

TECHNOLOGY ALIGNMENT, INC.



Employee Guidebook Revised – July 25, 2008

From time to time, the Technology Alignment, Inc. may, without prior notice, make changes, deletions, or additions to the procedures and provisions outlined in this guide. When you receive updated information, always review it carefully and place it in your notebook, removing the old information when you do. It will also be available to you online on the company Intranet site located at <http://www.technalign.com>.

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Employment:

1-1 Employment At Will

Technology Alignment, Inc. is a Employment at Will Employer. Just as you have the right to terminate your employment “at will,” Technology Alignment, Inc. reserves the right to terminate an employment relationship at any time and for any reason not prohibited by law.

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1-2 Equal Opportunity

Technology Alignment, Inc. is an Equal Opportunity employer, committed to providing a work environment and employment opportunities free from discrimination of any kind. Hiring, promotion, training, personnel, and all other policies were created in accordance with individual job-related qualifications and without regard to race, color, sex, age, national origin, religion, physical handicap, or veterans status.

1-3 Employment of the Handicap

Technology Alignment, Inc. supports the Americans with Disabilities Act, and section 503 of the Rehabilitation Act of 1973 as amended. These federal laws prohibit job discrimination against individuals with qualified disabilities who, with or without reasonable accommodations, can perform the essential functions of the job.

1-4 Harassment

Harassment of others on the basis of race, creed, color, religion, sex, national origin, age, disability, political belief/affiliation, or veteran status is a form of employee misconduct and is strictly prohibited. Any form of harassment may result in disciplinary action, including termination of employment.

If you believe you have been subject to, or have observed, any form of harassment or discrimination, report the

incident to senior management immediately. If the senior manager is unavailable or if you believe it would be inappropriate to contact that person, contact the CEO immediately.

No adverse employment action will be taken or permitted against any employee making a good faith report of alleged harassment or discrimination, or against any employee assisting in the investigation of a complaint. Supervisors or employees are required to report any conduct, which could be construed as retaliation against a person who has reported harassment or participated in an investigation.

Technology Alignment, Inc. will promptly investigate complaints and maintain confidentiality to the greatest extent possible, consistent with the need to conduct a thorough investigation and interview witnesses. If Technology Alignment, Inc. concludes that harassment or discrimination has occurred, the responsible employee may be subject to disciplinary action up to and including immediate termination.

1-4.1 Sexual Harassment

Sexual harassment, both overt and subtle, is a form of employee misconduct and is strictly prohibited. Any form of sexual harassment will not be tolerated and may result in disciplinary action, including employment termination. Technology Alignment, Inc. conforms to Equal Employment Opportunity Commission (EEOC) Sexual Discrimination Guidelines, which prohibit the following conduct:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's continued employment; or
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Likewise, offensive comments, jokes, innuendos, and other sexually oriented statements are prohibited. Sexual and other harassment can take many forms including, but not limited to:

- Unwelcome or unsolicited remarks, gestures, or physical contact
- Display or circulation of written materials, pictures, internet or web items that could be derogatory to either gender
- Innuendos, jokes, or derogatory words
- Verbal abuse, threats, or taunting
- Leering or staring
- Questions or discussions about sexual activities from coworkers or from people outside the company while you are working

If you believe you have been subject to, or have observed, any form of sexual harassment, report the incident to Senior Management. If the manager is unavailable or if you believe it would be inappropriate to contact that person, contact the CEO immediately.

No adverse employment action will be taken or permitted against any employee making a good faith report of alleged sexual harassment, or against any employee assisting in the investigation of a complaint. Supervisors or employees are required to report any conduct, which could be construed as retaliation against a person who has reported sexual harassment or participated in an investigation.

Technology Alignment, Inc. will promptly investigate complaints and maintain confidentiality to the greatest extent possible, consistent with the need to conduct a thorough investigation and interview witnesses. If Technology Alignment, Inc. concludes that sexual harassment has occurred, the responsible employee may be subject to disciplinary action up to and including immediate termination.

1-5 Nepotism

To ensure the highest degree of objectivity and fairness in the workplace, Technology Alignment, Inc. does not allow employees to hire or supervise members of their immediate family. You should not be responsible for or participate in the recruitment, selection, or supervision of a position involving a family or household member.

1-6 Teamwork Concept

Among Technology Alignment, Inc.'s core values is **teamwork**, defined by Webster as “work done by a number of associates, each doing a part, but all subordinating personal prominence to the efficiency of the whole.”

Working together as a strong, supportive team is essential to our success. In a very real sense, Technology Alignment, Inc.'s cost efficiency, vitality, competitive effectiveness, and growth potential depend on **you** – on your motivation, your development, and your commitment to teamwork.

Whenever people work as a team, there is a need for ground rules to ensure continuity of effort and equitable treatment of all team members. Your awareness and support of these rules will lead to your continued growth as well as the growth of our Technology Alignment, Inc. team.

