



Employee Handbook

NASS Program

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INTRODUCTION

Purpose of the Handbook

This employee handbook is presented as a matter of information and has been prepared to inform employees about NASDA's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at anytime.

This employee handbook will not answer every question employees may have, nor would NASDA want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. NASDA depends on its employees; your success is our success. Questions about this handbook or any policy, practice or procedure should be directed to your designated Manager. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find NASDA a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a Coach, Manager, Trainer, Associate Director or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with NASDA and our policies, and refer to it whenever questions arise.

About NASDA

The National Association of State Departments of Agriculture (NASDA) is a nonprofit, nonpartisan organization comprised of public officials of the fifty state departments of agriculture and those from the territories of Puerto Rico, Guam, American Samoa, and the Virgin Islands.

Mission

Enhance American food and agricultural communities through policy, partnerships, and public engagement.

Cooperative Programs

The NASDA/NASS Program's objective is to serve the United States, its agricultural producers, and rural communities by providing meaningful, accurate and objective statistical information and services. Under the cooperative agreement, NASDA employs approximately 2,000 part-time enumerators who collect statistical data from agricultural surveys, on behalf of NASS. The cooperative agreement began in 1972. NASDA and NASS have operated this cooperative program continuously in all 50 states since 1978.

The NASDA/NASS relationship is a cooperative partnership. NASS determines what services are needed, when the services are to be delivered, and whether or not the service is acceptable. NASDA, in turn, is paid to provide those services.

NASDA Structure

NASDA's NASS Program Director, Associate Directors, Managers, Coaches and Trainers are responsible for the daily operational management of the NASS/NASDA cooperative agreement. They oversee all personnel activities of the enumerator program, including all employee/job actions. These responsibilities include coordinating with NASS staff, reviewing enumerator assignments, performance, and investigating any employee complaints or grievances.

Lines of Communication

An enumerator's primary contacts are listed below:

- Coach – survey and respondent-specific questions
- Trainer – technology or equipment questions
- Manager – all other questions including any human resources related questions

Contacting NASDA Headquarters

Most personnel concerns can be addressed in the field. All concerns should be directed to the above staff who will contact their Associate Director as needed. Associate Directors will collect any questions or issues that cannot be addressed by a Manager. Please refer to your regional leadership contact list for this information.

DIVERSITY & INCLUSION

Equal Employment Opportunity

NASDA provides equal employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity and any other protected characteristic in accordance with applicable federal, state and local laws.

NASDA complies with applicable federal and state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, demotion, involuntary termination of employment, layoffs, recall, transfer, leaves of absence, compensation, and training.

Disability Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

NASDA is committed to complying with all applicable provisions of federal and local laws concerning the employment of persons with disabilities. Furthermore, it is NASDA's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, involuntary termination of employment, compensation, training or other terms, conditions, and privileges of employment.

Consistent with this policy of nondiscrimination, NASDA will provide reasonable accommodation to a qualified individual with a disability, as defined by the ADA or state law, who has made NASDA aware of his or her disability.

NASDA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to NASDA. Employees should contact NASDA's NASS Senior Director with any questions or requests for accommodation.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify NASDA's NASS Director.

Pregnant Workers Fairness Act Accommodations

NASDA will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions, provided that such accommodations would not create an undue hardship. Examples of potential accommodation include:

- Seating
- Additional break time to use the bathroom, eat, and rest
- Leave or time off to recover from childbirth
- Limitations on strenuous activities
- Flexible hours

If you need accommodation, notify your Manager. If the need for a particular accommodation is not obvious, you may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, the Company will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodation.

If leave is provided as a reasonable accommodation, it may run concurrently with other leave(s) provided by federal, state, or local law.

Religious Accommodation

NASDA respects the religious beliefs and practices of all employees and will consider requests for accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the conduct of NASDA's business.

An employee whose religious beliefs or practices conflicts with his/her job, work schedule, or with the company's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to NASDA's NASS Program Director. The written request should include the type of religious conflict that exists and the employee's suggested accommodation. NASDA will determine an appropriate accommodation for the employee for the benefit of both the employee and NASDA.

