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Employee Handbook

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WELCOME TO PCMI

Welcome to the family of Professional Contract Management, Inc. (PCMI)

We, the management team of PCMI, are very excited about you becoming a member of our growing team of professionals. We look forward to your valuable contributions and hope your experience with us is a truly fulfilling one. Though we are not at the actual work site with you on a day-to-day basis, we are immediately accessible via phone or email. Please visit our website, www.pcmiservices.com, to obtain a listing of our contact information.

Again, welcome aboard and please feel free to contact us whenever you have any questions or concerns. ([Table of Contents](#))

PCMI VISION & MISSION STATEMENTS

It is our vision to be recognized as the industry leader in human resource solutions.

It is our mission to provide world-class human resource solutions utilizing proprietary technology to assist school districts and individuals to reach their full potential. ([Table of Contents](#))

PCMI CORE VALUES

Caring

We listen and seek first to understand
We operate with servant attitudes
We model the “golden rule”
We model dignity and respect

Integrity/Trustworthy

Our behavior aligns with our word
We believe in honoring commitments
We believe in doing what’s in the best interest of our stakeholders

Advocate for “Change”; Embracing Challenges and Opportunities

We provide a safe environment to take controlled risks and fail forward

Embrace Social Responsibility

We are committed to the communities we live in and serve

Learning

We realize our full potential and embrace personal & professional growth
We seek new learning opportunities ([Table of Contents](#))

HANDBOOK INTRODUCTION

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures described. For that reason, any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you should be addressed to the PCMI Human Resources Department. Neither this handbook nor any other Company document confers any express or implied contractual right to remain in the Company's employ nor does this handbook or any other Company document guarantee any fixed terms and conditions of employment. Employment with PCMI is not for any specified time period and may be terminated at will by the Company with or without cause and with or without prior notice. Conversely, employees may resign for any reason at any time.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. Should a question arise about the policies or benefits summarized in this handbook, the official policy documents should be referenced for resolution. Please note that the terms specified in plan documents are controlling for any benefits described.

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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at PCMI, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The PCMI Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the PCMI Human Resources Department.

Appropriate disciplinary action will be taken against any employee willfully violating this policy. [\(Table of Contents\)](#)

NON-DISCRIMINATION & ANTI-HARASSMENT STATEMENT

PCMI is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, PCMI expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

PCMI strongly urges the reporting of all incidents of discrimination, harassment, sexual harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to PCMI's policy or who have concerns about such matters should file their complaints with the PCMI Human Resources Department before the conduct becomes severe or pervasive.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately.

Employees wishing to obtain a copy of PCMI's full Non-Discrimination and Anti-Harassment Policy should contact the PCMI Human Resources Department.

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AMERICANS WITH DISABILITIES ACT STATEMENT

PCMI is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, PCMI will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made PCMI aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the PCMI Human Resources Department. PCMI encourages individuals with disabilities to come forward and request reasonable accommodation.

Employees wishing to obtain a copy of PCMI's full Americans with Disabilities Act Policy should contact the PCMI Human Resources Department. [\(Table of Contents\)](#)

CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

PCMI expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of PCMI and an employee are unacceptable. The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the PCMI's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the PCMI Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination. ([Table of Contents](#))

Outside Employment

PCMI is not opposed to outside employment; however, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments;
- involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; or
- violate provisions of law or the Company's policies or rules.

From time to time, PCMI employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to PCMI must be given priority. ([Table of Contents](#))

Financial Interest in Other Business

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company whose securities are regularly traded on the open market. ([Table of Contents](#))

Acceptance of Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company. Any questions regarding this policy should be addressed to the PCMI Human Resources Department. ([Table of Contents](#))

Work Product Ownership

All PCMI employees must be aware that PCMI retains legal ownership of the product of their work. No work product created while employed by PCMI can be claimed, construed, or presented as property of the individual, even after employment by PCMI has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for PCMI, regardless of whether the intellectual property is actually used by PCMI. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of PCMI.