Trust, honesty, and communication are keys to successful teamwork. To that extent, comments and behavior that impede team progress are discouraged and may be considered grounds for disciplinary action.

1-7 Human Resources Counseling

Of course, there can be honest differences of opinion about working conditions, discipline, rules, and other concerns. When problems arise that affect you, don't stew about them! The longer you delay in “getting it off your chest,” the unhappier you will be.

Remember, Technology Alignment, Inc. cannot resolve problems or address concerns unless we know about them. Your supervisor is the first person you should turn to, even if the difficulty involves him or her. He or she will assist you in understanding and settling your work-related problems.

If your issue cannot be resolved through your supervisor, you may wish to contact the Human Resources Department or directly to the CEO, they are always available to listen and provide counsel.

1-8 Code of Ethics

Technology Alignment, Inc. employees must perform their duties in a manner that avoids even the appearance of impropriety in all areas of ethics and particularly in the area of conflicts of interest.

The principles of this Code are expressed in broad statements, communications to our Partners and users to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. Above all; honesty and integrity.
2. We provide the highest level of service to all Pioneer Linux and HIATLANTIS users through appropriate and useful resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests for assistance.
3. We uphold the principles of intellectual freedom.
4. We protect each user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
5. We recognize and respect intellectual property rights.
6. We Users, Partners and coworkers with respect, fairness and good faith, and advocate conditions of support that safeguard the rights and welfare of all users, coworkers and Partners.
7. We do not advance private interests at the expense of users, colleagues, Partners or our employing institutions.
8. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our Users or Partners or the provision of access to their information resources.
9. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of users, Partners and coworkers, and by fostering the aspirations of potential members of the profession.

We recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of our Partners, employees of Technology Alignment, Inc. and other professionals providing information services.

Ethical dilemmas occur when values are in conflict. Technology Alignment, Inc. states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. We have a special obligation to ensure the free flow of information and ideas to present and future users of Pioneer Linux and HIATLANTIS users for generations.

The Technology Alignment, Inc. CEO, or her designee, will maintain a confidential database of the information reported by employees under this policy. Each employee who makes a report under this policy shall also report any subsequent changes in the

circumstances of the potential personal or private interest, which motivated the initial report. These changes include, but are not limited to, any transaction with an interested entity or the acquisition, sales, or other termination of any personal or private interest.

1-9 Personnel Records and Updates

Technology Alignment, Inc.'s official personnel records are maintained in the Human Resources Department, and/or office of the CEO. Periodically we will ask you to complete a personnel update form to ensure your files are current, and accurately reflect your education and experience.

You are responsible for reviewing your personnel file on a regular basis. Changes in education and work experience, as well as changes in address, telephone number, number of dependents, beneficiaries, and emergency contact should be submitted to Human Resource.

Information concerning your medical history and condition is collected and maintained separately from your personnel file and is treated as confidential information. Information in these files may be disclosed by the Human Resources Department only to:

1. Inform an employee's supervisor about necessary restrictions on the work of the employee and/or necessary accommodations; or
2. Inform management, when appropriate, if an employee's disability might require emergency treatment; or
3. Inform government officials investigating compliance with the Americans with Disabilities Act; or
4. Comply with a written release, signed by the employee, which specifically requests the release of documents relating to the employee's medical history and conditions.

1-10 Protected Health Information

In order for Technology Alignment, Inc. to comply with the Privacy Rules of HIPAA effective April 14, 2003, all employees should comply with the following:

Employees will not discuss or distribute any information about other employees regarding the following, unless the ill employee has approved the sharing of the information:

- Conditions as it relates to past, present or future physical or mental health or condition
- Provision of health care treatment to an individual
- Demographic information about an individual

1-11 References

References on past or present employees are the responsibility of the Human Resources Department. All requests for references should be directed to a Human Resources representative.

Human Resource will require a written authorization signed by the employee or will contact the employee before releasing any information to a 3rd party.

1-12 Resignation/Exit Interviews

If, for any reason, you choose to resign from Technology Alignment, Inc., please provide two working weeks' (i.e., not including vacation or holidays) **written** notice to your supervisor and Human Resources. This will help ensure a smooth transition of your responsibilities to other employees, as necessary.

We also ask that you participate in an exit interview with Human Resources, or the CEO, before your last day on the job. This interview involves completing a questionnaire and discussing your tenure at the Technology Alignment, Inc.. All information you provide will be treated with appropriate confidentiality. By giving us your honest opinions, you will be helping us make Technology Alignment an even better place to work.

1-13 Return of Company Property

As part of your exit interview, or on your last day of work, you must return all company property to your supervisor or to the Human Resources Department.

1-14 Severance

Technology Alignment, Inc. does not have a formal severance policy or practice.