RECRUITMENT & HIRING

Eligibility to Work in the United States

NASDA employs United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within the employee's first three days of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with NASDA within the past three years, or if their previous I-9 is no longer retained or valid.

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form) and show documentation proving your identity and your eligibility to work in the United States.

Background Checks

To ensure that individuals who join NASDA are well qualified and to ensure that NASDA maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form. NASDA, in accordance with applicable law, will only conduct credit checks if a position requires the handling of NASDA funds.

All offers of employment are conditioned upon receipt of a background check report that is acceptable to NASDA. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by Human Resources.

If information obtained in a background check would lead NASDA to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Employee References

All employee reference requests should be forwarded to Human Resources; only authorized members of management or Human Resources may provide this information. When NASDA is contacted for a reference check or employment verification, generally only positions held, and dates of employment will be confirmed. In some circumstances eligibility for rehire may be provided as well.

Job Transfers

NASDA aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Management reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of NASDA.

Hiring of NASS or Former Federal/State Employees

Employment of active NASS employees as NASDA enumerators is not permitted. Federal and state employees not working for NASS may be hired by NASDA provided there is no conflict of interest.

Employment of Relatives

NASDA allows the employment of qualified relatives of employees, as long as the employment of those relatives does not create actual conflicts of interest. Employees who are family members may not work in the same chain of command. NASDA understands family members to be defined as an employee's parent, child, spouse, brother or sister, cousin, grandparent, uncle or aunt, or any other step relationship in one of the prior categories.

Employees who are related may not, under any conditions, even temporarily, have power or influence over the benefits, wages, hours, or other terms of a relative's employment.

Whenever it becomes appropriate to do so, employees must disclose changes in their personal situations, which may be covered under this policy. Employees who become married while employed with NASDA or begin living with another employee must also disclose this change in status immediately and will be treated in accordance with this policy.

NASDA wishes to protect employees by ensuring effective supervision, fairness, and internal discipline to promote employee morale in the workplace. Employees are expected to use their good judgment and common sense when considering commencing a relationship with another employee or suggesting to a relative to apply to work at NASDA.

EMPLOYMENT AT NASDA

At-Will Nature of Employment

Employment with NASDA is on an “at-will” basis. This means that you or NASDA may end the employment relationship at any time and for any lawful reason. Oral promises of employment or conditions of employment are not permitted or honored. The “at will” relationship may be changed only in a written contract signed by the CEO.

Similarly, this Handbook does not create any contractual obligation on the part of NASDA or in any way indicate that termination will occur only for “cause.” Statements of specific grounds for termination discussed in the Handbook or in any other NASDA documents are examples only, not all-inclusive lists, and are not intended to restrict the right of NASDA to end the employment relationship for any lawful reason.

Employment Classification

NASDA has established the following employee classifications for compensation and benefit purposes only. An employee’s Manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Part-Time Employee

An employee who is scheduled to work less than 40 hours in a work week and may be eligible for some benefits.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of NASDA are non-exempt.

Personnel Records

NASDA maintains employment records for each employee while they are actively employed. These records may include personnel files, attendance records, I-9 documentation, and medical or benefits-related files, as required.

Employees are responsible for updating their personal information in iSolved (e.g., address, phone number, legal name) to ensure that records are accurate and up to date.

NASDA takes reasonable precautions to protect personnel records and safeguard employees’ personally identifiable information. Access to these files is limited to individuals with a legitimate business need.

Employees may view their own personnel information through the iSolved system. If an employee

wishes to review additional records not available in iSolved, they may submit a written request to their Manager or Human Resources. The request will be documented in the employee's file. However, NASDA reserves the right to withhold certain information or to prevent review of certain information in an employee's file if the information was given in confidence, with an expectation of non-disclosure, refers to other employees, contains medical information, or is otherwise deemed unsuitable for review or inspection.