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EMPLOYEE CATEGORIES

Based on the conditions of employment, employees of PCMI fall into the following categories:

- Individual Contracted
 - Salaried
 - Hourly
- Non-Contracted
 - Regular
 - Substitute
 - Seasonal

All employees will be classified as exempt or non-exempt based on the duties of their position. Exempt employees are not eligible for overtime pay. Non-exempt employees receive overtime pay in accordance with the Fair Labor Standards Act. ([Table of Contents](#))

PERSONNEL RECORDS

It is extremely important that PCMI has up-to-date personal information on employees, including:

- Name and/or marital status
- Address and/or telephone number
- Email address
- W-4 deductions
- Person to contact in case of emergency

Updates to your personal information can be made via your willSub account. Should you experience difficulties, please contact the PCMI Customer Service Department. Should you wish to review or obtain a copy of your personnel file, please contact the PCMI Human Resources Department. ([Table of Contents](#))

SECURITY OF PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information, including but not limited to social security numbers, addresses and benefit information, will be accessed or shared only by those who are required to use the information in the course of their job duties with PCMI. In some instances, as in the case of benefits or legally mandated reporting, personally identifiable information may be shared with a third party.

Personally identifiable information will be stored in a secure way which limits access to those who have a legitimate business need for the information. In addition, electronic files and communications involving personally identifiable information will be secured through the use of passwords and/or encryption.

Disposal of personally identifiable information will be done in a manner appropriate to the vehicle on which the information is stored (i.e. paper information destroyed by shredding). ([Table of Contents](#))

VERIFICATIONS OF EMPLOYMENT/REFERENCE CHECKS

In response to an outside request for information regarding a current or former PCMI employee, the PCMI Human Resources Department will furnish or verify only an employee's name, dates of employment, and job title. No other data or information regarding any current or former PCMI employee or his/her employment with PCMI will be furnished unless the employee authorizes PCMI to furnish this information in a document that also releases PCMI from liability in connection with the furnishing of this information, or if PCMI is required by law to furnish information. Said documentation should be sent to the PCMI Human Resources Department. ([Table of Contents](#))

PAYMENT OF WAGES

Wage payments, including overtime wages, are made biweekly. Please consult the current year's pay schedule for specific pay dates and their corresponding pay dates. Paydays are biweekly (i.e., every other Friday) but may vary slightly due to holidays. The PCMI work week is defined as Sunday from 12:00am through Saturday at 11:59pm. Occasionally a situation may arise (e.g., new employee, an extended length of time between assignments, incorrect or late time card submission) which will delay wage payment to an employee for up to 3 weeks.

It is the responsibility of the employee to ensure complete, accurate and timely submission of their time cards to PCMI when time cards apply. Failure to submit this information as required may delay the processing of the employee's wage payment.

PCMI requires that employees be paid either through direct deposit of funds at their bank of choice (providing the bank has direct deposit capability) or through payroll debit card. Employees wishing to change the methodology by which they are paid may do so through our website. Employees with questions about pay should direct them to the Payroll Department.

Upon return from FMLA leave, an employee will generally be returned to the same position or a position with equivalent status, pay, benefits and other employment terms as the position they held prior to taking leave. ([Table of Contents](#))

The amount of tax withholding from an employee's paycheck depends on the number of withholding forms and by the number of exemptions claimed on each withholding form. All employees will be required to submit a Federal W-4 and State and Local withholding forms as required by law. Employees wishing to make changes to their withholding forms can do so through their willSub account. Should you experience difficulties, please contact the PCMI Customer Service Department. ([Table of Contents](#))

FAMILY AND MEDICAL LEAVE (FMLA)

PCMI complies fully with the Family Medical Leave Act and will grant up to 12 weeks of unpaid leave (or up to 26 weeks of military caregiver leave) during a 12-month period to FMLA eligible employees.

