts, and jackets for you to choose from. Each employee is required to wear one or more of the uniform items each day you work. If for medical reasons you cannot wear the items available, you must work with HR to come up with at least one acceptable item. Failure to comply with the newly established uniform policy shall result in disciplinary action, up to and including termination.

WOTA provides a website that you may purchase uniform items and provides you with an allowance for apparel. Additional items may be purchased through the website above the allowance at the employee expense.

Destruction of WOTA purchased items may or may not be replaced by WOTA at HR discretion. New items will be provided annually based on the employee's anniversary date.

Violation of this policy will result in disciplinary action(s). Items of clothing that are **NOT** acceptable:

- Short shorts, mini-dresses, or mini-skirts.
- Strapless tank tops or thin-strapped tops (unless covered by a jacket or sweater) and halter tops, low-cut tops or cropped tops.
- Excessively torn, worn, patched or frayed clothing, if you are questioning it, don't wear it.
- Offensive sayings or logos.
- Flip-flops are not permitted on any vehicle.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of WOTA. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Attendance and Punctuality

Attendance and punctuality are important factors for your success with WOTA. We work as a team, and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your department head as far in advance as is feasible under the circumstances, before the start of your workday. Repeated or excessive unexcused absence or tardiness will result in discipline and possible termination.

Personal issues requiring time away from your work, such as doctor's appointments should be scheduled during your non-working hours if possible.

If you are absent for three (3) days without approval and/or without notifying WOTA, it is assumed that you have voluntarily abandoned your position and voluntarily terminated your employment with WOTA.

Care of Equipment

Employees are expected to demonstrate proper care when using WOTA's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to the department head or ED immediately and complete an Incident/Idea Report Form (an accident report may also be required).

Operators of WOTA vehicles are responsible for the safe operation and cleanliness of the vehicles. WOTA vehicles will be operated by the employee only and may only be used for job-related travel.

Smoking, including use of e-cigarettes, is prohibited in any WOTA vehicle.

The use of seat belts is mandatory in any WOTA vehicle for operators, as governed in the WOTA Operating Procedures and Driver's Manual. Passengers are highly encouraged to wear a seat belt.

Accidents involving any WOTA vehicle must be reported to the ED immediately. If the ED is not available, the accident must be reported to an in-house WOTA official and/or HR immediately. Employees involved in an on-the-job accident while operating a WOTA vehicle or equipment may be required to submit to a drug and/or alcohol test within 4 hours of the accident. Refusal to submit to the test will result in termination.

Employees are responsible for any moving and parking violations and fines that may result when operating any WOTA vehicle.

Employees are encouraged to take appropriate safety precautions when using their cellular telephones. The use of cellular telephones to text while driving is prohibited. Employees are expected to comply with applicable State laws regarding the use of cellular telephones.

Preventable accidents involving stationary objects may result in disciplinary action up to and including termination. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action including termination.

In an Emergency

The ED should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. This includes any emergency situations on a WOTA vehicle or when conducting WOTA business in your own vehicle. If the ED is unavailable, contact OM or HR.

Should an emergency result in the need to communicate information to employees outside of business hours, your department head will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify HR when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your department head or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your department head to await further instructions or information.

Severe Weather

Severe weather is to be expected during certain months of the year. While driving may be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, employees are all expected to work regular hours. Time taken off due to poor weather conditions while the WOTA office remains open is to be used as PTO if FT or unpaid for PT employees.

All employees are required to report to work unless otherwise notified. Office work may be assigned if usual duties are postponed or canceled.

If extreme weather conditions require closing of the building(s) to the public, you will be notified by management if you are not expected to report to work. Full-time employees are eligible for pay in proportion to the number of hours they normally are scheduled to work that day. Part-time employees are eligible for 4 hours of pay if scheduled to work that day and notified to not report to work.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job and department. WOTA's normal business operations are Monday through Friday. Drivers typically pick up the first rider at 7:00 a.m. and the last rider at 4:00 p.m.; office hours are 8:00 a.m. to 4:00 p.m. Drivers may be requested to start earlier or end later based on the scheduling needs of the riders.