Keeping your personnel file up-to-date impacts pay, deductions, benefits, and other matters. You should update most of your personal information through the employee self-service portal. If you have a change in any of the following items, please be sure to email your updated information to your Manager:

- Legal name
- Person to call in case of emergency
- Military or draft status

CONDUCT AND BEHAVIOR

General Conduct Guidelines

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and NASDA as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of respondents or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Company property.
- Sharing or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to respondents or employees.
- Falsifying or changing any type of Company, respondent, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of NASDA, a respondent, or an employee.
- Taking or giving bribes of any nature.
- Entering Company premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Company business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Company premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects NASDA services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a Coach, Trainer, Manager or Associate Director; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Recording time for another employee or having time recorded by another employee.
- Use of alcohol or illegal drugs during working hours or working under the influence of intoxicants.
- Unauthorized possession of a weapon while working.
- Illegal gambling while working.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of

business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess.

Sexual and Other Unlawful Harassment

NASDA strictly prohibits discriminatory, harassing, or retaliatory behavior by coworkers, leaders, Managers, owners, and third parties, including customers or clients both in the workplace and off the premises, including at social activities sponsored by NASDA. NASDA takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly investigate when warranted.

NASDA is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are, so employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

Anyone who witnesses or becomes aware of behaviors based on any of the above factors, including sexual assault, should document it. This conduct should be reported to the parties listed Complaint Procedure policy.

Harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion to an employee because of race, color, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, pregnancy status, AIDS/HIV status, medical condition, political activity or affiliation, status as a victim of domestic violence, assault, or stalking, or status as a covered veteran and any other protected characteristic in accordance with applicable federal, state and local laws, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual's employment opportunities.

Employees should refrain from activity such as verbal abuse, including slurs, and stereotyping; offensive jokes and comments; threatening, intimidating or hostile acts; displaying or distributing offensive materials, writings, graffiti, or pictures; and other similar activities. The following are examples of harassment; behaviors not in this list may also be considered harassment:

- unwelcome sexual advances.
- requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting him or her; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between individuals of the opposite or same sex.

Employees should refrain from activities such as:

- physical conduct that is sexual in nature.
- sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- repeated unwelcome requests for a romantic relationship.
- displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning, or pornographic; and
- other similar activities.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All Managers are responsible for:

- Implementing NASDA's harassment policy.
- Ensuring that all employees they supervise have knowledge of and understand NASDA policy.
- Reporting any complaints of misconduct to the designated company representative so they may be investigated and resolved internally.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace – whether directed at them or another employee – are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment Complaint Procedure

Employees are encouraged to use the Complaint Procedure to report behavior that they feel is harassing, whether that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

NASDA considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a supervisor or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

Complaint Procedure

NASDA encourages employees to promptly share workplace concerns so they can be addressed fairly and respectfully. Complaints may be raised verbally or in writing to the employee's Coach, Manager, Associate Director, or Sr. Director, depending on who is involved. Concerns involving harassment, discrimination, or retaliation must be reported immediately to NASDA Human Resources. Managers and supervisors will listen, gather relevant information, and work toward resolution, typically within 3–10 business days. Employees will receive a written summary of the outcome and may escalate the matter if not satisfied. All complaints are handled as confidentially as possible, and retaliation is strictly prohibited. Full Complaint Handling Guidelines are available on the NASDA website or from your Manager upon request.

Corrective Action Policy

NASDA has established rules pertaining to employee conduct, performance, and responsibilities so that all employees can conduct themselves according to certain rules of good behavior and conduct. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards NASDA has established to achieve our mission. Reasonable rules concerning the personal conduct of employees are necessary if NASDA is to function safely and effectively. Employees will be kept informed of changes by their Manager.

NASDA believes that employees want to, and will, do a good job if they know what is required to perform their jobs properly. Managers are responsible for ensuring that employees know what is expected of them in their jobs. Further, it is company philosophy that employees are given ample opportunity to improve their job performance in most circumstances.

For certain conduct or performance-related issues, NASDA may elect to utilize one or more of the following means to influence an employee to change a behavior and attain a fully acceptable level of conduct or performance: counseling, written warning, suspension and/or involuntary termination of employment.

