

ACERTS INC.

# Employee's Hand Book

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## Foreword

Welcome to ACerts Inc.

As a member of the aircraftcerts.com Team, you belong to a dedicated group of professionals who work hard at maintaining a standard of excellence. Your exceptional qualities have been recognized by your offer of employment. It is my goal to provide a work environment and associated benefits that ensure this standard is maintained.

We have always emphasized outstanding people as the key to our success. To ensure continued success, it is important that all employees fully understand our policies and procedures. You are encouraged to familiarize yourself with the information contained in this Handbook, and use it as a valuable resource for understanding the Company. It is also a useful reference document.

My best wishes to you and thank you for taking this first step in knowing your Company.

Gary Carlsen  
*CEO, ACerts Inc.*



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# 1. Introduction

ACerts Inc. is handbook presents various policies, benefits, and organizational in the formation for company employees and their families. It is important that you read this handbook and understand its contents.

ACerts intent is to maintain policies and practices that contribute to a financially sound and growing company. This handbook, and the company policies and practices contained in it, is intended to be an aid for enhancing employee communications and working relationships.

This handbook is not meant to contain all the information you will need during the course of your employment with the company. You will receive information through various notices, memoranda, and verbal communication. The company reviews its policies and benefits continually, and accordingly, the policies and benefits outlined in this handbook are subject to modification, enhancement or termination by the company at any time. Since many of the benefits, policies and practices are described only briefly, the Human Resources Department should be contacted for more details as required.

## **1.2 Open Door Policy**

ACerts encourages its employees to share any suggestions that might improve methods and working conditions, reduce costs or errors, or otherwise benefit the company and its employees.

ACerts maintains an open door policy, and employees are encouraged to seek information, provide input, share their concerns, and resolve problems! issues through their immediate supervisor or any other manager with whom they feel comfortable. This open door policy extends to the Director of Human Resources and to the President and CEO when satisfactory resolution of a concern, problem, or issue cannot be obtained elsewhere within the Organization.





## 2.13 Political Contributions

ACerts respects and encourages employee participation in political activities, **but not** on company time, and not on behalf of or as a representative of ACerts.

sponsors ACS-PAC, a Political Action Committee. ACS-PAC supports, on a bipartisan basis, candidate who will foster the best business environment for the economic well-being of ACS and its Employees in the areas where we work and live. Your decision to join ACERTS INC.-PAC is entirely voluntary. For information on joining please contact the ACS-PAC Administrator or the Human Resources Department. Whether you join ACS-PAC, another political organization or participate as an individual, ACS urges all of its employees to exercise their democratic right to vote. Employees can enroll in the ACS-PAC at any time by completing an enrollment form that can be obtained by contacting Human Resources or your Office Manager; and forwarding the completed form to the Human Resources Department or the PAC Treasurer.

## II. General Workplace Conduct

### 2.1 Equal Employment Policy *revised 05/05/2010*

It is company policy to take Affirmative Action in recruiting, hiring, development, promotion, transfer, compensation, benefits, educational assistance, training, and terminations of employees to ensure that Equal Opportunity is available to everyone without regard to race, sex, color, age, religion, national origin, genetic information, disability, veteran status, or any other protected characteristic as established by law.

This policy of Equal Opportunity and efforts to implement it, have the firm personal support of all ACS Managers. Managers will be accountable for fulfilling the company's commitment to this policy in the same fashion as they are accountable for the overall performance of their organization.

### 2.2 Hiring Practices *revised 05/05/2010*

ACS is an Equal Opportunity employer. The profitable, responsible growth and business success of the Company, and personal growth of the individual, results from hiring the most qualified people to perform the work, and then enhancing and using their abilities to the fullest extent practicable within the framework of the business environment. By hiring, compensating, training, promoting and providing fair treatment to all employees, the effectiveness of ACS's operations will be maintained while enhancing the employee's progress. ACS does not seek or collect genetic information or information regarding disability status in connection with hiring.

### 2.3 Ethics

A potential employee's "standard of excellence" is a primary consideration in an offer of employment with Acerts Inc. This standard includes a strong work ethic, honesty, high moral character, and strong integrity. The welfare of the team is foremost in importance, and personal ambitions and recognition must be secondary. Maintaining a high standard of business ethics (corporate and employee) is essential to the company and to continued employment with A.

ACS has an excellent reputation for conducting business with integrity, fairness, and in accordance with the highest ethical standards. Each employee enjoys the benefits of that reputation and is obligated to uphold it in every business activity. If an employee is ever in doubt whether an activity meets ACS's ethical standards or compromises the Company's reputation, he/she should discuss it with his/her manager, or Human Resources.

## 2.4 Non-Harassment Policy

ACerts In. believes that employees should have the opportunity to work in an environment free of harassment based on the employee's race, skin color, religion, gender, sex, national origin, age, or disability.

Harassment does not refer to occasional comments of a socially acceptable nature. Harassment is a form of inappropriate conduct that undermines the employment relationship. No ACS employee will be subjected to ethnic slurs or other verbal or physical conduct relating to the employee's national origin, surname, skin color, gender, sex or age. Behavior that amounts to harassment will result in disciplinary action up to, and including, termination.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward the employee because of the employee's race, skin color, religion, gender, national origin, age or disability, and that: 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, 2) has the purpose or effect of unreasonably interfering with the employee's work performance, or 3) otherwise adversely affects the employee's employment opportunities.

ACS wants every employee to have a work environment free of harassment. Harassment is specifically prohibited as unlawful as well as a violation of ACS's policy. ACS management at all levels is responsible for preventing harassment in the workplace, for taking immediate corrective action to stop harassment in the workplace, and for promptly investigating any allegation of work-related harassment.

If an employee experiences or witnesses harassment in the workplace, he/she should report it immediately to his/her immediate supervisor. If the employee's supervisor is the person who is harassing the employee, the employee should contact Human Resources. All allegations of harassment will be quickly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation.

## 2.5 Drug Free Work Place

In order to maintain a safe and productive work environment, ACerts Inc. is resolved to prevent the employment of any person whose life-style incorporates the use of illegal substances and/or the abusive use of alcohol. In order to meet this goal, and to remain in compliance with the Drug Free Workplace Act of 1988, the following policy has been employed.