Break and Lunch Times-Hourly Employees

Due to the nature of the jobs within WOTA, breaks are not always available on a regular basis. Drivers may use downtime responsibly but must keep the company phone within their possession if they leave the vehicle for any period that is not prescheduled as time off. If a driver departs his/her vehicle and does not respond to phone communications for more than 30 minutes from dispatch and/or a lead driver, the time there is no communication may be deducted from the employee's work time.

Break time will not be deducted from hours unless the employee completely departs the facility, vehicles and/or phones for a period of more than 30 minutes. Drivers may notify dispatch and/or leads they are taking a break and will be leaving phone for a designated amount of time.

Drivers are given a schedule the evening before (Friday for Monday), those schedules may not have designated gaps for breaks or lunch; other days they may have open blocks of time and can utilize their time accordingly. While on the clock, all drivers must keep their phone in possession unless stopping for personal reasons, then s/he needs to let dispatch know how long s/he will be out of touch.

Drivers with personal appointments during scheduled work hours may take their WOTA vehicle to the appointment (if within the WOTA travel area) but they must let dispatch know they are and how long they expect the appointment to last **at least two days prior** to so arrangements can be made to cover their shift by other drivers.

Employees are paid for 5 8-hour shifts or 4 10-hour shifts. During that time, they may take breaks as needed and time for lunch. If they are required to stay late due to unforeseen circumstances, they may decide with their manager to come in late or leave early to accommodate the extra time worked.

Corrective Action

WOTA understands that everyone is human - accidents happen or we have bad days. However, when accidents or poor decision-making become the norm and not the exception, WOTA may address the issues through corrective action. WOTA is not required to take corrective action, however, the following are a few examples of corrective action options:

Disciplinary Measures

- **Additional Training:** Should any employee develop an unacceptable driving record, the ED's office may choose to allow the employee to enroll, at their own expense, in a driver training program and will monitor the employee's driving performance. Discipline may also be part of the corrective action.
- **Reprimand:** Management may reprimand an employee for poor customer service or safety/procedure infractions after situation investigations. Based on the severity of the issue, management will outline the issue in writing and suggest a course of action to be completed within a specific timeframe. Both management and the employee will sign this reprimand and it will be placed in the employee's file.
- **Individual Development Plan:** If the reprimand is not sufficient, management may choose to create an Individual Development Plan (IDP) that will outline the areas that need to be improved, give training opportunities and timeline for improvement. If after the time frame is given there is no change, the employee may be terminated. Employees who have an IDP in place will not be eligible for advancement or wage increases until the IDP has been achieved.

Grounds for Automatic Termination (Safety-Sensitive Employees):

- *Conviction of felony while employed.*
- *Loss of license while employed.*
- *An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the employee has been fined, sued, and received an adverse judgment, employee's insurance company settled for damages to employee's party or applicant settled out of court or otherwise was determined to be liable.)*
- *Positive alcohol or drug test result.*
- *On a case-by-case basis based on legal counsel.*

WOTA Bus Rides for Employees and their Family Members

Employees of WOTA and their immediate family members who reside with them may use the bus on random occasions at no cost. You or your family member must be registered in the WOTA system and must adhere to all scheduling requirements. Use of free WOTA transport will not exceed 5 days at any one time. WOTA employees who need to use the service longer need to speak with the ED and it will be addressed on a case-by-case basis.

If You Must Leave Us

Should an employee decide to leave employment with WOTA, at least two weeks' advance notice is requested, and written notification is required.

Employees who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes of determining benefits. Seniority may be retained at the discretion of the ED and/or board.

WOTA does not provide a "letter of reference" to former employees. Upon request, WOTA will confirm employees' dates of employment, salary history and job title.