Generally, unexcused absence, tardiness, unprofessional conduct, insubordination, misrepresentation of facts, falsification of records, misuse or theft of company property, violation of NASDA policies, or failure to meet the requirements of the job are just some of the examples of behavior which may result in disciplinary action. This list, however, is not exhaustive and any other type of irresponsible, inappropriate, or unacceptable behavior may also result in discipline up to and including involuntary

termination of employment.

Degrees of corrective action are in most cases progressive and are used to ensure that the employee has the opportunity to correct his or her performance but may vary depending on several factors. The goal is to improve and prevent a recurrence of undesirable behavior and/or performance issues. There is no set standard of whether or how many verbal warnings must be given prior to a written warning or whether or how many written warnings must precede suspension or involuntary termination of employment.

Factors to be considered are:

- the seriousness of the offense,
- how many different offenses are involved
- the time interval and employee response to prior disciplinary action(s),
- and the previous work history of the employee

Corrective action may call for any of four steps:

1. Verbal warning,
2. Written warning,
3. Suspension with or without pay,
4. Termination of employment

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed, as determined in NASDA's sole discretion.

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, or any other offense deemed by NASDA management to be serious, involuntary termination of employment may be the first and only corrective action step used. Any step or steps of the corrective action process may be repeated or skipped at the discretion of NASDA after investigation and analysis of the total situation, past practice, and circumstances.

PERFORMANCE EVALUATIONS

Enumerators, Coaches, Trainers and Managers will participate in an annual evaluation with their direct supervisor which may be the Manager or Associate Director. Reviewees should take an active role in the evaluation process by identifying strengths and areas for improvement. Reviewers will provide both comparative data and suggestions on how to improve or maintain performance. The annual evaluation is a time to set realistic goals for the future.

Performance Awards

Performance awards recognize NASDA staff that have shown outstanding performance. Performance awards are at the sole discretion of NASDA.

SAFETY & HEALTH

General Safety & Security

NASDA employees should inform their Manager regarding concerns or complaints about working conditions. Managers are authorized to remedy those matters within their areas of responsibility. Matters outside their areas of responsibility should be addressed with the Associate Director. Employees are encouraged to suggest ways to eliminate or correct the issues they have identified. Employees are responsible for complying with the safety and health procedures of the work areas to which they are assigned.

NASDA will provide general and survey specific safety training for NASDA employees during survey training. If safety is ever in conflict with survey procedures, stop the survey immediately and report the situation to your coach and/or Manager

Emergency Contact

In the case of emergency or personal injury, enumerators must call their Manager and/or coach. Managers and Coaches should notify the Associate Director ASAP. All employees should have an updated Emergency Contact on file in iSolved.

Drug-Free Workplace

NASDA strives to provide a safe work environment and encourages personal health. NASDA considers the abuse of drugs or alcohol on the job to be an unsafe and counterproductive work practice.

Alcoholism and Other Addiction Disabilities

Any employee who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Employees that self-identify as being alcoholic or having other addiction disabilities will first be informed their rights under federal and state laws.

Prescription Drugs

During work hours and activities no prescription drug can be used by any person other than the person for whom the drug is currently prescribed by a licensed medical practitioner, and may be used only in the manner, combination and quantity prescribed. Any employee whose abuse of prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance may be subject to corrective action up to and including involuntary termination of employment.

Illegal Drugs

The use of an illegal drug or controlled substance, the possession of same, or being under the influence of the same during working hours or activities may be subject to corrective action up to and including involuntary termination of employment. The sale, trade or delivery of drugs or controlled substances by

an employee to another person on NASDA premises or during work hours may be subject to corrective action up to and including involuntary termination of employment and may be referred to law enforcement authorities. Any employee whose use of abuse of illegal or legal drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance may be subject to disciplinary action up to and including involuntary termination of employment.

Duty to Report

Employees must notify your Associate Director of any criminal drug statute conviction for a violation occurring while on-the-job within five (5) days of the conviction.

Within thirty (30) days of receiving this notification, NASDA will take appropriate action against such employee, up to and including termination of employment. At its discretion, NASDA may require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

If it is determined that any employee has willfully failed to disclose any criminal drug statute conviction for a violation occurring while on-the-job, such employee shall be immediately terminated.