**Employees:** ACS employees may be asked to submit to drug and/or alcohol screening randomly or when there occurs abnormal behavior, unexplained poor performance, or an accident on the job. Employees failing to receive negative testing results will be subject to discipline up to and including termination. Any employee who uses, manufactures, distributes, sells, possesses, or in any way transfers a controlled substance to another person while on the job or upon any ACS premises will be subject to discipline up to and including termination.\*

Any employee convicted for violation of a federal or state criminal drug statute, where such violation has occurred on ACS Corporation's premises, is required by law to inform ACerts Inc. of that conviction within five days of its issuance. Any U.S. Government agency with whom ACS holds a contract to which that employee is assigned must be notified within ten days of the initial report of the conviction to ACerts Inc.. The employee will be subject to termination or may be required to participate in and successfully complete a drug abuse program sponsored by an approved private or governmental institution. \*\*

As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

*\* The term controlled substance means any drug listed in applicable federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, MarUana, Cocaine, PCP and "Crack." They also include prescription drugs which are not prescribed specifically for the employee by a licensed physician.*

*\*\* The term conviction means a finding of guilt or the imposition of a sentence by a judge or jury in any federal or state court.*

## **2.6 Release of Information**

With the exception of records and information that ACS is legally required to provide to government agencies, no information about an employee will be released unless there is a signed authorization form from him/her on file, and the request for information is in writing. This does not include verification of information requested routinely for credit purposes (such as salary, term of employment, etc.). A verbal “yes” or “no” will be given to the inquiring party in these instances. If the inquirer has false information, ACS will not provide the correct information without written consent from the employee concerned.

ACerts Inc. will maintain the confidentiality of all sensitive information, especially healthcare information regarding employees and their dependents. It is ACS Corporations policy to follow all HIPAA Privacy Guidelines. You can find more information on ACS’s HIPAA Privacy Policies and Procedures on the ACS Intranet Site under Human Resources/ Benefits or contact the Corporate Benefits Administrator. ACS’s HIPAA Privacy Notice is also posted on the ACS Intranet Site.

## **2.7 Company Sensitive Information**

Corporate proposals, briefings, related teaming arrangements, and any cost or pricing information (including employee salaries or indirect rates, corporate financial statements, and other corporate documents) are company proprietary information and are not to be disclosed to any source outside ACS Corporation without express written consent from a ACS Officer.

## **2.8 Nondisclosure of Proprietary Information**

*revised 05/05/2010*

All information contained in Corporate proposals, reports, and specialized documentation prepared under ACS cover for corporate clients is Company sensitive information and the sole property of ACERTS INC. company and/or the client supported. These documents should not be removed from the premises nor duplicated without permission from the Corporate President or CEO. Patents, processes, techniques (and all associated documentation) developed during an employee's employment with ACS are the property of ACerts Inc., unless an exception was granted during the development between the employee and the company. Any questions regarding this policy should be directed to the President or CEO of ACS. Each employee is required to sign a copy of ACS's Non Disclosure Agreement upon employment with ACS. If for some reason the employee failed to do so, he/she should consult his/her Manager or Human Resource Representative. Adhering to this agreement is a condition of employment with ACerts.

## 2.9 Hiring of Relatives

ACerts has no prohibition against hiring relatives (someone related by blood or marriage). However, there can be circumstances where it is not in the best interest of ACerts to do so. It is the recommendation of top management to not hire immediate family members, i.e. husband/wife, parent/child. Exceptions can be made on a case by case basis with approval in advance by ACerts's CEO or President.

## 2.10 Conflict of Interest

A conflict of interest occurs when an employee has outside employment or financial interests that are competition, or could be competition for ACerts. Employees are obligated to disclose any personal activity that presents such a conflict to his/her supervisor and to Human Resources. Outside employment that does or may conflict with ACS's business, negatively affects the employee's performance or causes confusion within the industry as to whom the employee is employed by is prohibited. The affected employee may submit a written waiver request through his/her supervisor to the Human Resource Department. A Human Resource decision disallowing the waiver may be appealed to the President whose decision on appeal shall be final.

Though a waiver may be granted by Human Resources or the President, the employee is fully responsible to avoid an actual or the perception of a conflict of interest from happening at anytime during the period of outside employment. The company reserves the right to rescind its waiver at any time if in its sole opinion there is good cause

## 2.11 Federal Anti-Kickback Act

The Federal Anti-Kickback Act prohibits the payment of any fee, commission, compensation, or gratuity (directly or indirectly) to any employee of our customers to induce the award of a contract. ACS employees will not receive or give payments or gratuities of this type.

## 2.12 Gifts and Entertainment

ACS employees must not pay for meals, refreshments, or other courtesies for US Government military and civilian personnel. These personnel are forbidden to accept these gratuities and would consider an attempt to provide them as unethical. However, providing non-reimbursed entertainment to non-government personnel is acceptable.





### III. Policy and Procedure Guidelines

## 3.1 Organizational Responsibilities

The following job descriptions summarize the responsibilities of management personnel in ACS offices.

### Division Managers

Manage and supervise corporate operations centers. Division Managers are charged with identifying business opportunities, marketing the Company's services, supervising the preparation of technical proposals, approving task order cost proposals, overseeing contract/task performance activities, and monitoring and controlling the center's overhead budget.

Division Managers are ultimately responsible for seeing that contract work meets the highest quality standards, is performed on time and within budget, and contributes to the overall profitability of the center and ACS Corporation.\* In meeting his/her responsibilities, Division Managers hire personnel to meet center division needs, assign Program/Project Managers to contracts and/or task orders, supervise Program/Project Managers, and delegate resources, responsibility and authority to Office Managers, Program Managers, and Project Managers as necessary to ensure efficient operations.

*It is ACS policy that, whenever practicable, an employment candidate should be interviewed and a consensus reached by a minimum of three staff members before an offer of employment is extended. The President's or CEO's approval must be obtained before an offer of employment is made.*

### Office Managers

Manage and supervise an office within an operations center, answering directly to the Division Manager. Office Managers make hiring recommendations to the Division Manager and perform duties and assume responsibilities as delegated by the Division Manager. An Office Manager may also be a Program Manager.

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## **Program Managers**

Manage large contracts or task-ordering contracts. Program Managers prepare task orders, assign Project Managers to each task on a task-ordering contract (with the approval of the Division Manager), and oversee contract task performance to ensure that work is in conformance with contract/task requirements, of the highest quality, on-time, within budget, and contributes to the overall profitability of the operations center. Program Managers supervise the preparation of technical proposals, work with the Contracts and Accounting Departments in the preparation of cost proposals, and assume other responsibilities delegated by the Division or Office Manager.

## **Project Managers**

Manage small contracts or individual tasks on task-ordering contracts. Project Managers assign personnel and other resources to the contract/task with the approval of the Program Manager, Office Manager, or Division Manager to whom he/she directly reports. Project Managers supervise tasks or small contract work ensuring that work is of the highest quality, in conformance with contract/task requirements, on-time, within budget, and contributes to the profitability of the firm.

## **3.2 News Releases**

Due to the highly competitive nature of our business, it is imperative that all correspondence, publications, and any other communication to the media regarding ACS have *prior approval of the CEO and President* of ACS. Media includes, but is not limited to, newspapers, television, radio, brochures, flyers, etc. There will be no exception to this policy.

### **3.3.1 Telephone Usage**

Telephones are a vital part of our business since much of our business is handled via telecommunications. Personal use of the telephone should be limited and as brief as possible. Personal long distance calls not billed to the employee may not be made without maintaining accurate records and reimbursing the Company for the cost of the call. It is also required that ACS's 1-800 telephone numbers are for employee use only and are not to be distributed to anyone not employed by ACS.

