



Data Tech Central, LLC Employment Manual

Prepared By

Document Owner(s)	Project/Organization Role
Katherine Williams	President
Roger Williams Jr.	Vice President of Operations

Employment Manual Version Control

Version	Date	Change Description
1.1	10/1/2008	
2.0	3-1-2010	Background check, travel and per diem, paid time, vacation time, accident report
3.0	6-14-2011	Update vacation time

Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Data Tech Central, LLC and any of its employees.

Data Tech Central, LLC at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

TABLE OF CONTENTS

1 INTRODUCTION 6

1.1 Welcome 6

1.2 History 6

1.3 Changes in Policy 6

2 EMPLOYEE DEFINITION AND STATUS..... 7

2.1 Employment Classification 7

2.2 Probationary Period for New Employees 7

3 EMPLOYMENT POLICIES 8

3.1 Equal Employment Opportunity 8

3.2 Affirmative Action/Diversity 8

3.3 Americans with Disabilities Act 8

3.4 Immigration Law Compliance..... 8

3.5 Employee Background Check..... 8

3.6 Criminal Records..... 9

3.7 Anniversary Date..... 9

3.8 New Employee Orientation 9

3.9 Personnel Records and Administration 9

3.10 Change of Personal Data..... 9

3.11 Safety 10

3.12 Building Security 10

3.13 Personal Property 10

3.14 Health-related Issues 10

3.15 Employee Requiring Medical Attention 10

3.16 Visitors in the Workplace 11

3.17 Employment of Relatives 11

3.18 Weather-related and Emergency-related Closings 11

4	STANDARDS OF CONDUCT	12
4.1	General Guidelines	12
4.2	Attendance and Punctuality	12
4.3	Work Schedule	12
4.4	Absence and Tardiness	12
4.5	Unscheduled Absence	12
4.6	Meal and Break Periods	13
4.7	Harassment Policy	13
4.8	Sexual Harassment Policy	13
4.9	Violence in the Workplace	13
4.10	Confidential Information and Nondisclosure	13
4.11	Ethical Standards	14
4.12	Dress Code	14
4.13	Use of Equipment	14
4.14	Use of Computer, Phone, and Mail	14
4.15	Use of Internet	14
4.16	Use of Computer Software	14
4.17	Smoking Policy	15
4.18	Alcohol and Substance Abuse	15
4.19	Gifts	15
4.20	Solicitations and Distributions	15
4.21	Complaint Procedure	15
4.22	Corrective Procedure	16
4.23	Crisis Suspension	16
4.24	Transfer Policy	16
4.25	Outside Employment	16
4.26	Employment Termination/Resignation	17

4.27	Exit Interview.....	17
4.28	Return of Company Property	17
5	COMPENSATION POLICIES	18
5.1	Base Compensation.....	18
5.2	Performance Bonuses	18
5.4	Timekeeping Procedures	18
5.5	Overtime Pay	18
5.6	Payroll and Paydays	18
5.7	Performance and Salary Reviews.....	19
5.8	Opportunities for Advancement—Progression and Promotion.....	19
6	GROUP HEALTH AND RELATED BENEFITS.....	20
6.1	Benefits Summaries and Eligibility.....	20
6.2	Health Insurance	20
6.3	Dental Insurance	20
6.4	Visual Care Insurance.....	20
6.5	Disability Insurance	21
6.6	Life, Accidental Death, and Dismemberment Insurance.....	21
6.7	COBRA Notification	21
6.8	Pre-tax Deductions for Expenses	21
6.9	Worker’s Compensation.....	21
6.10	Unemployment Compensation.....	22
6.11	Social Security	22
6.12	Retirement Plans and Stock Options	22
6.13	Educational Assistance	22
6.14	Training and Professional Development.....	22
7	TIME-OFF BENEFITS.....	23
7.1	Holiday Policy.....	23