Pregnancy Rights Notice

Please see your state addendum to this handbook regarding protections under the law in the state in which you work.

Injury and Accident Response and Reporting

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available management representative, including a coach or Manager. Employees should render any assistance requested by that management representative. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to their Manager within 24 hours. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by NASDA Headquarters, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. When answering an investigatory question by law enforcement or fire officials it is strongly advised to never admit fault for personal injury or property damage.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, NASDA has an independent interest in making its facilities a safe and healthy place to work. NASDA recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a Manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Workers' Compensation

NASDA carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Company personnel or Company documents. In the case of any discrepancy, the insurance carrier's documents will control.

Unemployment Compensation

Eligibility for unemployment benefits is determined by the state or local law. All employees are covered by unemployment insurance, the complete cost of which is paid by NASDA through employer taxes.

Workplace Violence Prevention

NASDA is concerned about the well-being and personal safety of its employees and anyone doing business with NASDA. NASDA consequently has adopted this policy, which strictly prohibits workplace violence. Acts of violence and/or threats of violence, whether expressed or implied toward individuals in the NASDA workplace, are prohibited and will not be tolerated. All reports of incidents will be taken seriously and will be addressed appropriately. All employees, contractors, vendors, and visitors to NASDA should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of NASDA.

Workplace violence is any conduct that is severe, offensive, or intimidating enough to make an individual reasonably fear for his/her personal safety or the safety of family, friends, or property. Examples of workplace violence include, but are not limited to, threats, or acts of violence or behavior that causes a reasonable fear or intimidation response and that occurs:

- On NASDA premises, no matter what the relationship is between NASDA and the perpetrator or victim of the behavior
- Off NASDA premises, where the perpetrator is someone who is acting as an employee or representative of NASDA at the time, where the victim is an employee who is exposed to the conduct because of work for NASDA, or where there is a reasonable basis for believing that violence may occur against the targeted employee or others in the workplace.

NASDA resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. NASDA treats threats coming from an abusive personal relationship as it does other forms of violence. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to your Manager who will report it to the Associate Director.

When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform your Associate Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns about intimate partner violence. NASDA will not retaliate against employees making good-faith reports.

NASDA will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. NASDA will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. NASDA encourages employees to bring their disputes to the attention of their Managers before the situation escalates. NASDA will not discipline employees for raising such concerns.

Adverse Weather Conditions

NASDA understands that NASDA's workflow is likely to experience delays as a result of severe inclement weather or other non-weather-related emergencies. To the degree practical in these unanticipated situations, you are asked to do your best to ensure that survey work continues to move forward. Within the bounds of your role and available capacity, NASDA asks you to do your best to maintain NASDA's professional obligations and interactions in meeting survey deadlines. Employees should use their best judgment, within reasonable safety considerations. If you are not sure what to do, please contact your Manager or Coach.

Safe Driving

While driving their own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

Vehicle Safety

Employees should take all steps to ensure their vehicles are as safe as possible and ensuring that vehicles are properly maintained. NASDA will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

If an employee is involved in a car accident while on duty, the employee is to immediately stop the vehicle at the scene of the accident, or as close to it as possible, without obstructing traffic. Employees are to inspect their own health and, if uninjured, assess whether the other involved parties are injured. If needed, employees are to call for emergency help and then immediately contact their Manager. In non-emergency situations, employees should call local law enforcement as soon as possible and fully cooperate with them once they arrive to the scene of the accident.

Employees are to gather the following information from all other parties involved in the car accident:

- Details of the other vehicle(s) and registration number(s);
- Name(s) and address(es) of the other vehicle owner(s) and driver(s);
- Name(s) and address(es) of any witness(es); and
- Name(s) of insurer(s).

Employees are to give the following information to all other parties involved in the accident: employee name, employer name and vehicle insurance information.

Employees should complete and sign all state required forms when a motor vehicle accident occurs. Additionally, employees should work with their Manager to ensure that all forms are completed within 10 days.