## 3.3.2 Employee Directory

The ACS Telephone/Email Directory is available on-line through the ACerts Employee web page (Intranet). You may open it by clicking on the 'Employee Directory' link on the Intranet home page. This site requires a Camber network account logon. Each employee is responsible for making sure their contact information is correct.

The Directory contains the following features:

1. Company-wide database of all ACerts employees with phone numbers, fax numbers, pager numbers, email addresses, office location and physical location.
2. Query specification by first name (or partial first name) or last name (or partial last name) or Office or Location, or any combination of these.
3. Management of Email Distribution list that you own.
4. Ability to update your own information.

### 3.3.3 ACerts's Websites

ACerts has a public homepage on the Internet for use in promoting our company and our products. Employees are encouraged to publicize this site at every opportunity, especially to potential customers. The address is [bttrr//www.aircraftcerts.com.com](http://www.aircraftcerts.com.com).

#### Use of the Internet

Access to the Internet has been provided to employees for the benefit of ACerts and its customers. Every employee has a responsibility to maintain and enhance the company's public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the company. Employees are responsible for seeing the Internet is used in an effective, ethical and lawful manner. Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages/images are prohibited.

#### Data and Email Privacy

Computers and email systems are provided to users as tools to conduct Camber business. All data stored on these systems is the property of ACerts. Properly authorized ACerts employees may monitor or inspect ACerts computer systems, including email, at any time in conjunction with their service or repair duties.

## **3.4 Purchase Orders/Supply Requests**

See ACS's Intranet page under Company Information/ ACerts Inc. ISO 9001/ Quality Document Library/Document Control System/Purchasing (pending).



## **3.5 Petty Cash Account**

Each office or designated representative will maintain a Petty Cash account to provide a means for purchasing emergency items charged to overhead. Direct project purchases may not be procured using Petty Cash funds. The Petty Cash account will not be used for miscellaneous reimbursements to employees. Employee expenditures must be submitted on a miscellaneous expense voucher to Accounts Payable for reimbursement.

The Office Manager or designated representative will maintain a current balance in the Petty Cash Account at all times. Reimbursement to the Petty Cash Account will be made once all receipts have been forwarded to Corporate Headquarters.



## 3.6 Computer Usage/Logs

*revised 05/05/2010*

An employee is personally responsible for the operation and maintenance of Company-owned computers located in his/her office. If the employee's computer needs maintenance or enhancements (additional memory, software, etc.), that employee should notify ACS's Director of Information Technology and the Office Manager.

Due to insurance restrictions, computers and related equipment, excluding laptops, will not be removed from ACS premises without notifying the Office Manager. If damage occurs, the employee may be responsible for repair or replacement.

All employees who use Company-owned or Government-owned property or software, including Company phones, email, computers, etc., are hereby notified that all such usage is subject to random or continuous monitoring at any time and for any reason. Employees should be aware that they are not entitled to any expectation of privacy when utilizing Company equipment or software, or while on Company property.

## 3.7 Travel

Company related travel arrangements must be coordinated through the Office Manager or by directly contacting ACerts's In-House Travel Agent located at Corporate Headquarters.

Please follow these procedures:

1. **Travel Request Form:** Prior to any planned travel (direct, overhead or other) a Travel Request Form must be completed by the proposed traveler. He/she must obtain the signature of approval of the Project Manager if direct billed to a contract, or by the appropriate Manager if overhead or other. The traveler must attach this Form to the Travel Expense Report when submitted for reimbursement.
2. **Travel Advance Form:** If necessary (and with sufficient notice), an employee may receive an advance against anticipated travel reimbursements to help offset his/her expenses while on travel. If an advance is necessary, the employee should fill out a travel advance form. Submit the completed Advance request to Accounting in a timely manner in order to be processed with each Thursday check run. ACerts does provide the Diners Club program for all full time employees in order for travel expenses to be billed directly to the employees' credit card. If you have not applied for a Diners Card, print out an application located on the ACerts site and return it to Corporate Headquarters.

Reconciliation of the advance must occur in a timely manner through submission of an expense report to Accounting as soon as possible upon return from the travel. If the overall travel expenses are less than the advance issued, attach to the expense report, a personal check/money order for the balance due to ACerts Inc. Accounting will review the expense report and contact the employee if there are any discrepancies. If a trip is cancelled, the employee should send a check to Accounting for the entire amount of the unused travel advance, or return the un-cashed ACS Advance check, immediately.

3. **Travel Expense Report:** Upon return, the employee should fill out an Expense Report and have it signed by the appropriate Manager. Care should be taken to ensure that the "Total" column is filled in, and "Per diem", "Actual", or "Both" is indicated, as appropriate. Once the travel expense report is complete, send it to Accounting for processing.

- Business Contact and Purpose:** Due to increase DCAA scrutiny, it is especially important that these sections are completed.

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- **Airfare:** In order to ensure reasonable costs to the government, employees should use the lowest priced airfare available during normal business hours. Documentation substantiating the lowest airfare available should be submitted in the form of quotations from competing airlines or travel service providers. All other airfare costs are unallowable except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements. Written justification is required when not flying coach or when the lowest available airfare is not selected.
  - **Splitting Costs:** If costs are split between two or more charge numbers, enter the amounts in the Expense Report Breakdown (including calculation).
  - **International Travel Reports:** When submitting an expense report for international travel, the traveler must provide the foreign currency calculations on each receipt and the conversion rate used for the entire report.
  - **Method of Prorating Meals and Incidental Expense Rate for Partial Days:**
    - When traveling less than 12 hours, no per diem rate is used.
    - When traveling more than 12 hours but less than 24 hours, 75% of per diem rate is used.
    - When traveling more than 24 hours, an employee is allowed 75% of the per diem rate on the day of departure and 75% of the per diem rate on the day of return.
4. **Payments:** Travel checks are sent to employees every Friday and EFT disbursements are made the following Mondays. In order to receive a travel reimbursement, a complete travel expense report must be submitted to Accounting no later than the Friday of the previous week. Employees also have the option of having their reimbursements made via Electronic Funds Transfer (EFT). To have reimbursement paid by EFT employees must complete and submit the EFT Election Form, which can be found on ACS's Intranet Site under Accounting. My Information of ACS's Intranet Site offers detailed information on recent reimbursements made by check or EFT.
5. **Business Meals:** If an employee has a business meal while on travel, he/she must fill out the business meal expense form and use the proportional meal rate column from the per diem listing. Per diem rates can be obtained from Accounting or on ACS's Intranet Site under Accounting.

## 3.8 Time Sheets

**General** - All ACerts Inc. employees will maintain timesheets to substantiate the recording of all time worked or taken off as an authorized absence. Recorded charges may be made only to project codes which have been approved for use by the employee. These codes will be established by the employee's supervisor. If an employee works on an "off-site" project that has an "off-site" manager, that manager is responsible for providing the authorized charge code(s) to the employee and the employee's supervisor.