Departing employees are asked to complete a brief exit interview prior to leaving. All WOTA property, including this Handbook, must be returned at the end of employment. Otherwise, WOTA may take action to recoup any replacement costs and/or seek the return of WOTA property through appropriate legal recourse.

You should notify HR if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Section 5. Other WOTA Topics

Management Roles

WOTA is governed by a Board of Directors that is representative of the founding communities and delegates from the special needs and senior populations. WOTA utilizes outside counsel and subject matter experts when needed. WOTA's management team is comprised of the Executive Director, Operations Manager, and the Human Resources Manager. Each role has specific functions which include but are not limited to:

Executive Director and Management Responsibilities

- *Sets the vision and goals for the organization.*
- *Interfaces with state, county, and local officials on WOTA's behalf.*
- *Manages the budget.*
- *Directs the WOTA operation.*
- *Sets policy.*
- *Directs funding initiatives and grants.*
- *Reports directly to the Board, County, State, or other official entity.*
- *Manages overall operations and personnel.*

Operations Manager Responsibilities

- *Oversees the safety, maintenance, and operation of all assigned WOTA vehicles.*
- *Manages all dispatch, lead drivers, drivers, and maintenance personnel.*
- *Develops procedures that work in conjunction with WOTA policy.*
- *Enforces WOTA-wide vehicle operating standards and procedures.*
- *Responsible for implementing procedures for vehicle maintenance standards including inspections.*
- *Oversees fares collection and accounting.*
- *Conducts and directs accident investigation and incident reporting.*
- *Reports directly to the Executive Director.*

Human Resource Manager Responsibilities

- *Manage Human Resource activities for WOTA including the hiring process, on-boarding, corrective action, benefits, off-boarding, and data collection.*
- *Enforce WOTA-wide policies and procedures.*
- *Manages the Training, Payroll, Marketing and Grant Writing and Management.*
- *Works in conjunction with the Operations Manager for accident investigations and incident reporting.*
- *Manages the Drug & Alcohol Testing Program.*
- *Manages WOTA brand through marketing, public relations, and sponsorship.*
- *Reports directly to the Executive Director.*

Suggestions and Ideas

WOTA is always interested in constructive ideas and suggestions for improving operations. Suggestions should be submitted in writing to your immediate supervisor. After we evaluate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

Talk to Us

WOTA has an "open door policy" and encourages you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. If you feel you have a problem, present the situation to your department head so that the problem can be settled by examination and discussion of the facts. If you still have questions after meeting with your department head or if you would like further

clarification on the matter, request a meeting with the ED. S/he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure. If at any time you do not feel comfortable speaking with your department head or the next level of supervision, you may discuss your concern with any other member of supervision with whom you feel comfortable.

Grant Writing

A percentage of funds WOTA receives is through various grants. The ED writes most of the grants; however, anyone wanting to take on the task of researching and applying to receive extra funding for WOTA may qualify for a bonus for his/her efforts.

Before applying, be sure to discuss the grant with the ED to make sure WOTA potentially qualifies and that it will not cost or obligate WOTA funds to receive it. Once the grant application receives approval from the ED, you may apply and the ED will help you gather any necessary WOTA information, budgets, background, etc. Many grants often allow funds to be allocated to the grant writer and/or manager. This allocation can be in excess up to a specific percentage of the total grant amount, on average 1%-5%. If the funds for a writer/manager are approved by the grantor, as the writer/manager you will be awarded a bonus for your efforts based on the approved amount.

Professional Development

WOTA encourages the individual growth of its employees by offering professional development opportunities. Approval from the department head must be received prior to registration for seminars. WOTA may pay the full cost of approved job-related seminars, classes, and workshops.

To keep WOTA informed of new developments, we ask that employees share any new information presented at the seminar with the rest of the staff. Study and presentation materials become the property of WOTA and may be requested to use for future trainings.