When the insurance companies involved have determined liability and have announced their intention concerning the claims, employees should pass this information onto the Manager. If a notice of involvement in a civil suit for property damage, personal injury, or death as a result of such accident is served at a later date, notify your Manager immediately.

Firearms

The possession of firearms by NASDA employees during work hours or on NASDA premises is prohibited unless otherwise allowable under applicable law.

WORKPLACE GUIDELINES

Working Hours

Due to the nature of enumerator's work, schedules are intermittent and will not have regular hours. Weather, seasonal farm responsibilities, holidays, and community functions can all affect the hours you will be working. These factors typically result in part-time hours, occasional long hours, and periods during which no hours will be worked.

You will be assigned work dependent on the size of the NASS-assigned survey sample, the location of the sample, whether a visit is necessary, the time allowed to collect the data, and the methods used to collect it. These variables are based on survey requirements and budgeting limitations of NASS and are outside of NASDA's control. Since most survey samples are a random selection of farm operators in the state, Managers generally do not know in advance the exact number of contacts in their assigned area.

Enumerators, Managers, trainers and coaches may not exceed 375 hours per calendar quarter and a maximum of 1500 hours annually.

Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

Breaks for Nursing Mothers

NASDA is committed to protecting the rights of employees who are breastfeeding or expressing milk. In accordance with the Fair Labor Standards Act, NASDA provides unpaid breaks and a place for full-time employees who are nursing mothers to express breast milk. The breastfeeding employee must notify, in writing, the NASDA's NASS Program Associate Director that she intends to breastfeed her child. A private space will be provided free from the intrusion of co-workers and the members. Space and breaks will be provided for up to one (1) year after each child's birth.

Meal & Rest Breaks

It is NASDA's policy to comply with all laws regarding meal and rest breaks. If you work in a state that requires specific meal and rest break periods that information will be included in the addendum for your state.

If an employee works in a state where there are no applicable meal or rest break requirements, NASDA will provide break time as appropriate, subject to operational needs and Manager discretion. NASDA does not contract to provide such break time in these states.

Rest breaks of short duration (lasting between five and 20 minutes) will be counted as "hours worked" and paid accordingly. Meal breaks lasting 30 minutes or more are not considered "hours worked" for purposes of federal law and will not be paid for nonexempt employees.

Employees must be completely relieved from work duties during any unpaid meal breaks.

Attendance and Tardiness for National Data Center Employees

All data center employees working remotely will submit a schedule to the NASDA Management Team. When submitting this schedule employees are expected to work at least 9 hours per week when work is available. All employees should be signed on and ready to call by the start time indicated on their submitted schedule. Employees are responsible for taking breaks during their scheduled work shift according to their respective state laws. All employees should closely monitor in iSolved the NASDA rules for hours worked: 375 hours per quarter and 1,500 hours per calendar year. Timesheets should be completed in iSolved at the end of each shift. Start and end times should reflect the times you began and ended work.

If you are unable to work a scheduled shift, you must contact your assigned coach via e-mail. If notification is not provided it will be documented as an unexcused absence.

If adjustments in work schedules are needed contact your assigned coach via e-mail or as designated. Enumerators are not allowed to work outside of scheduled shifts unless approved by a coach.

Social Media

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or NASDA's legitimate business interests—including its reputation and ability to successfully complete the mission—may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward respondents, employees, or other people or organizations affiliated with NASDA. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about NASDA or anyone associated with it, including fellow employees and clients. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain confidentiality. Private and confidential information includes, but is not limited to, respondent lists, financial data, and private personal information about other employees or respondents that they have not given the employee permission to share.

Representation of NASDA at External Engagements

NASDA recognizes and respects that employees pursue a variety of interests both personal and professional. Whether it's volunteering at a hospital or speaking to a group of one's professional peers, these activities can be rewarding and have a positive impact on many communities. NASDA encourages employees to participate in these types of activities that will bring them personal and professional fulfillment.

Professional Engagements

Employees are expected to respect NASDA's mission and reputation when engaging in external professional activities that identify, either directly or indirectly, the employee as a NASDA employee. Employees should not, unless expressly authorized, make any statements, speeches, or appearances outside of NASDA that could reasonably be considered to represent the views of NASDA.