What Every Employee Should Know:

2-1 Absenteeism

Attendance and punctuality are required of every Technology Alignment, Inc. employee. You are expected to report to work on time, according to your scheduled work hours. If sickness or injury occurs, you are responsible for notifying your supervisor within 30 minutes of your scheduled start time (also sees **Holidays and Leave** section - 3).

2-2 Signing Out

In order for us to locate you in the event of a family emergency or the evacuation of the building, employees who will be out of the office for an extended period of time during the workday should sign out at the receptionist's desk or notify the receptionist on ex 4530. This information should include: your destination, estimated time of return, and a number where you can be reached.

2-3 Bad Weather Closings

You are expected to make an honest and reasonable effort to report to work during inclement weather. Exceptions can be made in unusual circumstances that may prevent an employee's attendance. If Technology Alignment, Inc. offices are closed due to weather, you will either be notified by your supervisor or a notice will be on our voice mail service.

If the Governor closes all State offices, Technology Alignment, Inc. will be closed. Such announcements will also be announced on Public Radio and television

2-4 Dress Code

A professional appearance that is appropriate for the business situation is expected at all times, so please exercise good judgment in your grooming habits and work attire.

Employees are expected to wear clean and well maintained attire appropriate to the type of work they are doing. The following are examples of unacceptable attire: torn, patch/faded clothing, halter tops without an additional covering garment, tube tops, muscle shirts', strapless sun dresses, shorts, blue jeans, lycra/spandex exercise wear, gym shorts, or skimpy clothing or bare midriff clothing of any kind, or beach thong-type sandals.

"Casual" attire is acceptable on Fridays and for extensive travel. Your business casual wardrobe does not include sweat pants, ragged or cut-off jeans, lycra/spandex exercise wear, gym shorts, or skimpy clothing of any kind.

If in doubt, ask yourself this question: ***Does my appearance project a positive and professional image of Technology Alignment, Inc. to outsiders as well as my coworkers?*** If not, make the necessary changes!

2-5 Parking

Parking is available at various locations. Technology Alignment, Inc. suggests you do not park in 2-hour limited parking areas.

2-6 Office Supplies

Standard office supplies are ordered on a regular basis. Please be sure to notify your supervisor if you take the second-to-the last of any item, so that additional supplies can be ordered promptly. If you take the last of any item, notify your supervisor immediately. Requests for items not inventoried in our supply should be submitted in writing or by e-mail to the your supervisor.

2-7 Computer Equipment Checkout

Please check with Information Technology (IT) Support for availability to equipment. Do not call and expect to have the equipment available in five minutes.

The person needing the equipment is the person responsible for this equipment. The IT office will go through the equipment inventory with you before signing the checkout sheet.

Upon returning the equipment, IT Support will go through the inventory list again to make sure all the equipment is still there and working.

Any damage to the equipment will be fixed; missing components will be replaced. Repair and replacement will be billed to you.

2-8 Telephone/Voice Mail/Cell Phones

While personal calls are not prohibited, you are encouraged to keep these calls to a minimum in both number and length.

All calls should be answered by the third ring.

When an employee is on leave, callers should be advised that the employee is not in the office and asked if another employee can be of assistance. If you are ever unsure about providing information about an employee, consult Human Resources.

Employees are asked to forward their office phone to their cell phone when they are out of the office.

- Voice Mail: Your voice mailbox is designed to keep you in touch and informed when you can't take a telephone call (e.g., you're away from your desk or on the telephone). By following the pre-recorded prompts on the voice mail system, you can record a personalized greeting to answer your calls. If you tend to be away from your office frequently, you should update your greeting daily to let callers know your availability.

2-9 No Smoking Policy

To ensure your workplace is healthy, comfortable, and productive, smoking is not allowed inside or by doorways or air vents in any Technology Alignment, Inc. facility.

2-10 Substance Abuse Policy

Technology Alignment, Inc. is committed to maintaining a workforce free of substance abuse. Reporting to work or performing your job while impaired by or under the influence of alcohol or illegal drugs is strictly prohibited.

Likewise, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and while you are on duty away from your regular workplace. The use of over-the-counter or prescribed medication in a manner inconsistent with or not approved by the doctor's instructions is also prohibited.

Violation of such prohibition is considered conduct detrimental to Technology Alignment, Inc. and will result in disciplinary action, up to and including termination.

You are required by federal law to notify Technology Alignment, Inc. in writing of any conviction* for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. An employee, who is convicted of violating a criminal drug statute, as described above, will be subject to discipline up to and including termination.

*A conviction means a finding of guilt – including a plea of nolo contendere – or the imposition of a sentence by a judge, jury, or both in a federal or state court.

2-11 Weapons

No deadly weapons may be carried on premises. Deadly weapons is defined by Wyo. Stat.6-1-104(a)(iv).

Violation of this policy will result in disciplinary action, up to and including termination.