For purposes of this policy, PCMI will use a rolling 12-month period measured backward from the date the leave was taken.

An employee is eligible for FMLA leave if he/she meets three basic criteria:

1. Has been employed by PCMI for 12 months.
2. Has worked at least 1,250 hours in the preceding 12 months.
3. Works at a location where PCMI employs 50 or more employees within a 75-mile radius of that location.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.
5. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.
6. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the PCMI Human Resources Department. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has submitted the appropriate certification form, the PCMI Human Resources Department will complete and provide the employee with a written response to the employee's request for FMLA. An employee whose request for FMLA leave is approved must use Paid Time Off while on leave or until all Paid Time Off is exhausted.

MILITARY LEAVE

An employee who is a member of the United States Uniformed Services will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. Employees requesting this leave are required to provide the PCMI Human Resources Department advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees wishing to obtain a copy of PCMI's full Military Leave Policy should contact the PCMI Human Resources Department. ([Table of Contents](#))

JURY DUTY

PCMI will provide unpaid time off to employees selected for jury duty. An employee must present a copy of the jury duty summons to their assigned on-site supervisor, when applicable, or PCMI Human Resources as soon as possible so that arrangements can be made to accommodate possible absence from work. Employees are expected to report to work within the hours of their normal shift whenever they are not needed in court. ([Table of Contents](#))

WITNESS DUTY

PCMI will provide unpaid time off to employees who receive a subpoena to testify in court. In order to make arrangements for the time off, employees must submit a copy of the subpoena to their assigned on-site supervisor, when applicable, or to PCMI Human Resources as soon as possible after being received. When serving as a witness, employees are expected to report to work within the hours of their normal shift whenever they are not needed in court. ([Table of Contents](#))

EMPLOYEE BENEFITS

PCMI offers a full flexible benefits program for eligible employees and operates its plans in full compliance with the Patient Protection and Affordable Care Act (PPACA). For complete information regarding any of our benefit programs, including eligibility requirements, waiting periods and COBRA, please contact PCMI's Benefits Department. ([Table of Contents](#))

WORKERS' COMPENSATION BENEFITS

PCMI provides a comprehensive workers' compensation insurance program to our employees and is covered under statutory state workers' compensation laws. This insurance covers injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither PCMI nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries occurring outside of work or during an employee's voluntary participation in off-duty recreational, social, or athletic activities.

In the event of any work-related injury or illness, it is critical that you notify not only your on-site supervisor, but PCMI Human Resources as soon as possible. The procedure for reporting workplace injuries can be found on the PCMI website. It is important that this procedure be carefully followed to ensure the proper handling of your claim and that any/all follow-up treatment is managed in a timely manner. Failure to report an accident in a timely manner is a serious transgression as it may preclude an employee's coverage under Workers' Compensation Insurance.

Employees are required to attend all scheduled appointments related to the treatment of their injuries. On days that you are scheduled to work, you are expected to schedule your appointments around your work schedule whenever possible. ([Table of Contents](#))

ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

It is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days, during all scheduled work hours and are expected to report to work on time. Moreover, an employee must notify his/her Assigned Client as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal. For substitute employees, repeated cancellation of accepted assignments may result in loss of assignment and/or dismissal.

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Short Notice Cancellation (SNC) Policy

Short notice cancellations are defined as any cancellation of an assignment within 24 hours of the start time of the assignment. PCMI will monitor SNCs and based on a predetermined set of criteria, issue a series of notices and warnings so employees are aware of the violation(s), giving the employee the opportunity correct their behavior.

RESPONSIBILITY TO NOTIFY

It is the employee's responsibility to notify the PCMI Human Resources Department in writing when they have completed an assignment and are not on a calling list to receive new assignments or if the Assigned Client has asked that the employee not return. Contact information for the PCMI Human Resources Department can be found on the PCMI website. Notification will allow PCMI to search for other positions in which to place the employee. An employee's failure to provide this written notification may result in the denial of unemployment benefits.