WOTA Employee Webpage and Social Media

Due to the nature of multiple locations, WOTA has opted to use the RideWOTA.org website as an employee bulletin board. The webpage houses safety videos, policies, substance abuse providers and hotlines, a copy of this handbook as well as much more. Rider policies can be found on the WOTA website on [ridewota.org/rider-guidelines](https://www.ridewota.org/rider-guidelines).

To access the employee webpage, go to: <https://www.ridewota.org/wota-employee-focus/>
The page is password protected; access the page by using the password: WOTAtoGo

The webpage may be accessed during work hours on company computers and tablets or from home.

Section 6. Policies

WOTA complies with Federal, State, and local laws regarding employment policies. Due to the oversight of the Department of Transportation and the Federal Transit Authority, WOTA also complies with drug and alcohol policies, Title VI and ADA Policies for both riders and drivers.

Equal Employment Opportunity

WOTA is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to race; national origin; color; religion; genetic information; national origin; sex; gender; gender identity, pregnancy, childbirth, or related medical conditions; age; weight; marital status; disability; uniform service member status; sexual orientation, or any protected class under Federal, State, or local laws.

Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, WOTA is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. I-9 form are kept separate from employee personnel files.

If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by WOTA.

Social Security

During employment, employees and WOTA both contribute funds to the Federal Government to support the Social Security program. This program is intended to provide retirement benefit payments and medical coverage at retirement age.

Pregnancy Accommodation

WOTA will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business of WOTA.

When an employee requests a reasonable accommodation, WOTA will explore with the employee the possible means of providing the reasonable accommodation that may include, but is not limited to:

- *allowing more frequent breaks or periodic rest;*
- *assisting with manual labor;*
- *modifying job duties;*
- *modifying work hours/schedules;*
- *temporary transfer to a less strenuous or less hazardous position; or*
- *providing a leave of absence.*

WOTA may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- *the date the reasonable accommodation became medically advisable;*
- *the probable duration of the reasonable accommodation; and*
- *an explanatory statement as to the medical advisability of the reasonable accommodation.*

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by State and Federal law.

Americans with Disabilities Act

WOTA is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. It is the employee's responsibility to provide written notification to his or her department

head of the need for accommodation. The person requesting the accommodation shall work with his or her department head to determine whether there is a reasonable accommodation that would enable the person to perform the essential functions of their job. This may include providing information regarding the requested accommodation to the extent such inquiries are permitted by law. WOTA shall make reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination based on disability, unless WOTA can demonstrate that making the modifications would impose an undue financial or administrative burden. The reasonable accommodation is not always the accommodation that is requested. WOTA will not seek genetic information in connection with requests for accommodation

Harassment and Discrimination

It is WOTA's philosophy and policy that unlawful discrimination or harassment against any employee or applicant based on race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital status, pregnancy, genetic information, gender, sexual orientation, or any factor or classification prohibited by law will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment and termination.

WOTA prohibits any form of harassment, joking remarks or other abusive conduct directed at employees because of their race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital status, pregnancy, genetic information, gender, sexual orientation, or membership in a protected group. Harassment is defined as any conduct including verbal, physical, and/or written that is related to a protected classification or otherwise impermissible by law when:

- *Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;*
- *Submission to, or a rejection of, such conduct by an individual is used as a basis for employment decisions such as termination, promotion, transfer, work assignments, salary, etc.; and or*
- *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.*

Examples of impermissible harassment include, but are not limited to:

- *Jokes, comments, insults, cartoons, pictures, personal conduct, and mannerisms of a sexual, ethnic, racial, religious or other impermissible nature. This includes verbal, written, and electronic communication;*
- *Stating or implying that deficient job performance is attributable to a person's sex, other protected classification, or other impermissible characteristic;*
- *Propositions or requests for sexual favors or physical contact, which is sexual in nature; and or*
- *Verbal abuse of a sexual nature, unnecessary touching, the display of sexually suggestive objects or pictures, or physical assault.*

Reporting Procedure

An employee who believes that s/he has been subjected to harassment at work by any of the following, but not limited to superiors, supervisors, co-workers, contractors, appointed officials, elected officials, volunteer workers, visitors, customers, citizens, and suppliers/vendors shall report the incident immediately after it occurs to either his/her immediate supervisor or the ED. The Incident/Idea Form, which is available in the office and in the Forms Section of the WOTA Driver's Manual, should be completed and submitted to the immediate supervisor or any ranking official. This form is encouraged, but not required, to report harassment.