7.2	Vacation Time	23
7.3	Sick Leave.....	23
7.4	Bereavement Leave	23
7.5	Jury Duty	24
7.6	Military Reserves or National Guard Leaves of Absence	24
7.7	Family/Medical Leaves of Absence	24
7.8	Extended Disability Leaves.....	24
7.9	Uniformed Services Employment and Reemployment	24
7.10	Personal Leaves of Absence	24
8	EXPENSES	26
8.1	Introduction	26
8.2	Company Supplies, Other Expenditures.....	26
8.3	Expense Reimbursement.....	26
8.4	Relocation	26
9	EMPLOYEE COMMUNICATIONS	27
9.1	Open Communication	27
9.2	Staff Meetings	27
9.3	Electronic Bulletin Boards	Error! Bookmark not defined.
9.4	Suggestions	27
9.5	Closing Statement.....	27
10	ACKNOWLEDGMENT.....	29
11	APPENDICES	30
11.1	Employment Manual Sections Omitted.....	Error! Bookmark not defined.

1 INTRODUCTION

This document has been developed by Human Resources Department in order to familiarize employees with Data Tech Central, LLC and provide information about working conditions, key policies, procedures, and benefits affecting employment at Data Tech Central, LLC.

1.1 Welcome

Welcome to Data Tech Central, LLC! We are happy to have you as a new member of our family!

The mission of Data Tech Central, LLC is to provide Administrative Support Services and innovative IT solutions for small to medium sized companies. We offer a wide range of services, such as network installation and maintenance, web based application support and database development, Information Services training, and Information Security.

History

Data Tech was established in September 2001; certified 8(a) in January 2004; certified HubZone October 30, 2010; certified SWaM in May 2008 and provides Administrative Services and innovative IT services to more than 200 individuals and organizations including commercial businesses, colleges and universities, and various State and Defense Department agencies.

1.2 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Data Tech Central, LLC reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Data Tech Central, LLC is a person who regularly works for Data Tech Central, LLC on a wage or salary basis.

An employee of Data Tech Central, LLC is further identified as a contracted employee.

Employment Classification

Employees of Data Tech Central, LLC are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

Exempt (Salary) Employee(s)

Exempt employees are those who are exempt from certain wage and hour laws, i.e. and they do not receive overtime pay; usually applies to administrative, executive, or professional employees who receive an annual salary, in equal payments weekly, bi-weekly, or at some other specified time interval.

Non-Exempt (Hourly or Wage) Employee

Non-exempt employees receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay; usually applies to non-professional employees.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, temporary (full-time or part-time), regular hourly, contingent hourly, etc.

2.1 Probationary Period for New Employees

Data Tech Central, LLC monitors and evaluates every new employee’s performance for three months to determine whether further employment in a specific position or with Data Tech Central, LLC is appropriate.

Data Tech Central LLC rules and regulations are conducive to any and all guidelines necessary to perform any awarded government or commercial contract. If you are employed by Data Tech Central LLC and your duties are needed to fill a government contract all requirements for the awarded contract must be fulfilled by contract guidelines as well as Data Tech Central guidelines in most cases prior to awarded contract or directly within 30 days of date hired.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Data Tech Central, LLC Data Tech Central, LLC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Affirmative Action/Diversity

Data Tech Central, LLC is committed to affirmative actions that will build on the strengths of our current workforce and continually enhance the diversity of our organization.

3.3 Americans with Disabilities Act

It is the policy of Data Tech Central, LLC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Data Tech Central, LLC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.4 Immigration Law Compliance

All offers of employment are contingent upon verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.5 Employee Background Check

Prior to making an offer of employment, and during employment Data Tech Central, LLC may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background and credit check.

Non satisfactory background checks are subject to no hire or immediate termination. If background check is performed later and returns negative, Data Tech reserve the right to terminate employment. Data Tech Central takes no responsibilities in delays of any checks for employment and reserve the right to terminate.

Data Tech Central may conduct additional checks at random during employment and terminate employment if employee is in violation or arbitrary changes of background check, criminal history, or drug screening status changed.

3.6 Criminal Records

When appropriate, a criminal record check is performed to protect Data Tech Central, LLC's interest and that of its employees and clients.

3.7 Anniversary Date

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute the following benefits:

- Sick Leave
- Vacation

3.8 New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by a Human Resources representative, and includes an overview of the company.

3.9 Personnel Records and Administration

The task of handling personnel records and related administration functions at Data Tech Central, LLC has been assigned to the Human Resources Department. Personnel files will be kept confidential at all times.