Additionally, employees are required to report arrests to the PCMI Human Resource Department within three (3) days of the arrest date. Failure to comply with this required procedure may result in disciplinary action up to and including termination. ([Table of Contents](#))

APPEARANCE AND CONDUCT

Generally, PCMI expects employees to maintain a neat, well-groomed, professional appearance at all times. Specifically, employees are expected to comply with the Assigned Client's dress code or in its absence are expected to emulate other employees of the Assigned Client that perform the same or similar job functions.

PCMI requires the services of men and women of integrity, high ideals and human understanding. Proper employee behavior is necessary to promote a safe and healthy working atmosphere. You are expected to conduct yourself in a professional manner and be above suspicion, suggestion or reproach at all times. Behavior that discredits PCMI or the Assigned Client or that is disruptive, unsafe, harassing or abusive to co-workers will not be tolerated. Employees who fail to maintain proper standards of conduct toward their work, their co-workers, the Assigned Client or who violate any of the Company's policies are subject to appropriate disciplinary action, up to and including termination.

All instances of misconduct should be referred to the PCMI Human Resources Department immediately. ([Table of Contents](#))

EMPLOYEE DISCIPLINE

All employees are expected to meet PCMI's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Assigned Client's and Company's policies and procedures.

If an employee does not meet these standards, the Assigned Client may, under appropriate circumstances, take corrective action other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Assigned Client's or PCMI's policies and procedures and/or other disciplinary problems.

Under certain circumstances, an employee whose conduct, actions or performance violates or conflicts with the Assigned Client's or PCMI's policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust, confidentiality standards, dishonesty, or falsification of records/information.
- Conviction of a felony.
- Willful or flagrant violation of a policy or rule.
- Undue and unauthorized absence from duty during regularly scheduled work hours, excessive absenteeism or lateness, or failure to call or directly contact your supervisor when you will be late or absent from work.
- Possession of dangerous weapons on premises.
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours.
- Sleeping on duty.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive and does not change the employment-at-will relationship between the employee and the Company.

In the event of dismissal for misconduct, all benefits end at the end of the month in which the termination occurred. COBRA may not be available to anyone dismissed from PCMI for gross misconduct. ([Table of Contents](#))

VIOLENCE IN THE WORKPLACE

PCMI strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to PCMI's Human Resources Department. All complaints will be fully investigated.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination. ([Table of Contents](#))

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Personal relationships will naturally grow out of the productive, cooperative, team-based work culture PCMI strives to embrace. The goal of this policy is not to interfere with the development of these relationships but to establish guidelines for ensuring personal relationships do not negatively impact the work environment. ([Table of Contents](#))

General Guidelines

Employees must recognize that because of the duality of a professional/personal relationship with a peer or supervisor the relationship, in any context, is subject to the policies of PCMI including but not limited to confidentiality, Non-Discrimination and Anti-Harassment, and Appearance and Conduct, at all times. In addition, romantic or sexual relationships should be disclosed to the PCMI Human Resources department as soon as possible. Disclosure of the relationship to Human Resources allows each party involved, the members of the relationship and the Company to effectively manage any resulting situations that may arise. The existence of a relationship between employees will not be disclosed by Human Resources except to the extent it may be required in the event of an investigation. ([Table of Contents](#))

Relationships within a chain-of-command

Significant personal relationships between a supervisor/manager and his/her direct reports or those within the supervisor's/manager's reporting chain are discouraged. These types of relationships can lead, at best, to the appearance of impropriety for all concerned: the employee, the supervisor/manager and PCMI. Any such relationship may therefore be contrary to the best interests of PCMI. Types of relationships may include but are not limited to personal confidants, noteworthy friends, dating couples, sexual acquaintances or married couples.