2-12 Workplace Violence

Your safety and security as a Technology Alignment, Inc. employee is of the utmost importance. As such, we do not tolerate threats, threatening behavior, acts of violence, or any such conduct that harms another employee or his/her work. Any person engaging in this type of behavior may be removed from the premises pending the outcome of an investigation.

Violations of this policy will lead to disciplinary action up to and including termination, arrest, and prosecution.

If the source of the inappropriate behavior is a member of the public (not an employee of Technology Alignment, Inc.), the person(s) will be subject to being barred from leased premises, termination of any business relationship(s) with Technology Alignment, Inc., and criminal prosecution.

You should notify management of any threats you witness, receive, or are told that another person has witnessed or received. You should also report any behavior by others that you regard as threatening or violent toward employees or state-owned/leased property.

- Protection/Restraining Orders: If you are under a protective or restraining order that specifies Technology Alignment, Inc. leased property as a protected area, you must provide a copy of the order to the Human Resources or the CEO.
- Violence Prevention: The following procedures will help reduce the chances of violence in the workplace:
 1. The reception desk will be staffed **at all times** to prevent outsiders from wandering into offices. If you are responsible for covering for the receptionist, i.e., answering the phone, you should actually sit at the front desk.
 2. Never give out personal information about employees, e.g., home addresses, telephone numbers, social security numbers, travel and vacation schedules, etc., without the express permission of the employee.
 3. Visitors are to be escorted from the reception desk to offices or meeting areas. Do not allow visitors to freely wander the building or enter an employee's office unannounced.

2-13 Safety and Work-Related Injuries

Technology Alignment, Inc. promotes good health and safety practices by all personnel, with the goal of reducing work-related accidents and injuries. If you discover unsafe equipment or other potentially hazardous conditions, report them immediately to your supervisor and Human Resources.

Worker's Compensation covers employees incurring job-related injuries. Accidents not requiring immediate medical attention must be reported to the Human Resources Department at the time they occur. If medical attention is required, you should go to the nearest hospital emergency room.

When you are not within a reasonable distance from a hospital emergency room, you may receive treatment from any health care facility. Once medical treatment has been received, Human Resources should be notified immediately.

2-14 Emergency Procedures

It is each employee's responsibility to become familiar with emergency evacuation procedures for his or her workplace. Please team up with your department. For more information, contact the Human Resources.

Working Hours, Pay and Progress:

3-1 Working Hours

Technology Alignment, Inc. is committed to the principles of teamwork, trust and accountability of employees. This is reflected in our flexible work hour policy.

Technology Alignment, Inc. operates on a 40 hour work week, 5 days a week, with official business hours 8:00am to 5:00pm, Monday through Friday. Each Division Director is responsible for ensuring that the department has adequate coverage during these hours. Employees may be permitted with management's approval to set their own hours.

3-2 Lunch Hour

All employees are encouraged to take a one-hour lunch period, preferably within the mid-day hours of 11:00 a.m. to 2:00 p.m.

3-3 Exempt and Non-Exempt Classifications

Under the Fair Labor Standards Act, positions are classified as "non-exempt" (eligible for overtime) and "exempt (not eligible for overtime). If you have any questions regarding your job classification, please see your supervisor or Human Resources.

3-4 Time Records

Federal and state laws require **non-exempt** employees (those eligible for overtime) to accurately record work time, personal time, vacation time, and sick time. Non-exempt employees must submit timecards, on a weekly basis, to their supervisor for approval. Timecards are available from Human Resources.

All timecards are submitted monthly to your manager for review. Inaccurate or unclear timecardss will be returned for clarification. Falsification or alteration of time records will result in disciplinary action, up to and including termination.

Except employees should submit a timesheet weekly to their supervisor via email. The timesheets may be found on the employee Intranet site. A record of projects must be submitted, with hours per project daily, must be accurately submitted. Falsification or alteration of time records will result in disciplinary action, up to and including termination.

Vacation, personal, and sick leave for **both** non-exempt and exempt employees must be approved in advance by the supervisor and submitted to Human Resources monthly (see **Leave** section 3.0). Refer to 2-14 Overtime

3-5 Overtime

Non-exempt employees may work overtime *only* when required, scheduled, and approved in advance by their supervisor. Overtime is calculated in units of 15 minutes and is paid at 1 1/2 times the employee's normal rate for hours worked in excess of the scheduled 40-hour work week (40 hours, Sunday through Saturday). Our normal workweek is from 12:00 AM Sunday to midnight Saturday. Paid time off, such as vacation, sick leave, and holidays, counts as hours worked for the purpose of determining overtime eligibility.

- Travel Time: Time spent traveling is considered part of hours worked when:
 1. You are given a one-day work assignment to a location other than your work location.
 2. You are kept away from home overnight during hours, which cut across your scheduled workday, or corresponding hours on non-work days.
 3. You are required to work while traveling.