Political Activity & Views

When speaking in a public forum, employees should exercise care to refrain from any overtly partisan comments and/or avoid any comments which could be misinterpreted as partisan, as these will be construed to be representative of NASDA's views. Personal views and political philosophies should not be expressed when acting in an official capacity. NASDA employees have the right to engage in any political activities they so desire, while on their own time. No political activities unrelated to official NASDA business may be conducted at the NASDA office or using NASDA supplies or equipment.

Outside Employment

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their Manager in writing. The notice must include the name of the company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

For the purposes of this policy, self-employment is considered outside employment.

Integrity and Business Ethics

The successful operation and reputation of NASDA depends on the principles of fairness and the ethical conduct of our employees. NASDA, its employees, and vendors will comply with all applicable laws and regulations, company policies, and community and industry standards. Employees must conduct business in accordance with the letter, spirit and intent of all applicable laws and policies, and refrain from any illegal, dishonest or unethical conduct. In general, the use of good judgment will provide proper guidance. However, if a situation arises where it is difficult to determine the proper course of action or an employee feels he or she is being instructed or pressured to act improperly, the matter should be discussed with your Associate Director.

Whistleblower Policy

NASDA wishes to maintain the highest standards of ethical and professional conduct, comply with all legal and regulatory obligations, and ensure proper attention is devoted to all allegations of misconduct. NASDA is committed to the thorough investigation and prompt remediation of any ethical concerns and compliance problems. Employees are required to report any suspected fraud, theft, waste or abuse, or other dishonest conduct. An employee who participates in an unethical practice or violation of applicable laws and regulations, and/or has knowledge of but does not report such unethical practice or violation will be subject to disciplinary action up to and including involuntary termination of employment. Note that there are many concerns or issues that, although they may warrant reporting to management, do not rise to the level of fraud.

Employees who are concerned about observed or suspected violations of NASDA's policies, ethical standards, or legal and regulatory obligations, or employees who believe that they have been asked to engage in an activity that is contrary to them, should bring it to the attention of your Manager or Associate Director if the concerns are related to your Manager. Every reasonable effort will be made, consistent with law and NASDA policy, to maintain the confidentiality of any individual who reports a violation or suspected violation in good faith and to protect the individual from retribution.

NASDA expressly prohibits any form of retaliatory action against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, after investigating a complaint, NASDA finds that the complaint is not genuine or that an employee has provided false information about the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Conflict of Interest

NASDA employees and members of their household are expected to be free of interest or relationships that are actually or potentially detrimental to the best interest of NASDA and shall not participate in any transactions involving NASDA in which they have, or a member of their household has a significant undisclosed personal, professional, or financial interest. A conflict of interest may also occur if an employee's outside of work interests or activities interfere with or conflict with, or cause the appearance of conflict, with the employee's execution of NASDA business.

Individuals who represent NASDA must be beyond reproach in all business and professional transactions and should not allow themselves to be put into a position where their judgment can be influenced or questioned because of an actual or apparent conflict of interest. Business dealings with outside firms must not result in unusual gains for those firms or for NASDA employee. Unusual gain refers to payments, kickbacks, bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the outside firm, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require the written approval of the CEO.

An actual or potential conflict of interest also occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative as a result of a NASDA business dealing or agreement with NASDA. Personal gain may result not only in cases where an

employee or relative has a significant interest in a firm with which NASDA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving NASDA. For the purposes of this policy, a relative is any person who is related by blood, marriage, or legal custody, or whose relationship with the employee is similar to that of persons who are related by blood, marriage, or legal custody (including those with whom one has a "committed relationship," those for whose financial support the employee is responsible).

No presumption of conflict of interest or guilt is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose this information to the CEO as soon as the existence of any actual or potential conflict of interest is identified. This will help ensure that safeguards can be established to protect all parties.

Conflicts of interest may also arise through involvement with other companies or groups that may have business interests similar to NASDA. Care should be exercised in discussing specific details of NASDA plans or its products and services in such cases. Staff should consult with your Associate Director to discuss specific cases.