While it is the responsibility and mandatory obligation of the supervisor/manager involved in the significant relationship to promptly disclose the existence of the relationship to the Human Resources Department should one develop, the employee may make the disclosure as well.

Upon being informed or learning of the existence of such a relationship, PCMI's Human Resources Department may take all steps that it, in its discretion, deems appropriate. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Employees wishing to obtain a copy of PCMI's full Personal Relationships in the Workplace Policy should contact the PCMI Human Resources Department. ([Table of Contents](#))

DRUG & ALCOHOL ABUSE

It is PCMI's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While working and conducting business-related activities off of PCMI's or the Assigned Client's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to safely perform the essential functions of the job. Employees who are undergoing prescribed medical treatment with a drug or controlled substance that may alter their physical or mental ability to perform their job are encouraged to advise their on-site supervisor and the PCMI Human Resources Department of such treatment before or at the time the treatment begins to ensure that they don't pose a safety risk to themselves or others. A doctor's written authorization concerning treatment may be required. If an employee is unable to perform the essential functions of the job effectively and in a safe manner, the employee may be required to leave the workplace.

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Drug Testing

Drug and alcohol tests may be administered under the following conditions:

- when an employee shows signs of impairment on the job
- after any vehicular or machinery related accident.

Employees who refuse to submit to drug and alcohol testing or who test positive will be terminated. Reports of impairment or accidents should be made to the PCMI Human Resources Department as soon as safely possible. Failure to report incidents in a timely manner may result in disciplinary action including termination. [\(Table of Contents\)](#)

SMOKING

Employees are expected to comply with the Assigned Client's smoking policies and applicable law. Smoking should only be done in designated areas at designated times. This policy in no way should be interpreted to mean that smoking breaks will be provided. Employees with questions regarding smoking should contact the PCMI Human Resources Department. Violation of smoking policies will result in disciplinary action up to and including possible termination. [\(Table of Contents\)](#)

NOTICE OF PRIVACY

Employees should not have an expectation of privacy in any areas involving their work with PCMI whether it is on the physical premises, properties, job sites or work locations of PCMI or its clients, subsidiaries and affiliates or in any area involving the use of company equipment including but not limited to the company network, email system, and phones. In addition, any action taken during work hours or while in the course of work for PCMI is subject to the review of PCMI or an entity assigned by PCMI.

Illegal and unauthorized substances and drugs, look-alike, synthetic drugs, alcoholic beverages, drug paraphernalia, legally prescribed drugs in excess of reasonable dosage requirements, contraband, stolen property, firearms, weapons, substances or articles are strictly prohibited on any of PCMI or its customers', subsidiaries', and affiliates' vehicles, boats, aircraft, equipment, properties, job sites and work locations. Persons or employees found to be in possession or concealment of any of the above mentioned unauthorized items will be subject to denial of entry to or removal from the premises, properties, job sites or work locations of PCMI or its subsidiaries and affiliates. They may also be subject to disciplinary action up to and including possible termination. All persons, their vehicles and personal property are subject to search (including drug screening) and inspection before entering, while on or departing the premises, properties, job sites or work locations of PCMI, or its subsidiaries and affiliates.

PCMI or the Assigned Client's postage, faxes and copiers are not to be used for personal purposes. The computer, email and Internet systems provided by PCMI and the Assigned Client are intended to be used for business purposes only; use for informal or personal purposes is permissible only within reasonable limits. Employees may not at any time access areas of the Internet that are not considered suitable for viewing by your peers or PCMI management. Use of the systems is not confidential. Computers and the accompanying software may be periodically monitored to ensure appropriate use. Employees should have no expectation of privacy in their use of the Assigned Client's or PCMI's computer systems, including employee email and use of the Internet. Email messages may be read by someone other than the addressees to whom you send them. Please take care to ensure that messages are courteous, professional, and businesslike. Use of the email system to engage in any communications that are in violation of PCMI policy or applicable laws, including but not limited to transmission of defamatory, discriminatory, obscene, offensive or harassing messages, or messages that disclose personal information without authorization is strictly prohibited. Anyone who violates this policy will be disciplined accordingly, up to and including removal from the system and/or termination. ([Table of Contents](#))

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous attention of all employees. PCMI strongly encourages employees to communicate with PCMI's Human Resources Department regarding any safety issues or concerns they may have.