In circumstances where the immediate supervisor or the ranking official either participated in the prohibited activity or condoned the activity, a complaint may be filed directly with WOTA's HR. In circumstances where the employee feels that they cannot report harassment to their supervisor, the ED or HR, s/he may report the harassment to any member of the WOTA Board of Trustees.

You are not required to first raise your concern with your department head or your immediate supervisor if your concern relates to your department head or immediate supervisor. Any such concern can be raised with any of the management or supervisors identified in this policy, or a WOTA board member.

Any department head/supervisory employee of WOTA who receives a complaint of harassment shall bring the information to the attention of the ED for investigation as per this policy. If the ED is accused of harassment, the complaint information shall be brought to the WOTA board in a special meeting.

WOTA shall promptly investigate a complaint of harassment and may, in its discretion, delegate the investigation to an outside investigator. Every reasonable effort will be made to handle all such complaints in a fair, impartial, and timely manner. To protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner. However, WOTA cannot guarantee strict confidentiality. The investigation conducted may include interviews, where appropriate, with other witnesses to the alleged occurrence(s).

During the complaint investigation, work assignments or contact may be limited between the employee making the complaint and the employee against whom the complaint is made. This may be done at the discretion of WOTA.

Retaliation against the complaining employee by any employee or official is prohibited. Retaliatory action or conduct of any kind taken by any employee of WOTA, during or after the investigation, against an employee(s) filing a complaint is strictly prohibited and shall be regarded as a violation of this policy and subject to disciplinary action up to and including termination.

The complaining employee will be informed of the outcome of the investigation. In those circumstances where a violation has been shown to have occurred, appropriate action up to and including termination, will be taken against any employee(s) found to have engaged in harassment.

All employees, particularly supervisors and department heads, have a responsibility for keeping the work environment free of harassment prohibited by law. Any employee, who becomes aware of an incident of harassment prohibited by law, whether by witnessing the incident or being told of it, must immediately report it to his/her immediate supervisor, WOTA official or HR. When a supervisor or department head becomes aware that harassment prohibited by law may exist, s/he is obligated to take prompt and appropriate action, whether the recipient of the harassment prohibited by law has filed a complaint. Any questions, concerns, or other inquiries regarding conduct that is prohibited by this policy, or the procedures contained herein shall be directed to the WOTA supervisor or his/her designee.

Background Checks & Drug/Alcohol Tests

WOTA recognizes that qualified, trustworthy, and competent employees are essential to supporting a safe and productive workplace and to maintaining the public's trust in services overall. Background checks and drug/alcohol tests are an important part of WOTA's commitment to finding potential, future employees who are best suited to fill a vacant position. Drug/Alcohol tests are required by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT) for all providers of public transportation.

As part of its hiring procedures, WOTA conducts background checks on all finalist(s) for open positions. Any individual offered employment with WOTA will also be required to submit to a drug/alcohol test. These checks and tests will be job-related, consistent with business necessity and conducted pursuant to all applicable laws, rules, policies, and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers and/or references; verification of records with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

All offers for employment are contingent upon a candidate's successful completion of a background check and negative drug/alcohol test. Finalist(s) for an open position may be rejected if they provide incomplete, inaccurate, or untruthful information during the application process; refuse to fully participate in a required background check and/or drug/alcohol test; test positive for drugs and/or alcohol use; or fail to sign or complete a required form.