Employees will maintain a weekly record of all time charged by charge code. ACS's work week runs from Sunday through Saturday. Timesheets must be maintained daily, and must include:

- charge codes,
- labor category (obtainable from the Project Manager), and,
- hours worked.

At the end of each work week, all timesheets must be verified and signed (certified) by the employee, approved by the employee's supervisor, and submitted to Accounting for cost distribution and payroll processing. Timesheets are due no later than 9:00am on Monday following the timesheet ending date. If the Monday is a holiday, the timesheets should be submitted no later than 9:00am on Tuesday following the holiday. It is the employee's responsibility to ensure the timesheet is signed by the appropriate parties, added correctly, and submitted to the Office Manager or Accounting Department. Supervisors who will be absent or are unable to approve employees' timesheets are responsible for authorizing a designated representative to approve in their absence.

**NOTE:** If an employee timesheet is not prepared, approved and submitted to Accounting by the specified deadline, the paycheck for that period may be delayed.

Changes required after the timesheet has been approved and processed in the accounting records must be submitted as soon as possible after discovery of the error. Whether the original timesheet was prepared manually or electronically, the revision/correction must be submitted manually. A paper copy of the original timesheet will be obtained and changes made thereon. The entire line containing incorrect information should be lined through and the corrected entry made on the next available line. The timesheet should be clearly annotated "Correction" at the top of the page. A complete and detailed explanation must be provided on the reverse side of the timesheet and this explanation should be signed by both the employee and his/her supervisor. The corrected timesheet must then be submitted to Accounting for processing.

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**Manual (paper) Timesheets** . For those employees not established in the Electronic Timesheet system, Human Resources will prepare personalized timesheets for each employee and will distribute them prior to the Monday of the timesheet period. Each timesheet will have the employee name, employee number, employees office location, and the week ending date preprinted on the form. Entries by the employee must be in blue or black ink. Pencil, other colors of ink, “highlighters,” magic markers, or ‘whiteout” are not acceptable in preparing a manual timesheet. Hours reflected must be totaled horizontally and vertically to validate the number of hours for that period. Errors should be corrected by a single strike-through, so that the original entry is still legible. Each correction must be initialed. Normally, these ‘cross out” corrections should be made in the same box/field and on the same line as the original data. These corrections must be legible. If it is not possible to make a correction in the same field, the entire line should be struck and the line reentered with correct data on the next available line.

After completing the entries for the week, the employee will certify the accuracy of the time charges by signing the timesheet at the bottom and submitting to his/her supervisor for review, approval and signature. Supervisors will submit the completed timesheets to Accounting.

If an employee is absent and unable to complete his/her timesheet, the immediate supervisor may complete and sign it; however, the supervisor must note the reason for this action by comment on the back of the timesheet. Upon return, the employee must verify the information and sign the timesheet.

**Electronic Timesheet (ET)** - This capability permits employees to prepare and process timesheets through a secure internet site with an automatic interface to the accounting system. This system is available for all but the newest of employees. Once the required employee paperwork is entered in the ACS financial system, the ET system administrator will establish the employee by interfacing basic personnel data, assigning a user ID and establishing the employee’s supervisor. Each employees timesheet file is restricted by a user-specified password and only the employee can enter and edit data in his/her timesheet.

Supervisors establish the permissible charge codes for each employee’s use in completing the timesheet. After the employee has entered and verified the accuracy of the time charges, he/she electronically “signs” by using his/her password. The timesheet then becomes available for the employee’s supervisor to review and electronically “approve” the charges. Once approved, it is available to be uploaded to the financial system for cost distribution payroll preparation, and billing (invoice generation).

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Changes made by the employee to the ET timesheet prior to “signature” will trigger a comment screen which must be completed to explain the reason for the change(s). This comments become a permanent part of that timesheet. Changes which must be made to a timesheet after it has been submitted to the financial system cannot be handled electronically by the employee. The procedure for corrections outlined in the ‘General paragraph above must be followed.

If an employee is absent and cannot complete his/her ET timesheet, this can be accomplished by the supervisor but not electronically, It must be completed manually as outlined in the ‘Manual Timesheet’ paragraph.

### **3.9 Work Schedules/Overtime Policies**

Established employee work hours are from 8:00 A.M. until 5:00 P.M., Monday through Friday. ACerts recognizes that, due to the nature of its business, employees often require flexibility in these hours to cater to customer requirements. The employee’s judgment in responding to customer requirements while maintaining a 40-hour work week (minimum) is respected.

Employees should inform the office receptionist of where and what number they can be reached when out of the office during regular business hours.

Nonexempt (hourly) employees are paid “straight time” for all hours worked until reaching 40 hours per week. For each hour worked over 40 in a week, nonexempt employees receive straight time, plus one-half of their hourly wage.

All overtime hours worked must be pre-approved by his/her manager.

## **3.10.1 Performance Reviews**

ACerts recognizes that work satisfaction is improved and effectiveness increased when individual effort is acknowledged and rewarded. Therefore, Performance Reviews are performed at a minimum on the employee's anniversary hire date, or at another designated time for all employees by the Division Manager or the Office Manager. At least one Performance Review must be performed each year, however, an employee may request a review at any time and/or a Manager may review an employee at any time.

The review process is intended to be an open dialogue between the employee and his/her Manager, focusing on the employee's performance and skills, developmental opportunities and needs, and performance expectations for the next review period.

## **3.10.2 Employee Resumes**

*revised 05/05/2010*

Upon hire at ACerts and at Performance Review time, all employees are required to update their resume. Employee resumes are updated on-line under personal information on the intranet. Failure to update your resume may result in a delay in the final processing of your Performance Review/Salary Adjustment.

## **3.11 Termination of Employment**

ACS employees are terminable at will, which means that they may resign from ACS with or without cause or notice, and ACS may terminate their employment with or without cause or notice. No ACS employee has an employment contract with ACS, unless the contract is in writing, designated as an employment contract, and signed and dated by an Officer of Camber and the employee.

This Employee Handbook and other policies that are communicated to employees do not constitute an employment contract or evidence of an employment contract, and may be changed by ACS as it deems necessary.

Intent to terminate employment from ACerts Inc. should be submitted in writing to the employee's Manager and/or Human Resources at least two weeks prior to planned departure. Unless the departing employee has a prior written agreement with the company to the contrary, a written exception as defined in the "Agreement to Protect Company-Sensitive Information", all of ACS's documentation, proposals, etc., produced during employment with ACS will remain the sole property of ACerts Inc., including this document. Copies are strictly forbidden and will be considered a violation of ACS's Ethics policies and violations will be prosecuted to the fullest extent allowed by the law.

## **3.12 Termination Pay**

An employee who is terminated involuntarily without cause will receive either a minimum of two weeks notice or two weeks of pay at his/her regular rate. All documents, equipment, etc., belonging to ACS must be returned; and all outstanding debts to ACS repaid in full before a final paycheck may be released to the terminating employee.