PCMI is covered under statutory state workers' compensation laws. In the event of any work-related injury or illness, it is critical that you notify not only your on-site supervisor, but PCMI Human Resources as soon as possible. The procedure for reporting workplace injuries can be found on the PCMI website. It is important that this procedure be carefully followed to ensure the proper handling of your claim and that any/all follow up treatment is managed in a timely manner. Failure to report an accident in a timely manner is a serious transgression as it may preclude an employee's coverage under Workers' Compensation Insurance.

Employees are required to attend all scheduled appointments related to the treatment of their injuries. On days that you are scheduled to work, you are expected to schedule your appointments around your work schedule whenever possible. ([Table of Contents](#))

NEPOTISM

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create an immediate supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within PCMI to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide in its sole discretion which will remain employed.

For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild or members of household. This policy also applies to romantic relationships.

This policy must also be considered when assigning, transferring, or promoting an employee. ([Table of Contents](#))

RECORDING

It is a violation of PCMI policy to record conversations with a tape recorder or other recording device unless prior approval is received from the PCMI Human Resources Department or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including possible termination. ([Table of Contents](#))

PHOTOGRAPHY

It is a violation of PCMI policy to take photographs using any personal device of fellow employees, vendors, Assigned Clients and Assigned Clients' staff, students and other customers without prior approval from the PCMI Human Resources Department.

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EMPLOYER INFORMATION AND PROPERTY

The protection of PCMI and Assigned Client business information, property and all other assets are vital to the interests and success of PCMI. No PCMI or Assigned Client related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of PCMI or the Assigned Client) may therefore, be removed from the PCMI's or the Assigned Client's premises. In addition, when an employee leaves the Assigned Client, PCMI or both, the employee must return to the Assigned Client and/or PCMI all related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge and may include the pursuit of criminal charges. ([Table of Contents](#))

E-MAIL AND INTERNET

Employees having access to email and/or the Internet through an Assigned Client are expected to follow the Assigned Client's email and/or Internet policies. In the event that the Assigned Client does not have email and/or Internet policies, employees are expected to follow the respective PCMI policies. Employees having access to email and/or the Internet through PCMI are expected to follow the PCMI email and Internet policies. Employees found to be in violation of email and/or Internet policies will be subject to disciplinary action including possible termination.

Employees wishing to obtain a copy of PCMI's full Network User Agreement should contact the PCMI Human Resources Department. ([Table of Contents](#))

SOCIAL MEDIA

At PCMI, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions, we have established these guidelines for appropriate use of social media. ([Table of Contents](#))

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. 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 website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with PCMI, as well as any other form of electronic communication. The same principles and guidelines found in PCMI policies 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 any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of PCMI or PCMI's legitimate business interests may result in disciplinary action up to and including termination. ([Table of Contents](#))

Know and follow the rules

Carefully read the PCMI Employee Handbook and ensure your postings are consistent with all policies. Inappropriate postings that may include discriminatory remarks, harassment, 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 termination. ([Table of Contents](#))

Be respectful

Always be fair and courteous to fellow employees, vendors, Assigned Clients and Assigned Clients' staff, students and other customers. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing an open door policy than by posting complaints to a social media outlet. Nevertheless, if you 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 fellow employees, vendors, Assigned Clients or Assigned Clients' staff, students and other customers, 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 on the basis of race, sex, disability, religion or any other status protected by law or company policy. ([Table of Contents](#))

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about PCMI, fellow employees, vendors, competitors, Assigned Clients or Assigned Clients' staff, students or other customers. ([Table of Contents](#))

Post only appropriate and respectful content

Maintain the confidentiality of PCMI trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. 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 a PCMI website without identifying yourself as a PCMI employee.