Background Checks

WOTA and/or its designated representative will conduct background checks as listed within this section on finalist(s) for all positions to:

- *Verify all job-related information including all minimal qualifications required to perform the essential functions of the job;*
- *Conduct driving record check through Michigan's Secretary of State and/or State Police if the vacant position requires an applicant to operate a WOTA vehicle on a regular basis;*
- *Review the applicant's educational records, where applicable;*
- *Conduct an employment reference check by contacting the finalist's current and former supervisors and/or Human Resources office(s) for the past three positions held or the past ten years of employment. This may include a review of an individual's disciplinary history, terminations, and/or performance reviews;*

- *Perform a criminal history check for convictions and/or felony charges; and*
- *Perform a credit check **only** if there is a legitimate, business, or bonding necessity that exists for the vacant position.*

Drug/Alcohol Testing

Drug/Alcohol tests are required by the FTA and MDOT for all providers of public transportation. In compliance with FTA/MDOT rules and regulations, WOTA must test all individuals offered employment regardless of position with WOTA prior to their start date.

Once hired, random testing is also required for safety-sensitive employees under the FTA Drug & Alcohol regulations. Safety-sensitive employees will be placed in a random testing pool and may be selected to be tested throughout the year. Any employee selected to submit to a random test needs to comply within 2 hours of the notification. Failure to do so can result in immediate termination of employment. Results of a positive test can result in immediate termination.

Testing is also required if an employee responsible for driving is involved in a vehicle accident where on-board passengers are injured and/or the vehicle(s) is inoperable, regardless of who is determined to be the cause of the accident. Anyone required to drug/alcohol test as the result of an accident must submit within 2-4 hours of the accident, the only exception being if the driver is injured and seeking medical assistance.

All results of drug and alcohol testing are kept for a minimum of 2 years in a secure area separate from personnel files. An employee may access their results by contacting HR.

Social Security Number Privacy and Protection of Personal Information

Employee Social Security Numbers (SSNs) will be collected in the ordinary course of business for the purpose of identity verification or to administer benefits in accordance with Federal and State laws.

To ensure to the extent practicable the confidentiality of our employees' SSNs no employee may acquire, disclose, transfer, or unlawfully use the SSN of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information. Discarded documents that include employee SSNs must be shredded.

Except where permitted by State or Federal law, WOTA will not:

- *Publicly display more than 4 sequential digits of an employee's SSN;*
- *Use more than 4 sequential digits of an employee's SSN as the primary account number for an individual;*
- *Visibly print more than 4 sequential digits of an employee's SSN on any identification badge or card;*
- *Require an individual to use or transmit more than 4 sequential digits of their SSN to gain access to an Internet web site or computer system or network unless the connection is secure, the transmission is encrypted, or a password or unique PIN is also required to gain access;*
- *Include more than 4 sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or*
- *Include more than 4 sequential digits of an employee's SSN in any document or information mailed to a person.*

Any violation of this policy will result in disciplinary action up to and including termination.

Personnel Files

Upon written request, employees will be allowed to review their personnel records up to two times each year, or as otherwise permitted by law, during normal business hours. If a review during normal business hours would require employees to take time off from work, WOTA must provide some other reasonable time for a review. The record may be copied, and a reasonable fee may be charged for duplicating the personnel record. If there is a disagreement as to the information in the record, employee may ask to have it corrected or removed and may submit a statement explaining their position. Such statement becomes part of the file.

Changes in Personal Data

To aid in matters of personal emergency, WOTA needs to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries

should be given to HR promptly. HR will provide a printout annually on/about the employee's anniversary date for the employee to validate current information.

Outside Employment

Employees of WOTA may take other employment if there is no conflict of interest and no impairment of the employee's ability to perform his/her job duties with WOTA. WOTA employees may not engage in outside activities while on duty, nor may WOTA property be used during the employee's outside employment. Employees must advise and coordinate their schedule with their department head prior to starting secondary employment.