## 3.13 Out Processing

revised 05/05/2010

### FINALPAYCHECKS:

Final paychecks will be issued on the next regular pay date following termination and will include any unused accrued vacation. If you generally receive direct deposit, your final check will also be direct deposited. The final check/direct deposit advice will be mailed to the address on record.

### 401k:

Online Access to your ACS 401k account at Fidelity will remain available to you until you close your account with Fidelity. You may choose to leave your funds in the ACS plan, if the balance is higher than \$5K, until retirement age. If your balance is less than \$5K, Fidelity will notify you in advance of distributing your funds, and allow you to make a decision as to how your funds are distributed. After termination, you may choose to cash out, or rollover your vested balance to another qualified plan or IRA. If you choose to distribute your funds, you will access your account on-line through [Netbenefits.4011.com](http://Netbenefits.4011.com) and request a distribution on your account. Note: Termination dates are typically updated to the Fidelity site the 3rd week of the month, after the month of your termination. Until your status is changed to terminated, you will be unable to request a distribution of your account.

### BENEFITS:

BCBS of Alabama terminates at midnight on date of termination

BCBS of Hawaii terminates at midnight on last day of the month of termination

Scott and White terminates at midnight on last day of the month of termination

Guardian Dental terminates at midnight on last day of the month of termination

VSP Vision terminates at midnight on last day of the month of termination

### COBRA:

If you were participating in the health, dental and/or vision coverage then you will receive a COBRA letter at your home address with application and premium information from our third party administrator (TPA), Infinisource, which handles the COBRA for ACerts Inc. If you would like to purchase COBRA you will need to complete the application and return payment to Infinisource on or before 60 days from loss of coverage date.

### LWEANDAD&D PORTABILITY:

If you were participating in the Voluntary Term Life Insurance and/or AD&D Insurance while employed with ACerts you are eligible at termination to continue coverage through a personal policy. Once you terminate with ACS the benefits department will complete the employer portion of the portability application and mail to your home address following the date of termination. Once you receive the application you will need to complete the applicant portion and mail to the following address:

Reliance Standard Life Insurance Company  
Attention: Group Administrator  
2001 Market Street, Suite 1500  
Philadelphia, PA 19103-7090



## IV. Benefits and Compensation

ritical factor in any professional compensation plan is the value of the Ac-benefits available to employees. Benefits provide vital services to both employees and their families, and help employees attain economic security in their personal lives and professional careers.

ACerts's corporate policy is to provide employee benefits at least equivalent to the standard for the tecimical services industry in our area. In addition to the federally required insurance coverage such as worker's compensation, ACerts offers numerous benefits that are detailed in the following subparagraphs. The Employment Categories listed below detail eligibility for employee benefits.

ACS maintains an intranet page, which consist of the most current benefits available.

### 4.1 Employment Categories

#### **Full-Time Personnel**

Full-time personnel are those who are employed regularly on a 40 hour per week basis. A full-time employee is eligible to participate in all company benefits, including vacation, sick time, and holiday pay. In some limited cases, full time personnel may have a regular working week of between 30 and 40 hours. These personnel will receive vacation, sick time, and holiday pay in proportion to their scheduled hours of work.

#### **Contract Labor on Call Personnel**

Contract Labor on-call personnel are employed on a regular basis, but normally do not work a full 40 hour week. Contract Labor on Call employees are not eligible for company benefits.

## 4.2 Holidays

ACerts observes 10 holidays each fiscal year (unless contractual requirements specify otherwise). The holiday schedule is normally determined by each Division/Office Manager prior to the start of the fiscal year and, therefore, may change from year-to-year. However, the Corporate Office observes: July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's Birthday, President's Day, and Memorial Day. An employee on Family Medical Leave, Short Term Disability, Personal Leave of Absence, or Military Leave will not be paid for holidays that occur during the leave. A terminating employee will not be paid for any holiday that occurs after the last working day of employment.

## 4.3 Sick Leave

Sick leave is accrued at four days per year. The **employee** must contact his/her Manager immediately by telephone if he/she is unable to report to work. Sick leave may be claimed for:

- Sickness
- Health care visits to doctors, dentists, optometrists, etc.
- Caring for a sick dependent and/or taking this dependent to a physician.

At the discretion of ACerts, an employee out on sick leave may be required to present a doctor's excuse for the time the employee is out on sick leave. Sick leave may not be substituted for vacation leave, nor is the privilege to be abused in any other way. When conditions warrant (e.g., serious accident/illness), ACerts's President or CEO may advance or grant additional sick leave to an employee. The advanced leave is determined on a case-by-case basis. Sick leave has no cash value.

## 4.4 Vacation

It is ACerts's policy to grant vacations with pay to qualifying employees. The purpose of this policy is to provide employees with periods of rest and recreation, and to recognize the services they have performed on behalf of the Company. Full-time employees are expected to take at least two weeks of vacation leave each year; this need not be taken all at one time. When using leave:

- Only regular work days are counted as days of leave.
- Authorized paid holidays occurring during periods of vacation leave are counted as holidays, not against leave used.
- An employee is expected to return from vacation as scheduled. Telephone arrangements should be made if return is unavoidably delayed.
- When an employee's leave extends beyond the end of a time card reporting period, the employee must give his/her manager a completed time card before he/she leaves.

Employee vacation time is accrued using the following schedule:

Initial employment until 3rd anniversary

2 weeks per year/3.077 hours per pay period

3rd anniversary until 10th anniversary

3 weeks per year/4.615 hours per pay period

After 10th anniversary

4 weeks per year/6.153 hours per pay period

Accrued vacation time may be carried over from one year to the next. The total vacation time carry-over, however, may not exceed twice the amount of vacation time accrued in the preceding year (e.g., an employee of up to three years may not carry over more than 160 hours). Accrued vacation in excess of that is forfeited on a pay-period by pay-period basis and is not recoverable.

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Under special circumstances, with prior approval from the employee's Division Manager, the employee may be paid for accrued vacation time that would otherwise be forfeited. Under these circumstances, the employee would receive compensation for the unused vacation time, in addition to his/her regular pay.

Upon termination, an employee will be paid for unused vacation time accrued to date.

Vacation accrual for full-time employees who work less than a 40-hour work week may be based on the above schedule and prorated using a ratio of scheduled work hours versus the standard 80 hours in a pay period.

A vacation year is defined as the 12-month period commencing with the employee's first employment anniversary date, and each subsequent employment anniversary date.

## **4.4.1 Inclement Weather Policy**

ACerts does not pay employees for time not worked due to inclement weather. In order to receive pay when an employee cannot make it to their work destination due to inclement weather, one of the three options listed here may be utilized: (1) with the permission of the employee's manager and customer, work from home and charge the allotted hours appropriately to the contract; (2) work additional hours during the pay period to account for the hours not worked; (3) use vacation leave. If the employee does not utilize one of the above listed options, Leave Without Pay should be taken for the time not worked. Employees should notify their manager if they are unable to report to their work station due to inclement weather.