Express only your personal opinions. Never represent yourself as a spokesperson for PCMI. If PCMI 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 PCMI, fellow employees, vendors, Assigned Clients and Assigned Clients' staff, students and other customers. If you do publish a blog or post online related to the work you do or subjects associated with PCMI, make it clear that you are not speaking on behalf of PCMI. 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 PCMI." ([Table of Contents](#))

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the PCMI Internet and electronic devices policies. Do not use PCMI email addresses to register on social networks, blogs or other online tools utilized for personal use. ([Table of Contents](#))

Retaliation is prohibited

PCMI prohibits taking negative action 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 termination. ([Table of Contents](#))

Media contacts

Employees should not speak to the media on PCMI's behalf. All media inquiries should be directed to the PCMI corporate headquarters. ([Table of Contents](#))

For more information

If you have questions or need further guidance, please contact the PCMI Human Resources Department. ([Table of Contents](#))

USE OF CELL PHONES, PDAs & OTHER ELECTRONIC DEVICES

Employees are expected to comply with the Assigned Client's policies regarding the utilization of personal or assigned cellular phones, PDAs and other electronic devices. In the event that the Assigned Client does not have policies on the utilization of these devices, employees should limit the use of personal cell phones to off-work hours (i.e. breaks, lunches, etc.). Please note that PCMI will not be liable for the loss of or damage to personal cellular phones, PDAs and other electronic devices brought into the workplace. All employees are expected to follow applicable state or federal laws or regulations regarding the use of cellular phones, PDAs and other electronic devices at all times.

Employees who are charged with traffic or other violations resulting from the utilization of such devices will be solely responsible for all liabilities that result from such actions. ([Table of Contents](#))

USE OF BULLETIN BOARDS

Bulletin boards maintained by PCMI are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning PCMI business;
- Announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from PCMI Human Resources. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards. ([Table of Contents](#))

SOLICITATIONS AND DISTRIBUTIONS

Employees may not solicit any other employee during working time nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by PCMI may not solicit PCMI employees for any purposes on PCMI or Assigned Client premises. ([Table of Contents](#))

OPEN DOOR POLICY

PCMI promotes an atmosphere whereby employees can talk freely with members of the PCMI management staff. PCMI is interested in all of our employees' success and happiness with our organization. We therefore welcome the opportunity to help employees whenever feasible. If an employee is ever unsure with whom to speak regarding a concern, the PCMI Human Resources Department is available for consultation and guidance. ([Table of Contents](#))

RESIGNATION

Employees wishing to resign should complete our resignation form and return it to the PCMI Human Resources Department with as much advance notice as possible. The resignation form may be found on our website. Additionally, employees should ensure that they make arrangements to return any and all Assigned Client or PCMI property.

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POST RESIGNATION/TERMINATION PROCEDURES

Inactivation/Termination

Employees who have not been paid by PCMI during the preceding 12-month period are subject to termination due to inactivity. An employee who has been terminated and wishes to resume providing services for PCMI will be required to complete the application process before being reactivated. ([Table of Contents](#))

Exit Interview

PCMI Human Resources may at its discretion conduct an exit interview with a terminating employee. The goal of this interview is to obtain candid feedback from employees about their experience with PCMI and utilize this information to evaluate processes and procedures. ([Table of Contents](#))

Benefits

For employees with benefits coverage (medical, dental, vision, etc.), coverage will end on the last day of the month in which the last day of employment falls. Employees, unless dismissed for gross misconduct, may have the option to convert to individual life insurance, and/or to continue medical, dental and/or benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Any questions related to benefits should be directed to the PCMI Benefits Department. ([Table of Contents](#))