Use and Monitoring of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee-provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. Electronic Communications include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, iPad, tablet, smart phone or similar devices), telephones, and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all communication devices are collectively referred to as "systems."

Employees may use our systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All systems are WOTA records and/or property. Although an employee may have an individual password to access our systems, they are always accessible to WOTA including periodic unannounced inspections. Our systems are subject to use, access, monitoring, review, recording and disclosure without further notice. Our systems are confidential or private and for use by authorized employees. WOTA's right to use, access, monitor, record and disclose the system without further notice applies equally to employee-issued WOTA systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our systems that does not interfere or conflict with productivity or WOTA's business or violate policy is permitted, personal communications in our systems are treated the same as all other systems and will be used, accessed, recorded, monitored, and disclosed by WOTA at any time without further notice; therefore, employees should not use our systems for communication or information that employees would not want revealed to third parties.

Employees may not use WOTA's systems in a manner that violates our policies, or that may be insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or Federal, State, or local law.

In addition, employees may **not** use our systems:

- *To download, save, send or access any discriminatory or obscene material;*
- *To download anything from the internet (including shareware or free software) without the advance written permission of the department head or ED;*
- *To download, save, send or access any site or content that WOTA might deem "adult entertainment;"*
- *To access any "blog" or otherwise post an opinion on the Internet (see Social Media policy);*
- *To solicit employees or others;*
- *To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of WOTA or any other person or entity;*
- *In connection with any infringement of intellectual property rights, including but not limited to copyrights;*
- *In violation or attempted violation of any law; or*
- *To engage in employment or business other than that of WOTA.*

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using the systems; make changes to the systems without clearly indicating such changes; or use another person's account, mailbox, passwords, etc., without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of WOTA or others without appropriate authorization.

All systems' passwords and encryption keys must be available and known to the appropriate in-house official. You may not install password or encryption programs. Employees may not use the passwords and encryption keys belonging to others.

Numerous Federal and State laws apply to WOTA systems. WOTA will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under the Michigan Public Employment Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-WOTA systems.

Violations of this policy may result in disciplinary action up to and including termination as well as possible civil liabilities or criminal prosecution. Where appropriate, WOTA may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use or content of WOTA systems, ask your department head for advance clarification.

Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of WOTA's telephones for a personal reason may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones should be set to a silent alert during working hours while on WOTA premises or on WOTA vehicles. If you need to answer your personal cell phone, please use common courtesy. If in the office, do not disrupt business and step away from your desk. If in a vehicle, answer or return the call when you are without a client on-board. When using your phone, make sure your vehicle is stopped/parked in a secure location.

Employees operating WOTA vehicles or operating a personal vehicle on WOTA time are prohibited from using their cell phones for personal phone calls, messaging, email, or other functions while driving or assisting riders.

Social Media/Media Contact

WOTA has in place policies that govern use of its own systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

"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 web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with WOTA, as well as any other form of the systems.

The same principles and guidelines found in this Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that your conduct can adversely affect your job performance, the performance of fellow employees, clients, vendors, suppliers, or people who work on behalf of WOTA and may result in disciplinary action up to and including immediate termination.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

- *Always be fair and courteous to fellow employees, clients, vendors, suppliers, or people who work on behalf of WOTA. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open-door policy than by posting complaints to a social media outlet. If you do decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating; that disparages clients, employees, vendors, or suppliers; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work*

environment based on race, age, gender, national origin, color, disability, religion, or any other status protected by Federal, State or local laws or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate termination.