Non-exempt overtime/overnight travel must be approved in advance, in writing, with an outline of the payment terms included on the travel authorization.

3-6 Compensatory Time Off

At the employee's option, a non-exempt employee may be granted compensatory time off in lieu of overtime pay. You must receive supervisory approval prior to taking compensatory time off, and all compensatory time must be used before taking accrued vacation leave.

Whenever possible, compensatory time should be taken ***within the 40-hour pay period in which it is earned***. In this case, you will be granted one hour of compensatory time for each hour of overtime worked.

Example: Your supervisor asks you to work four hours on Saturday and gives you four hours of compensatory time on the *previous* Thursday.

If compensatory time off must be scheduled ***outside of the 40-hour pay period in which it is earned***, you will be granted 1-1/2 hours of compensatory time for each hour of overtime worked.

Example: Your supervisor asks you to work four hours on Saturday and gives you six hours of compensatory time on the *following* Thursday.

3-7 Telecommuting

Purpose:

To establish a policy to allow Technology Alignment, Inc. employees to telecommute in order to attract and retain a diverse and talented workforce.

Key Principle for Telecommuting:

Telecommuting is a privilege and not a condition of employment. It may be rescinded unilaterally at the CEO's discretion. Not all positions are suitable for telecommuting. Employee's productivity and performance must be not less than if they were working in the office

Approval: An employee must request in writing approval from their Director to telecommute and agrees to the following terms and conditions:

1. Position must be eligible to telecommute
2. Maximum of 2 days per week
3. Employee must have a performance rating of Meets Expectations or better
4. The employee must provide focused coverage during core hours 9 to 4.
5. Employee must forward their office phone to their cell phone or home number i.e. be transparent to caller
6. No long distance charges will be paid/ reimbursed for employees telecommuting
7. Company Records must be safe guarded and only copies may be taken home. No confidential or proprietary record should be copied
8. Travel time and/ or mileage will not be reimbursed to come to office or offsite meeting - IRS personal travel rule
9. Employee still needs to follow sick time policy and record keeping even if telecommuting
10. Business meeting shall take place in office or an appropriate meeting place and not at the convenience of the telecommuting location or in the relaxed environment of an employee's home
11. Technology Alignment, Inc. will not pay for any additional expenses incurred by employee for telecommuting
12. Technology Alignment, Inc. does not provide technical support for home computers unless it is running a version of Pioneer Linux, including the community editions. Pioneer Warrior is not supported on home computers.

3-8 Pay and Job Progress

Your salary is based on competitive salary range for your position and adjusted to reflect your experience and credentials. You may be eligible for a merit increase annually each year after consistently demonstrating satisfactory performance during a specified evaluation period.

If you are promoted, moved laterally, or relocated, you may be eligible for a promotion or adjustment increase, depending on where your salary falls in relation to the your salary range.

3-9 Paychecks

You are paid by check on a Bi-weekly basis, or every two weeks. If you have questions about the deductions listed on your paycheck, please check with Human Resources. Your paycheck reflects the hours worked for the prior two weeks.

For your convenience, we encourage you to authorize direct deposit of your paycheck into your bank account. Direct deposit authorization forms are available from Human Resources.

3-10 Performance Management

Every year Technology Alignment, Inc. will conduct two (2) formal performance and development reviews with each employee. During your review, you will discuss with your supervisor how well you are performing against your major responsibilities, your current year objectives and the Technology Alignment, Inc. Attributes. Together with your supervisor, you will set measurable goals for the next evaluation period.

The key to a successful review is to focus on how we can do things better – continual improvement and growth. At your supervisor's discretion, you may receive additional progress reviews. Employee Performance & Development attachment follows.

- Work Improvement Programs: Although Technology Alignment, Inc. does not have a formal discipline program, a program of work improvement should be discussed, developed, and documented when an employee's performance does not meet expectations. Human Resources will assist supervisors with coaching, counseling, and the development of such programs.

3-11 Position Descriptions

Technology Alignment, Inc. maintains position descriptions and job postings for each position within the Technology Alignment, Inc.. Each supervisor and each employee is responsible for updating his or her position description when a significant change in responsibilities occurs. Periodically, Human Resources may ask you to review and update your current position description

3-12 Professional Development

Technology Alignment, Inc. believes that training and development is an integral part of our success and efficiency and your professional development. Training is viewed as a shared responsibility of management and employees to produce an increasingly skilled and efficient workforce.

Employees and supervisors will be asked to provide training plans as part of your performance appraisal. All training requests should be presented to supervisors for initial approval and then to the Human Resources Department for final approval. These requests should include a copy of the brochure advertising the training and a statement written by the employee explaining how the training supports their job duties and performance indicators.

Upon completion of approved training, you should submit a summary to your supervisor that outlines strengths and areas for growth of the training, as well as whether or not you would recommend the training for other employees.