## 4.5 Family and Medical Leave revised 05/05/2010

The following is a summary of ACerts's Family and Medical Leave policy based on the Federal Family and/or Medical Leave Act of 1993. Where applicable, the employee's Family Medical Leave entitlement runs concurrently with any leave taken as a result of any on-the-job injury and by any leave covered by Short Term Disability. Further, if leave qualifies for FIVILA leave and family leave under any applicable state law, the leave used counts against the employee's entitlement under both laws. To obtain a complete copy of the policy and/or discuss state law variations, contact Human Resources in Huntsville.

ACerts's policy provides that an employee who has worked for at least 12 months with ACerts and at least 1000 hours within the last 12 months, are eligible for unpaid leave under qualifying conditions. Eligible employees may take family and medical leave:

- *For the care of the employee's child (birth, or placement with the employee for adoption or foster care)*
- *For the care of the employee's spouse, son or daughter, or parent, who has a serious health condition*
- *For a serious health condition that renders the employee unable to perform his/her job duties*
- *For a "qualifying exigency" arising out of your parent's, child's (including adult child's), or spouse's call to "covered active duty" in the Armed Forces in support of a contingency operation.*
- *For the care of your parent, child (including adult children), spouse or next of kin who is a covered servicemember and suffers a serious injury or illness in the line of duty while on active duty in the Armed Forces (this is available only one per covered servicemember per injury.)*

Employees who are not eligible for family and medical leave due to the 12 month employment and the 1000 hours worked requirements may be eligible for the maximum of 30 day Personal Leave of Absence. Approval of Personal Leave of Absence is by the employees' Manager. ACerts has no obligation to continue employment of an employee who does not qualify for FMLA, and has exhausted their 30 day Personal Leave of Absence.

Family Medical Leave or Personal Leave of Absence begins on the first day the employee is absent from work due to the reasons listed above.

If an employee is eligible for family and medical leave, he/she is entitled to 12 weeks leave in a 12 month period, unless the leave is for the care of an injured servicemember, in which case the leave entitlement is 26 weeks. The employee's

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leave entitlement per 12 months will be measured from the date the employees first FMLA leave of absence begins. For example, if an employee begins FMLA leave on July 1, 2010, he or she will be entitled to 12 weeks of total FMLA leave (or 26 weeks of injured service member leave) through June 30, 2011; a new entitlement will commence July 1, 2011. If leave is requested for the birth of the employee's child or the placement with the employee of a child for adoption or foster care, leave must be taken within 12 months after the birth or placement of the child.

If the employee and his/her spouse are employed by ACerts they are entitled to combined leave of up to 12 weeks in a 12 month period for the birth, adoption or placement of a child for foster care or to care of a sick parent.

Leave for serious health conditions may be taken intermittently or on a reduced leave schedule when medically necessary. If the employee requests intermittent leave or leave on a reduced schedule, ACerts may require that the employee transfer to a temporary alternative position for which the employee is qualified to better accommodate the intermittent or reduced hours.

While on family and medical leave, the employee is required to report to his/her immediate supervisor every two weeks on his/her status and intention to return to work. Recertification of medical need for leave may be required.

FMLA leave is unpaid leave unless an employee elects to use accrued vacation during family leave and accrued sick during medical leave. Group insurance coverage will be continued under the cafeteria plan while the employee is on leave even though the company's cafeteria contribution will stop until the employee is able to return to work. The employee is required to continue any contributions he/she makes towards benefits, other than the Medical, Dental, and Vision Insurance, while on family and medical leave.

In order to prepare for the employee's absence during family and medical leave, ACerts requires 30 days written notice of the employee's intention to take leave signed by the Division Manager, prior to the date leave is to begin. The signed notice must then be forwarded to Human Resources in Huntsville. If, due to emergency or unforeseen circumstances, the employee is unable to provide 30 days notice before taking leave, notice as soon as possible and practical is acceptable. If the employee is requesting leave for planned medical treatment, either for the employee or a family member, after consulting with the treating physician, the employee is asked to make a reasonable effort to schedule the treatment so as not to unduly disrupt ACerts's operations.

ACerts may request medical certification of a medical condition at any time before granting medical leave or during medical leave. Continuing medical

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leave may be contingent upon obtaining medical certification, and ACerts may request a second medical opinion. Upon return from FMLA, employees are required to provide a fit for work statement from their attending physician. Employees will not be allowed to return to work until this information is received.

In most cases, employees are not permitted to work while on FMLA leave with ACerts or with another company. Working while on FMLA leave is grounds for termination where permitted by law.

Any genetic information that is acquired as the part of certification for FMLA leave will be treated in full accordance with the Genetic Information Nondiscrimination Act of 2009 and will not be used against the employee in any manner, and will not be disclosed except in accordance with law.

Upon return from family and medical leave, the employee will be returned to the position the employee held when leave began or will be given an equivalent position with like employment benefits, pay, and other terms and conditions of employment. Failure to return to work at the expiration of the maximum 12 weeks allowed under FMLA will forfeit the employee's right to be returned to his/her prior position or any equivalent position or any other position at all with ACerts Inc.

If an employee is considered a 'key employee', the employee may not be entitled to return to his/her position following family and medical leave. Should ACerts determine that substantial and grievous economic injury would result from reinstatement at the scheduled end of leave; the employee will be notified of that fact in writing, and given an opportunity to terminate leave and return to work.

# 4.5.1 Americans with Disabilities Act Compliance

*revised 05/05/2010*

ACerts does not discriminate against individuals on the basis of an actual or perceived disability, and provides reasonable accommodations to qualified applicants and employees with disabilities who request accommodations, unless doing so would result in an undue hardship on the business.

An applicant or employee who desires reasonable accommodations for a disability should affirmatively request such accommodations from the Human Resources Department. Human Resources will work with applicants and employees to determine whether reasonable accommodations are necessary, and to determine the type of accommodation warranted. Accommodations may include (but are not limited to) such things as assistance in filling out forms, interpreters, modification of workplace policies, and provision of accessible equipment. However, accommodations are only reasonable (and only required) if the accommodations will enable disabled applicants to be on a level playing field with other applicants, or enable disabled employees to perform the essential functions of their jobs in the same manner as other employees. The essential functions of a job are the core activities for the performance of the job, and which cannot be modified. Requests for accommodations should be submitted in writing to Human Resources, and should include an explanation of how the disability affects job duties and the accommodations sought. ACerts reserves the right to request documentation where permitted by law. Further, when Human Resources receives a request for accommodations, it may contact the employee's department head and/or supervisor as necessary to determine the practicality of the proposed accommodation and whether it would create an undue hardship. Human Resources will notify the employee of the decision on the request. In considering the request, Human Resources will endeavor to collaborate with the employee in order to determine the best possible accommodation, if one is deemed necessary. ACerts does not have to provide the exact accommodation the employee or job applicant wants, and if more than one accommodation works, ACerts may choose which one to provide.