All medical records, if any, will be kept in a separate confidential file. Medical records will not be released unless requested in writing all request must be notarized by employee of record who it pertain to.

Data Tech Central prohibits any employee from sharing or disclosing any medical conditions or medical history of any current, past, or potential hire medical history. This information is to remain confidential and not to be shared within or outside of Data Tech Central LLC.

Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing within 30 days of change to the Human Resources Department.

3.10 Safety

The safety and health of employees is a priority. Data Tech Central, LLC makes every effort to comply with all federal and state workplace safety requirements.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

Any safety certifications that are needed to perform duties must be completed with 10 days of hire. If any additional safety requirements are needed to perform on a warded contract all certificates must be turned in prior to first day of work. Employee is required to submit 2 copies of certificate.

3.11 Building Security

Employees are not allowed on Data Tech Central, LLC property after hours without prior authorization from their supervisor.

3.12 Personal Property

The Data Tech Central, LLC Safety Office maintains a property management system that efficiently tracks lost and found property reports. Persons seeking information about lost or found property may do so by contacting 757-833-7655. Data Tech Central, LLC assumes no risk for any loss or damage to personal property and recommends that all employees have a personal insurance policy covering the loss of personal property left at the office.

3.13 Health-related Issues

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible.

3.14 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to their supervisor, and then follow these steps:

1. Get immediate medical assistance
2. Contact Human Resources

3.15 Visitors in the Workplace

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the front desk.

3.16 Employment of Relatives

Data Tech Central, LLC is pleased to consider for employment qualified applicants who are related to employees. When Data Tech Central, LLC employs more than one member of a family, one family member may not supervise the other. If such a situation should arise and the employees are unable to develop a workable solution, management will decide which employee may be transferred.

3.17 Weather-related and Emergency-related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In such instances, Executive Staff will decide on the closure and Human Resources will provide the official notification to the employees.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Data Tech Central, LLC rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

4.2 Attendance and Punctuality

Data Tech Central, LLC expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

4.3 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work at least forty (40) hours per workweek.

4.4 Absence and Tardiness

From time to time, it may be necessary for an employee to be late or absent from work. Data Tech Central, LLC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

4.5a Scheduled Absence

All scheduled absences or sick leave must be approved by immediate supervisor and Data Tech Central's company representative. If any employee does not submit the leave form and takes leave it is grounds for immediate termination.

4.5 Unscheduled Absence

Absence from work for three (3) consecutive days without notifying management or the Human Resources Department will be considered a voluntary resignation. (No call no show is grounds for immediate termination).

4.6 Meal and Break Periods

Employees are allowed an unpaid half hour or one-hour lunch break depending on the worksite generally between the hours of 11:00 a.m. and 2:00 p.m. Refer to your work site or contract requirements governing lunch hours and work breaks.

Data Tech Central, LLC encourages employees to take a rest period and provides a paid rest period of ten minutes in the morning work period and ten minutes in the afternoon work period.

4.7 Harassment Policy

Data Tech Central, LLC does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assault or contact, or violence.

4.8 Sexual Harassment Policy

Data Tech Central, LLC does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

4.9 Violence in the Workplace

Data Tech Central, LLC has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Data Tech Central, LLC or which occur on Data Tech Central, LLC or client property, will not be tolerated.

4.10 Confidential Information and Nondisclosure

By continuing employment with Data Tech Central, LLC, employees agree that they will not disclose or use any of Data Tech Central, LLC's confidential information, either during or after their employment. Data Tech Central, LLC sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Data Tech Central, LLC assumes an obligation to maintain confidentiality, even after an employee has left Data Tech Central, LLC's employ.

4.11 Ethical Standards

Data Tech Central, LLC insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Data Tech Central, LLC's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Data Tech Central, LLC's principles and standards.

4.12 Dress Code

Employees of Data Tech Central, LLC are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Data Tech Central, LLC's reputation or image is not acceptable.

4.13 Use of Equipment

Data Tech Central, LLC will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Data Tech Central, LLC —unless it is approved for a job that specifically requires use of company equipment outside the physical facility. If equipment is not returned to Data Tech Central, LLC upon departure the equipment will be deducted from final check at full cost to company.