Upon completion of the course, copies of the certificate should be forwarded to Human Resources for inclusion in your Personnel File.

3-13 Promotional Opportunities

We believe strongly in advancement and promotion from within the organization. The purpose of the selection process is to fill vacancies with the most qualified candidates. When openings occur, employees with experience, skills, and job performance will be given primary consideration over similarly qualified external candidates.

To foster promotion from within, Technology Alignment, Inc. will advertise all open jobs and their requirements internally, as well as to the general public. Qualified employees are encouraged to apply. All open positions will be posted on the Technology Alignment, Inc. website.

At the same time, we may also conduct an external search for qualified candidates. The purpose of simultaneous internal and external searches is to secure the most qualified candidate in a timely manner. Technology Alignment, Inc. reserves the right to make final decisions based on the needs of the organization as a whole.

3-14 Training Expenses

Purpose

To provide for the payment of training expenses of Technology Alignment, Inc.'s employees when warranted.

Policy

The Technology Alignment, Inc. encourages its employees to advance themselves professionally. Employees must make written requests to their supervisor and human

resources for any job-related training prior to enrolling in the training. The supervisor shall review and approve or disapprove such requests based on the course content, budgetary considerations and the potential value of the training to Technology Alignment, Inc.. Human resources shall review and approve or disapprove such requests for consistency of policy administration and the potential value of the training to the Technology Alignment, Inc.. Employees will be eligible to participate in this policy on the first of the month following their hire date.

The following are the types of training courses, which are covered:

1. Tuition Assistance and Employee-requested training: The supervisor and human resources may approve reimbursement of training expenses:
 - a. Participant will be reimbursed for seventy-five (75) percent of tuition and other course-related expenses for approved course(s) that are job related or required for a job related degree. Textbooks or other materials that become the property of the employee are not covered under this policy.
 - b. After completion of the course or training, the employee must request reimbursement by submitting a completed statement of business expenses to his/her supervisor which includes documentation of satisfactory completion. The following schedule provides the guidelines for reimbursement of training or Tuition Reimbursement:
 - Grade A 100 percent
 - Grade B 55 percent
 - Grade C 25 percent
 - Grade D 0 percent
 - Failing Grade 0 percent

Based on this information, the supervisor will review and approve or disapprove the reimbursement requested by the employee. If approved, the supervisor shall forward the reimbursement request to accounting for payment.

c. The employee must be an active, full-time, Technology Alignment, Inc. employee at the time the course or training is completed.

2. Technology Alignment, Inc.-required training: When employees are required by Technology Alignment, Inc. to participate in approved training courses, the Technology Alignment, Inc. shall pay for, or if applicable, reimburse the employee for one hundred (100) percent of the costs directly related to such required training.

3-15 Dues and Membership

Purpose

To provide for the payment of approved dues or memberships charged by professional and technical organizations for Technology Alignment, Inc. employees.

Policy

1. Technology Alignment, Inc. will pay for dues or memberships charged by professional and technical organizations if it is in the best interest of the Technology Alignment, Inc. to belong to such an organization. Payment for memberships in social organizations or clubs is prohibited.
2. Dues or memberships purchased by Technology Alignment, Inc. for an employee must be transferable to the next incumbent of the position or another Technology Alignment, Inc. employee, as appropriate
3. If a corporate, or business membership is not available, the Technology Alignment, Inc. will pay the dues or membership fee for an employee generally under the following circumstances:
 - a. Technology Alignment, Inc. wants to be represented in an organization and buys a single membership for an employee;
 - b. The membership is included in a conference fee that Technology Alignment, Inc. is purchasing for an employee;
 - c. The membership enables the Technology Alignment, Inc. to purchase publications or conference fees at a price reduction, which makes obtaining the membership necessary to get the best value.
4. Dues and memberships that benefit only an individual or group of individual employees are prohibited. For example, Technology Alignment, Inc. will not pay the fees or dues for professional certifications of a Professional Engineer or Certified Public Accountant.

3-16 Technology Alignment, Inc. EMPLOYEES' COURTESY FUND

The Fund was established to enhance the well being of all Technology Alignment, Inc. employees and to provide compassionate support during special employee and/or family occasions. The Fund provides Technology Alignment, Inc. employees with an avenue to make an annual one-time contribution. After the one-time funding campaign, Technology Alignment, Inc. Employees will not be approached again throughout the year for these types of requests unless the fund has been depleted. This Fund also provides an avenue for employees who may be away on business to share in these types of occasions. The distribution of gifts will be at the discretion of the Technology Alignment, Inc. Employees' Courtesy Fund Committee based on the individual Technology Alignment, Inc. employee's request and/or circumstances.