Human Resources will keep confidential files documenting accommodation requests and their disposition that are separate from other personnel records.

## 4.6 Bereavement Leave

If an employee experiences a death in his/her immediate family (spouse, children, parents, stepparents, grandparents, brothers, sisters, parents-in-law), he/she may take up to three days of paid leave. This leave is not taxed against standard annual leave. Exceptions to the “immediate family” clause may also be granted under special circumstances (for instance, the death of an Aunt, Uncle, Foster Parent, etc., who raised the employee in lieu of natural parents).

## 4.7 Jury Duty

Company policy is to encourage employees to serve on jury panels. If an employee is called to Jury Duty, his/her salary (based on a 40-hour work week) will continue while he/she is performing this civic duty for a maximum of 40 hours.\* The employee’s manager must be informed as soon as the Duty period is finalized so appropriate arrangements can be made for his/her absence. A copy of the summons must accompany the time sheet submitted for the pay period during which Jury Duty was served. If an employee is released from Jury Duty on any given day during his/her service, he/she is obligated to return to work.

\* State laws vary. Contact Human Resources if you are required to serve over 40 hours in the event that you may be eligible for additional paid jury duty leave.

## 4.8 Military Leave

ACerts supports employee involvement in service to the Armed Forces and therefore may grant a military leave of absence. Any employee who is on active or reserve status in the U.S. Armed Forces Reserves or National Guard returning from an active duty assignment, and/or Honorable Discharge, will be reinstated in their same or similar employment position.

Any employee who is on active or reserve status and is required to attend training or other active duty will be compensated for up to ten (10) days of their normal ACerts work schedule. Compensation provided by the Armed Services for that same period of time will be reimbursed to ACerts through payroll deduction. For example:

**Gross pay (Military Voucher DFAS Form 702) divided by total number active duty days - daily rate multiplied by number of normal scheduled ACS work days (not to exceed ten days) = amount to be reimbursed to ACS through payroll deduction.**

This payment will only be paid once every fiscal year.

Employees who are called to long-term active duty will continue to receive Health Benefits with no change for first 30 days. ACS will pay COBRA payments for the following 90 days of service.

Any other benefits normally received by the employee will remain in force and effect during a Military Leave of Absence to include vacation and sick accrual and vesting schedules.

Specific rules governing employees called to Active Duty are detailed in the “Uniformed Services Employment and Reemployment Rights Act of 1994”.  
Process for Military Leave of Absence:

1. Employee receives notice of military encampment
2. Employee notifies their Supervisor
3. Employee enters military leave on time sheets at time of leave
4. Employee turns in time sheets to Supervisor at time of leave
5. Supervisor verifies leave and forwards military voucher to Accounting
6. Accounting calculates amount to be deducted from payroll check on a pre tax basis

## **4.9 Personal Leave of Absence**

ACerts values its employees and recognizes that situations may require an extended period of leave. ACerts may grant leave of absence at the discretion of the employee's Operations Manager. This leave is without pay and may be granted up to a maximum of 30 days. During the 30 day leave of absence, ACerts will continue to provide company-paid benefits.

A written request for a leave of absence, providing full explanation of the circumstances, must be presented to the employee's immediate manager at least two weeks prior to the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence, without approval, will be considered a voluntary termination of employment. An employee may not accept other employment during an approved Leave of Absence.

## **4.10 Cafeteria Plan (Section 125 Plan)**

To provide the maximum flexibility to a very diverse workforce, ACerts has implemented an IRS approved Cafeteria Plan. Under the Cafeteria Plan, many expenses (i.e., Dependent Care, Health Care, Insurance Premiums) are paid before Federal Income or Social Security taxes are withheld. ACerts may provide funds to employees to use for IRS approved tax free benefits. Contributions and deductions begin on the first payroll following the employee's eligibility date! For specific information, the employee should refer to the booklet, "ACerts Inc., Section 125 Plan" enclosed in the package supplied each new employee and/or discuss the options with the Benefits Administrator. To claim expenses and receive reimbursement from the Plan, it is necessary to complete a "Claim for Reimbursement" form with all applicable receipts, and submit the completed form (with receipts attached) to the Cafeteria Plan Administrator (Contact information for the Cafeteria Plan Administrator is located on the Cafeteria Reimbursement Forms). Reimbursement (in the form of a ACS check) follows in approximately 6 weeks.

## **4.16 Accidental Death and Dismemberment**

Employees may purchase Accidental Death and Dismemberment coverage for themselves, spouse, and children. Coverage may be elected for employee and spouse in \$10,000 increments up to the lesser of 5x salary or \$500,000. Children may be covered up to \$10,000.

For specific details of the Accidental Death and Dismemberment plan, refer to your group coverage summaries located under ACS's on line enrollment system at [www.aircraftcerts.bswift.com](http://www.aircraftcerts.bswift.com). Your log in information is - username: 6 digit employee number, password: last 4 digits of employee social security number. Once logged into bswift, click on the library tab, click contact, and then scroll to the summary you would like to review, click on view to read or print the summary. Or contact the Corporate Benefits Administrator for further information.



## 4.17 Workers' Compensation

Workers' Compensation is insurance coverage employers are required to provide for claims of injury or illness caused by conditions or accidents while an employee is performing his/her regular work duties in the work place. Benefits are medical care costs and a substantial portion of wages. ACS provides Worker's Compensation to ACS employees working both in the United States as well as employees located in International locations.

All injuries incurred on the job must be reported to the employee's Manager IMMEDIATELY. ACS will assist the injured employee in filing a Worker's Compensation claim. The Company will meet its obligation to inform the insurance company of its position on the claim at the time of filing. If a claim is considered invalid by the state agency, ACS retains the right to charge the employee's sick leave for the absence, or otherwise seek reimbursement from the employee.

An employee injured on the job will be paid through the end of the work day on which the injury took place. An injured employee who is hospitalized on the day of the injury receives no further wages, but may receive benefits through Workers' Compensation.

ACerts and its insurance carrier shall not be responsible for payment of Worker's Compensation benefits in any off-duty recreational, social or athletic activity which is not part of the employee's work-related duties. ACerts and its insurance carrier shall be responsible for the payment of Worker's Compensation benefits when the injury is the result of any recreational, social or athletic activity required by the Company. There are currently no such activities requiring an employee's participation.

More information on Worker's Compensation coverage that ACerts has in place can be obtained by contacting the Director of Administration at Corporate Headquarters.

## Employee Contributions

As a Plan participant, you may elect to defer from 1% to 60% up to the IRS limit for that calendar year of your biweekly pay. This percentage can be changed or discontinued at any time. Any change in deferral percentage must be done by the participant and will become effective as soon as it is administratively feasible. To make a change use the Fidelity website via your netbenefits account, [www.netbenefits.com](http://www.netbenefits.com).