4.14 Use of Computer, Phone, and Mail

Data Tech Central, LLC property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

4.15 Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

4.16 Use of Computer Software

Data Tech Central, LLC does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the

right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117).

4.17 Smoking Policy

No smoking of any kind is permitted inside any Data Tech Central, LLC office. Smoking may take place only in designated smoking areas outside Data Tech Central, LLC facilities.

4.18 Alcohol and Substance Abuse

It is the policy of Data Tech Central, LLC that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

4.19 Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a client. Employees are not permitted to give unauthorized gifts to clients.

4.20 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during working hours.

4.21 Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, Data Tech Central, LLC encourages employees to contact the Human Resources Department. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Data Tech Central, LLC should immediately report the violation.

4.22 Corrective Procedure

Unacceptable behavior or security violations that do not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Decision-Making Paid or Unpaid Leave, (d) Counseling Session, or (e) Termination.

Security Violations

Appropriate administrative actions are taken against employees who violate requirements of the NISPOM ISL. Disciplinary actions are taken in the event of employee violation or negligence. A statement of the administrative actions taken against an employee shall be included in a report to the CSA when individual responsibility for a security violation can be determined and one or more of the following factors are evident:

- a. The violation involved a deliberate disregard of security requirements.
- b. The violation involved gross negligence in the handling of classified material.
- c. The violation involved was not deliberate in nature but involves a pattern of negligence or carelessness.

4.23 Crisis Suspension

An employee who commits any serious violation of Data Tech Central, LLC policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.24 Transfer Policy

Data Tech Central, LLC recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position. An employee with proper qualifications will be eligible for consideration for transfer to another department provided that the transfer does not occur within one year of the employee's date of hire or within one year of any previous transfer.

4.25 Outside Employment

Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Data Tech Central, LLC; nor may employees work on their own if it competes or interferes in any way with the sales of products or services that Data Tech Central, LLC provides to its clients.

4.26 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Data Tech Central, LLC practices, rules, or standards of conduct, following a Decision-Making Leave, employment with Data Tech Central, LLC will be terminated.

4.27 Exit Interview

In a voluntary separation situation, Data Tech Central, LLC management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about Data Tech Central, LLC.

4.28 Return of Company Property

Any Data Tech Central, LLC's property issued to employees, such as computer equipment, keys, parking passes or company credit card, must be returned to Data Tech Central, LLC at the time of termination. Employees will be responsible for any lost or damaged items. If items are not returned, the items will be deducted from final paycheck.

5 COMPENSATION POLICIES

5.1 Base Compensation

It is Data Tech Central, LLC's desire to pay all employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

5.2 Performance Bonuses

Performance bonuses may be given to Data Tech Central, LLC employees at the discretion of management. There are two factors that typically determine bonus availability and amounts: (a) Company Performance—Profits, (b) Personal Performance.

5.3 Timekeeping Procedures

By law, Data Tech Central, LLC is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic Data Tech Central, LLC time record each week, and time records must be completed in accordance with the Data Tech Central, LLC time-reporting guidelines.

5.4 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor's prior authorization.

Exempt employees are compensated for overtime with a flex schedule that is approved by immediate supervisor and Data Tech Central's company representative.

5.5 Payroll and Paydays

The frequency of Data Tech Central, LLC payroll distribution is dependent upon an employee's employment status. Regular full-time salary employees (exempt or non-exempt) are paid monthly on or by the last business day of each month. Regular hourly non-exempt employees and contingent hourly non-exempt employees are paid every 2 weeks on or by the Friday following the end of the pay week.

5.6 Performance and Salary Reviews

Data Tech Central, LLC wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Data Tech Central, LLC has an annual review process for providing formal performance feedback. Feedback includes a Performance Evaluation, 360-Degree Assessment, and an Extra Mile contribution appraisal. Depending on the employee anniversary date, the performance review is held during either the March or the September review cycle.

Salary/wage reviews typically occur in conjunction with the annual performance review process. The calculation and implementation of changes in base salary/wage depend on both company and personal performance and will typically occur in either April or October; whichever most closely follows the review cycle.