The Fund is sustained by voluntary donations from Technology Alignment, Inc. employees. Each Technology Alignment, Inc. employee will be asked to contribute \$20

to the Fund on July 1 of each year. Any monies remaining in the previous year's fund will be rolled over to the next year. **All donations are strictly voluntary.**

Guidelines for Usage of Technology Alignment, Inc. Employees' Courtesy Fund:

Birthdays: Once a month, monies from the Fund will purchase refreshments to be shared after the staff meeting to celebrate birthdays during that month.

Illness: The Fund will contribute \$30* toward a get-well gift, i.e., flowers, plant arrangement or gift certificate in the event of an extended or serious illness.

Weddings: The Fund will contribute no more than \$50* toward a wedding gift.

Retirements: The Fund will contribute no more than \$50* toward a retirement gift.

Births: The Fund will contribute \$30* toward a congratulation gift, i.e., flowers, plant arrangement or gift certificate.

Deaths: The Fund will contribute \$30* towards the appropriate method of condolence, i.e., flowers, plant arrangement or charity donation upon the death of an immediate family member as outlined in the Technology Alignment, Inc. Bereavement Leave.

Technology Alignment, Inc. Events:

The Fund may be used to support Technology Alignment, Inc. employee functions, i.e., rental of park facilities for picnics, purchase of permits, etc. The distribution of monies will be at the discretion of the Tech Employees' Courtesy Fund Committee based on the individual event and/or circumstances.

* Individual employees may make additional, private contributions for each specific occasion if they choose. Each amount is predicated upon the prices and shipping/handling fees for particular locations.

The Technology Alignment, Inc. Employee Courtesy Fund Committee may consist of three (3) voluntarily Technology Alignment, Inc. employees. The Committee serves a one-year term from July 1 to June 30.

Holidays, Vacation and Leaves

4-1 Holidays

Technology Alignment, Inc. observes the following holiday schedule. Our offices are closed on the following holidays:

<i>New Year's Day</i>	January 1
<i>Memorial Day</i>	Last Monday in May
<i>Independence Day</i>	July 4
<i>Thanksgiving</i>	4 th Thursday and Friday of November
<i>Christmas</i>	December 25

Holidays that fall on a Saturday are observed on the preceding Friday. Holidays that fall on a Sunday are observed on the following Monday.

Each eligible employee working full-time will receive hours off for a discretionary holiday; each employee working less than full-time will receive a proportional number of hours. Hours received for a discretionary holiday must be taken all at one time – i.e., on the same day.

4-2 Vacation Leave

Technology Alignment, Inc. vacation leave policy follows the state employee schedule for vacation accrual, as follows:

<u>Time Served</u>	<u>Accrual Rate</u>
1 – 5 years	10 days per year
5 -10 years	15 days per year
10 years and over	20 days per year

You begin to accrue vacation leave your first day on the job.

If an employee requests additional time off beyond their annual leave this time off must be taken without pay. There is no borrowing from next year's allotment

Our vacation year is (October 1 – September 30). You must use all accrued vacation leave during this period. Any unused vacation leave at the end of the fiscal year will be lost. **Exception:** You may carry over one week if your supervisor requires you to cancel a prescheduled vacation. This carryover vacation must be taken by December 31.

Human Resources will provide a monthly report of your vacation balance to you and your supervisor. All vacation leave requests must be submitted to your supervisor, as far in advance as possible, for approval, based on the availability of your accrued leave.

If you resign from Technology Alignment, Inc., you must provide two working weeks written notice to be paid for any unused accrued vacation leave for the current fiscal year.

You may take vacation entitlement for the year prior to earning the full amount. However, if you resign or are terminated from the Technology Alignment, Inc., any vacation taken in excess of the earned vacation will be subtracted from your check.

4-3 Military Leave

- A. Training Programs. An employee who is a member of the National Guard or Army, Air Force, Navy, Marine, or Coast Guard reserve shall be granted leave with pay, not to exceed fifteen (15) working days or 120 hours in any calendar year, to attend authorized encampments, training cruises, or other similar training programs, in addition to any other leave to which the employee is entitled.

Extended Training or Active Duty: An employee who is a member of the National Guard or of the reserve forces of the United States, or who is inducted into the military service of the United States, shall be entitled to leave without pay while engaged with such organization in training or active service ordered or authorized pursuant to law and exceeding fifteen (15) days or 120 hours in any calendar year. Employees granted such leave shall not lose longevity status, efficiency rating, vacation leave, sick leave, other military leave, or other benefits to which the employee is entitled.

4-4 Personal

At the discretion of your supervisor, you may be given up to four (4) hours of paid time off for personal business, such as a house closing, insurance agent appointment, etc. if such appointments can not be scheduled on weekend or in the evening

Personal leave must be submitted on the leave request form and approved in advance by your supervisor. Any time in excess of four consecutive hours will be charged as vacation leave.

Employees who misuse personal leave are subject to disciplinary action, up to and including termination.