- *Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate. Nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about WOTA, fellow employees, clients, vendors, suppliers, or people working on behalf of WOTA.*
- *Maintain the confidentiality of the appropriate WOTA information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.*
- *Do not create a link from your blog, website, or other social networking site to WOTA's website without identifying yourself as a WOTA employee.*
- *These are only your personal opinions. Never represent yourself as a spokesperson for WOTA. If WOTA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of WOTA, fellow employees, clients, vendors, suppliers, or people working on behalf of WOTA. If you do publish a blog or post online related to the work you do or subjects associated with WOTA, make it clear that you are not speaking on behalf of WOTA. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of WOTA.”*
- *Refrain from using social media while on working time or while using equipment we provide, unless it is work related as authorized by your department head, or other member of management, or consistent with the Acceptable Use of Electronic Communications Policy.*
- *Do not use any WOTA email addresses to register on social networks, blogs or other online tools utilized for personal use.*

Employees are encouraged to report violations of this policy. WOTA prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including immediate termination.

You should not speak to the media on WOTA's behalf without contacting your department head. Only the ED and/or board are authorized to make or approve public statements on behalf of WOTA.

Where applicable, WOTA complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's rights under the Michigan Public Employment Relations Act.

Protecting WOTA Information

Protecting WOTA's information is the responsibility of every employee. Do not discuss WOTA's confidential business matters or share confidential, personal employee information with anyone who does not work for WOTA such as friends, family members, members of the media, or other business entities. Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under the Michigan Public Employment Relations Act.

All telephone calls regarding a current or former employee's position/compensation with WOTA must be forwarded to HR or an in-house official.

WOTA's address shall not be used for the receipt of personal mail. Deliveries can be made to the office if you notify the office before the delivery is expected.

Conflict of Interest/Code of Ethics

WOTA's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and employees. Employees must never use their position for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations, or business entities.

WOTA adheres to the highest legal and ethical standards. WOTA's business is conducted in strict observance of both the letter and spirit of all applicable laws, and the integrity of each employee is of utmost importance. Employees of WOTA shall conduct their personal affairs such that their duties and responsibilities are not jeopardized and/or legal questions do not arise with respect to their association or work with WOTA.

WOTA Assets

WOTA has possession of many vehicles, some are owned, and the others are leased through the communities served and SMART. On occasion WOTA may also get a loaner vehicle while another vehicle is in for repair. All vehicles will be treated with respect for WOTA and all who use them. Damage to the vehicles must be reported immediately to the Operations Manager or Maintenance Manager. Extensive damage must be reported to the ED. An incident report and/or accident report must be completed and submitted to the office within 24 hours of the damage.

Anyone who knowingly damages or witnesses someone damaging a WOTA vehicle (or any WOTA or private property) and does not report it immediately will be subject to disciplinary action, up to and including termination. Depending on how extreme the damage is and its cause, you may be responsible for the repairs.

WOTA also has many cell phones and tablets that are used daily by the staff. Phones and tablets will not be used for personal entertainment purposes. Unless permanently assigned to you, you must turn your equipment and vehicle keys at the end of your shift each day. Failure to do so may require you to return them that evening or no later than the next morning, even if it is your day off. Work stoppage due to missing equipment can lead to disciplinary action.

Office computers and file cabinets are secure systems and are only to be used/accessed by those authorized.

Receipt of Employee Personnel Policy Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the WOTA Employee Personnel Policy Handbook (Handbook Version 2023.1) and I understand that it contains information about the employment policies and practices. I agree to read and comply with this Handbook. I understand that the policies outlined in this Handbook are management guidelines only that in a developing business, may require changes from time to time. I understand that WOTA retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees, clients and WOTA. I understand that this Handbook supersedes and replaces all prior Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, WOTA reserves the right to revise, delete and add to the provisions of this Handbook at any time without further notice. All such revisions, deletions or additions to the Handbook will be in writing and will be signed by the WOTA Board. I understand that no oral statements or representations can change the provisions of this Handbook.

I understand that this Handbook is not intended to create contractual obligations with respect to any matters it covers, and that the Handbook does not create a contract guaranteeing that I will be employed for any specific time.

WOTA IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, WOTA OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF WOTA IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESSED OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND APPROVED BY THE WOTA BOARD.

I understand that this Handbook refers to current benefit plans maintained by WOTA and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Time Off Policy in this Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Handbook, I will ask my department head or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

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