5.7 Opportunities for Advancement—Progression and Promotion

Data Tech Central, LLC would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. Approval of progression moves or promotions depends largely upon training, experience, work record, and business need. However, Data Tech Central, LLC reserves the right to look outside the company for potential employees as well.

6 GROUP HEALTH AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

Data Tech Central, LLC sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called “summary plan descriptions,” which are provided to all eligible employees. The details of each benefit are contained in separate legal documents known as the “plan documents,” which take precedence over anything contradictory in the summaries.

All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit. Part-time employees may be eligible for certain benefits if they meet the eligibility conditions.

6.2 Health Insurance

All eligible U.S. employees may choose a nationwide Preferred Provider Organization (PPO) medical insurance plan. Eligible employees’ effective date of coverage will be the first of the month following 30 days’ employment with Data Tech Central, LLC.

6.3 Dental Insurance

Data Tech Central, LLC has made every effort to find a comprehensive dental plan that will meet the needs of both families and individuals. A detailed explanation of benefits and how to use the insurance is available in the dental summary plan booklet provided by the insurance company.

6.4 Visual Care Insurance

The Data Tech Central, LLC vision plan covers employees’ standard eye examinations, lenses, frames, or contacts. Certain limitations apply, and not all optical centers accept the current plan. A more detailed explanation of the plan and locations of optical centers that accept the Data Tech Central, LLC plan are available in the summary plan booklet provided by the insurance company.

6.5 Disability Insurance

Eligible employees are automatically covered by Data Tech Central, LLC disability plans. Disability insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain long-term and short-term disability benefits.

6.6 Life, Accidental Death, and Dismemberment Insurance

The Data Tech Central, LLC Group Life Insurance covers all eligible employees. This insurance is payable in the event of the employee's death, in accordance with the policy, while the employee is insured. Accidental Death and Dismemberment Insurance is in the same amount as and in addition to the employee's life insurance coverage. The summary plan booklet provided by our insurance company includes details on employee life insurance and accidental death and dismemberment coverage.

6.7 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Data Tech Central, LLC or loss of eligibility to remain covered under Data Tech Central, LLC's group health insurance program, employees and their eligible dependents may have the right to continued coverage under Data Tech Central, LLC's group health insurance program for a limited period of time at their own expense. Consult the Benefits Administrator for details.

6.8 Pre-tax Deductions for Expenses

Data Tech Central, LLC employees participating in any of the basic health insurance plans, i.e., group medical, dental and/or vision, are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing. In accordance with U.S. Internal Revenue Service provisions, Data Tech Central, LLC provides employees the opportunity to participate in (a) Section 125 Plan, (b) Flexible Spending Accounts, (c).

6.9 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by Data Tech Central, LLC. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

6.10 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Data Tech Central, LLC. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Data Tech Central, LLC pays the entire cost of this insurance program.

6.11 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, Data Tech Central, LLC is required to deduct this amount from each paycheck an employee receives. In addition, Data Tech Central, LLC matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

6.12 Retirement Plans and Stock Options

Data Tech Central, LLC supports employee retirement preparation and investment by providing one government-approved and regulated plans for qualifying employees, i.e., a 401(k) Plan. The details regarding participation, contributions, vesting, administration, and investments are provided in the Summary Plan Description.

6.13 Educational Assistance

Data Tech Central, LLC believes that education leads to self improvement and recognizes that the skills and knowledge of its employees are critical to the success of the organization. In that vein, Data Tech Central, LLC encourages higher education courses which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the organization.

6.14 Training and Professional Development

A specific schedule of basic training and orientation has been established for job and employment classifications. Coaching/Mentoring System provides guidance in professional development and Data Tech Central, LLC encourages all interested employees to take advantage of the continuing education initiative and further job specific training. All courses must be approved by a supervisor and a Human Resources representative.

7 TIME-OFF BENEFITS

7.1 Holiday Policy

All Data Tech Central, LLC employees of regular status are eligible for holiday pay. Holiday pay will be based on the employment status of the employee, i.e., full-time employees will be credited with 8 hours of holiday pay and part-time employees will be credited with 4 hours of holiday pay, per holiday.