Recording of Personal Leave: **Non-exempt** employees should record personal time on their time sheets and Vacation, Sick and Compensatory Leave Report. **Exempt** employees should record personal time on Vacation, Sick and Compensatory Leave Report

4-5 Jury Duty

An employee required to serve as a member of a jury panel or as a witness of the court shall be granted leave without pay for the performance of such obligation.

4-6 Bereavement Policy

Technology Alignment, Inc. employees shall be permitted two (2) regularly scheduled workdays of bereavement leave due to the death of an immediate family member. This leave shall be used before the use of any other leave. The definition of immediate family is:

- Wife/Husband
- Mother/Father, In-laws
- Brother/Sister, In-laws
- Children
- Grandchildren
- Grandparents
- Others special situation with the approval of an executive of Technology Alignment, Inc.

4-7 Family Medical

1. The Family Medical Leave Act (FMLA) allows an employee to take time off without pay for the medical care of defined family members. If an employee elects to take leave under FMLA, he/she must use the 3 days sick leave (see 2 below) and any unused vacation prior to starting the FMLA.
 - a. Technology Alignment, Inc. supports and fully complies with this federal statute.
 - b. The statute definition is, "An employee's spouse, children (son or daughter under 18 years old and parents are immediate family for purposes of FMLA." Anyone wishing to care for a family member under FMLA needs to notify his or her supervisor *and* Human Resources.

In addition to complying with FMLA, Technology Alignment, Inc. provides its employees with these benefits:

2. If an employee does not want to take time under FMLA, the supervisor must review the work situation and approve/agree with the employee as the applicability of the following options:
 - a. **Members of your family (FMLA definition) living in your home** – Technology Alignment, Inc. employees may use sick time to provide for necessary medical care of family members living in your home:
 - Up to 3 days paid sick days in a fiscal year
 - Unused vacation
 - Personal leave without pay

b. Medical care for family members (FMLA definitions) not living in your home or other extended family members living in your home:

- Up to 3 paid sick days in a fiscal year
- Unused vacation
- Personal leave without pay

4-8 Long Term Disability and integration with other benefit

Technology Alignment, Inc. is investigating Long Term Disability (LTD) plans for its employees at this time.

The Family Medical Leave Act (FMLA) generally allows an employee to take time off without pay for the employee's own medical care or the medical care of defined immediate family members. Under the FMLA, an employee's spouse, children (son or daughter under eighteen (18) years old) and parents are immediate family. Technology Alignment, Inc. supports and fully complies with the FMLA.

The FLMA provides employees with up to 12 working weeks of unpaid job-protected leave a year and requires group health benefits to be maintained during the leave as if the employee continued to work.

Leave entitlement: - Leave must be granted for an eligible employee up to 12 workweeks of unpaid leave in a 12 month period for one of the following reasons:

- For a serious condition affecting the employee or an immediate family member;
- For the birth of a child or to take care of a new born;
- For the placement with the employee of a child for adoption or foster care, and care for a newly placed child;

Intermittent/Reduced Schedule Leave. For intermittent leave or leave on a reduced schedule, there shall be a medical need for leave (as distinguished from voluntary treatment and procedures) and such medical need is best accommodated through an intermittent or reduced leave schedule.

- Intermittent leave shall be taken in separate blocks of time due to a single qualifying reason.
- A reduced leave schedule shall be a change in the employee's schedule for a period of time that reduces the employee's usual number of working hours per workweek or hours per workday.

Medical Certification. Technology Alignment, Inc. requires a medical certification from a health care provider for an employee's serious health condition or the employee's immediate family member. Technology Alignment, Inc. shall allow the employee fifteen (15) calendar days from the day of the request to obtain the medical certification.

Technology Alignment, Inc. Family Leave Policy – Serious Health Condition of an Employee. Before FMLA leave may be taken for matters involving the serious health

condition of a Technology Alignment, Inc. employee, the employee must use all of his/her accrued sick leave and annual leave.

Technology Alignment, Inc. Family Leave Policy – Members of Employee’s Immediate Family. Subject to Technology Alignment, Inc. approval and subject solely within the discretion of the Technology Alignment, Inc., Technology Alignment, Inc. employees may use sick time to provide for necessary medical care of immediate family members living in the employee’s home as follows before FMLA leave is taken:

- Up to three (3) days paid sick days in a fiscal year;
- Unused vacation;
- Personal leave without pay.

Subject to Technology Alignment, Inc. approval and subject solely within the discretion of Technology Alignment, Inc., Technology Alignment, Inc. employees may use sick time to provide for necessary medical care of immediate family members not living in the employee’s home as follows before FMLA leave is taken:

- Up to three (3) days paid sick days in a fiscal year;
- Unused vacation;
- Personal leave without pay.

An employee’s spouse, children (son or daughter under eighteen (18) years old) and parents are considered immediate family.