Salary deferral amounts are subject to IRS 415 limitations. The maximum amount an employee may defer or have deferred on their behalf into all defined contribution plans is set each year by the IRS. In addition to the normal IRS limit that can be deferred by payroll deduction each calendar year, employees over the age of 50 are allowed to deduct additional amounts as a “catch up contribution”. Limits for annual deferral as well as “catch up” deferrals are set each calendar year by the IRS. Participation in the catch up is not automatic; in order to take advantage of the 50 and over additional deferral, qualified employees must complete an “Addendum to Enrollment and Change Form” and send it to the Plan Administrator. The Addendum form is located on the ACerts Intranet under Benefits/401 K and in the library of our on-line enrollment system bswift. The Plan Administrator will provide the current maximum deferral limit on the 401K.

Contact the Plan Administrator with any questions you may have regarding these limits.

## **4.19 Compensation**

Employee compensation and benefits are very important to a company's ability to obtain, provide and retain the services of professionally qualified individuals. It is ACerts's policy to administer fair and equitable compensation to all employees. Therefore, salaries and benefits are highly competitive within the general business community, and are compatible with professional experience, skill level, and job assignment.

Since ACerts is a performance-based company, employees benefit from long-term company successes. Employees are encouraged to be innovative, and exemplary performance is rewarded. As a result, the Company environment is motivational, productive and successful. Our staff works together as a team to provide customer satisfaction. This satisfaction, we believe, is our plan for long term success.

## **4.20 Pay/Direct Deposit**

ACerts employees are paid by direct deposit to their designated bank account on a biweekly basis. The amount deposited reflects the total number of hours worked from a two week period (Sunday through Saturday). Employees receive payroll stubs reflecting the number of hours worked during the pay period, sick and vacation leave taken, and any payroll deductions.

ACerts contributes a percentage of all employee's salaries up to the maximum amount for PICA, State Unemployment Tax and Federal Unemployment Tax as required by law.

## **Specialty Training**

Specialty Training for an employee must be approved in advance by that employee's Division Manager. In order for an employee to be reimbursed for specialty training the employee will be required to:

Complete ACerts's Training Agreement Form (this form is located on ACS's Intranet Page.

Complete a Tuition Repayment Agreement and Promissory Note (located on ACS's Intranet site under Human Resources/miscellaneous forms).

An employee who voluntarily terminates employment with ACS before the term of the Training Agreement is complete must refund to ACerts the cost of Specialty Training received.

## **Professional Organization Memberships**

Upon approval from the Division Manager, ACerts will pay the normal fees and expenses associated with participation in technical societies and organizations provided the membership relates directly to the employee's position within the company.

## **Magazines and Periodicals**

ACerts will pay subscription and delivery costs of selected magazines and periodicals when such documents relate to the employee's current position or have the potential of improving ACS's competitive stature. Requests must be submitted and approved by the Office Manager to ensure minimal duplication.



### 5.1 Security

ACerts has established a systematic program of protection for classified information. This program is described in full in the Security Handbook. All employees are responsible for properly safeguarding classified information.

Protection of classified information is of the utmost importance to ACerts. Failure to comply with all security practices and procedures can result in disciplinary action up to and including termination. All security violations must be reported to the Facility Security Officer immediately.

### 5.2 Visitors

All visitors to ACerts Inc. must sign in and out using the Visitor Log at the front desk. Visitors assigned to ACS on an interim basis may be granted an extended Visitor's Badge. A visitor is defined as any individual who is not an employee of ACerts Inc.

### 5.3 Classified Storage

All classified material must be stored in a GSA approved container in a ACS approved storage area and accessed only on a "need to know" basis by employees with the required security clearance. The Facility Security Officer at each location will control storage areas and access.



## **5.4 International Business**

ACerts Inc. a growing, diversified company venturing to capture business opportunities with foreign countries. Therefore, there are certain guidelines that must be adhered to for conducting business in other countries both professionally and legally.

Any technical proposal or presentation with military applications to a foreign government must have an export license from the Department of State. Any technical proposal or presentation which is strictly a commercial application will be evaluated for technical/proprietary content. These decisions are governed by the Department of Commerce and may require a license.

The requirements for such an authorization or export licensing must be routed through the Corporate Facility Security Officer in Huntsville who is the single point of contact for all activities related to International Business. Submission of any technical data to include oral, visual, or documentary disclosure to a foreign country must be routed through the Corporate FSO.

Under the ITAR, a license is required in the absence of a specific exemption regardless of where or how technical data is transferred. ITAR violations may lead to civil or criminal penalties of up to ten years imprisonment and fines to \$1,000,000. Moreover, administrative debarment from eligibility to receive licenses, other approvals, or contracts with the United States government is a reality.



## **5.5 Facility Security**

The last person leaving the ACerts office each evening is ultimately responsible for its security and is required to lock the doors and set the alarms.

Further information on security, classified storage, etc. can be found in ACS's Security Handbook and/or obtained from the Facility Security Officer.

## **5.6 Safety**

All ACS employees should be safety-conscious at all times. Any concerns regarding the safety of ACerts Inc. and its employees should be brought to the attention of the HR Director. A copy of the ACS safety manual may be down loaded from ACS's Intranet.

## **5.7 Risk Budgets**

In special cases, ACS may commence work on a project prior to having a signed contract. These special cases may include, but are not limited to:

- Modification to an existing contract where the documents are in the signature process

- Purchase orders with verbal "Turn on" by contracting official to ACS Contracts and contractual papers to follow later

- Task orders where ACS Contracts confirms the contracting officer agrees to back date the order

Anticipated Contract or Task Order will be awarded as a Firm Fixed Price and ACerts Contracts confirms schedule for receipt of award.

When a Project Manager proposes to begin a project prior to contract award, he/she must first obtain approval from the Operations Manager and submit a Risk Budget Request Form signed by either the CEO, President, or the Controller. Upon receipt of approved Risk Budget, ACerts Inc. Contracts will issue to the Project Manager a charge number.

## **5.8 Company Premises/Property**

Respect and protection of company property and employee personal property is everyone's concern. If an employee is aware of property missing or damaged, he/she should report it to his/her Manager immediately.

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000). The number of people aged 85 and over has increased from 1.5 million to 2.5 million in the same period.

There is a growing awareness of the need to address the needs of the elderly population, and the need to ensure that the elderly are able to live independently in their own homes for as long as possible. This has led to a number of initiatives, including the development of home care services, and the establishment of the Department of Health's 'Age Concern' programme.

The 'Age Concern' programme is a national initiative aimed at improving the lives of the elderly. It is a multi-agency programme, involving the Department of Health, local authorities, and voluntary organisations. The programme is based on the principle of 'ageism', which is the discrimination against the elderly based on their age.

The 'Age Concern' programme has a number of key objectives, including: to improve the lives of the elderly; to reduce the number of people who are institutionalised; to improve the quality of care for the elderly; and to promote the independence of the elderly. The programme is based on a number of key principles, including: the principle of 'ageism'; the principle of 'ageism'; the principle of 'ageism'; and the principle of 'ageism'.

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