7.2 Vacation Time

All regular status Data Tech Central, LLC employees are eligible to accrue vacation time. Vacation hours accrue on a monthly basis. Employees hired before the 15th day of the month begin to accrue vacation starting with the month they were hired in. Employees who begin employment on or after the 15th day of the month begin accruing vacation the month following the date of hire. The vacation accrual policy for regular full-time employees and regular part-time employees is as follows:

Less than 3 years	10 days per year; 3.08 hrs accrued per pay period
5 years or more	15 days per year; 4.62 hrs accrued per pay period
15 or more years	20 days per year; 6.15 hrs accrued per pay period

7.3 Sick Leave

Sick leave may be used during an employee's own illness or for an illness in the employee's immediate family. Sick leave will be limited to six (6) 8-hour days per year for all regular full-time employees and six (6) 4-hour days for all regular part-time employees.

7.4 Bereavement Leave

Generally, a full-time or part-time employee shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

7.5 Jury Duty

Data Tech Central, LLC is committed to supporting the communities in which Data Tech Central, LLC operates, including supporting Data Tech Central, LLC employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and Human Resources within one business day of receiving the notice.

7.6 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

7.7 Family/Medical Leaves of Absence

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with Data Tech Central, LLC. It is the policy of Data Tech Central, LLC to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to management and the Human Resources Department.

7.8 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

7.9 Uniformed Services Employment and Re-employment

As an Equal Opportunity Employer, Data Tech Central, LLC is committed to providing the basic employment and re-employment services and support as set forth in the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

7.10 Personal Leaves of Absence

In special circumstances, Data Tech Central, LLC may grant leave for personal reasons, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management and the Human Resources Department.

8 EXPENSES

8.1 Introduction

The following is a comprehensive guide to the Data Tech Central, LLC expense policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to Data Tech Central, LLC that the expenses reported are legitimate, reasonable, and complies with this policy.

8.2 Company Supplies, Other Expenditures

Only authorized persons may purchase supplies in the name of Data Tech Central, LLC. No employee whose regular duties do not include purchasing may incur any expense on behalf of Data Tech Central, LLC. Without a properly approved purchase order, Data Tech Central, LLC is not obligated for any purchase.

8.3 Expense Reimbursement

Under ordinary circumstances, it is the policy of Data Tech Central, LLC to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on Data Tech Central, LLC business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

8.4 Relocation

This policy applies to current and newly hired Data Tech Central, LLC employees who will be relocated to a new office or location. Management, Human Resources, and Finance must formally approve all moves.

Data Tech Central, LLC will pay reasonable costs of transportation and lodging in connection with the transfer of the employee and the employee's dependents from the old location to the new location. Travel to the new location will be by the most direct route, and lodging arrangements should be made by or approved by Human Resources. This covers the period from when the employee leaves the old location and travels directly to the new location.

9 EMPLOYEE COMMUNICATIONS

9.1 Open Communication

Data Tech Central, LLC encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

9.2 Staff Meetings

In order to keep the communication channels open, Data Tech Central, LLC implements a once-a-month company-wide staff meeting. Employees receive communications from Human Resources about the agenda and discussion topics every month.

9.3 Employee Website

Data Tech Central, LLC runs a company-wide employee website where employees can find organizational announcements, benefits forms, policies and procedures news/events, and discussions about specific topics. The employee is responsible for reading necessary information posted on the employee website.

9.4 Suggestions

Data Tech Central, LLC encourages all employees to bring forward their suggestions and good ideas about making Data Tech Central, LLC a better place to work and enhancing service to Data Tech Central, LLC's customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

9.5 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in policies, procedures, and general

information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Data Tech Central, LLC.

10 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Data Tech Central, LLC Employment Policies and Procedures Manual, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Data Tech Central, LLC company policies I should direct them to my manager or the Human Resources Department.

I know that Data Tech Central, LLC company policies and other related documents do not form a contract of employment and are not a guarantee by Data Tech Central, LLC of the conditions and benefits that are described within them. Nevertheless, the provisions of such Data Tech Central, LLC company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Data Tech Central, LL, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

11 APPENDICES