Confidentiality

Our members and associates entrust NASDA with important information. The nature of this relationship requires the maintenance of confidentiality. In safeguarding the information received, NASDA earns the respect and further trust of our members and partners.

During your employment with NASDA, you may be exposed to confidential information about NASDA, our stakeholders, and our vendors. You must not, directly, or indirectly disseminate, make available or disclose any confidential information or proprietary data of NASDA, unless and only to the extent such release or disclosure is required for a business purpose, or has been approved by your Associate Director. Your employment with NASDA assumes an obligation to maintain confidentiality, even after you leave our employment.

For purposes of this policy, "confidential information or proprietary data" means information and data prepared, compiled, or acquired by or for individuals during or in connection with an individual's employment with NASDA (including, without limitation, information belonging to or provided in confidence by any individual, supplier, trading partner or other person or entity to which the individual had access by reason of an individual's employment with NASDA) which is not generally known by and available to the public or which could be harmful to our mission if disclosed to persons outside of NASDA. Such confidential information or proprietary data may exist in any form, tangible or intangible, or media (including any information technology-related or electronic media) and includes, but is not limited to, the following information of or relating to NASDA, our stakeholders, or our vendors:

1. Business, financial, and strategic information.
2. Organizational and operational information.
3. Membership and employee personal information.

4. Any data collected under federal cooperative agreements.
5. Advertising, marketing, and sales information.
6. Technical information.
7. All processes, designs, discoveries, inventions, computer programs, trade secrets, concepts, writings, or improvements by an individual performing work for NASDA, alone or jointly with others, which are produced either directly or indirectly as a result of employment with NASDA will seek appropriate patents, copyrights, trademarks, rights, or interests.

Information is not considered confidential if it is publicly known.

Survey Data

The need for integrity, reliability, and impartiality in agricultural estimates is critical to the NASDA/NASS Program mission. The law guarantees respondents that the information they provide about their operations will remain confidential. Because NASDA enumerators and management interview farmers, ranchers, and businesses about confidential matters, NASDA employees are required to sign a statement certifying that they will maintain confidentiality.

This confidentiality policy is the foundation for the collection of accurate information on sensitive questions. NASDA enumerators, coaches, Managers and trainers are working with the public trust when they obtain information from respondents. The information obtained from respondents is solely for statistical purposes under the guidelines of the survey.

As a NASDA enumerator, before you do your first interview, you must read and sign a Certification of Confidentiality & Motor Vehicle Insurance Form in iSolved. You must be recertified each year prior to being assigned work.

Enumerators who willfully disclose confidential information are subject to \$1,000 in fines and/or up to one year imprisonment and will be immediately dismissed as a NASDA employee (CIPSEA: Title V of E-Government Act of 2002, Public Law 107-347, Section 513. Fines and Penalties).

NASDA enumerators and management must remember the following guidelines on confidentiality:

- All survey information collected by NASDA employees is confidential
- No information obtained as a result of the interview and survey process can be used either to the detriment of the respondent or the benefit of a NASDA employee
- NASDA employees shall not disclose the identity of respondents to anyone other than NASS or NASDA employees. [For example: Enumerators must not relate to a respondent that a specific neighbor or operator has or will be interviewed. Conversely, relating that all operators within an area frame segment have been selected does not violate confidentiality guidelines. The issue is one of individual privacy.]
- Names, addresses, telephone numbers and data gained during the interviewing process are the property of NASS and may not be used for solicitation purposes following the survey.
- Enumerators may not discuss with any person outside of NASDA or NASS any information obtained during an interview.
- Enumerators may not keep copies of completed questionnaires or any proprietary information supplied by NASDA or NASS.
- Enumerators may not keep records on the respondents whom they survey, with the exception

of operator location and directions.

- Enumerators must follow the disposal instructions for each survey for any remaining listings, labels or other material containing names and addresses at the end of each survey.
- NASDA employees must not leave completed questionnaires, forms, or CAPI devices where others may see or use them.
- NASDA employees must not allow anyone not working for NASDA or NASS (including spouses and family members) to be present when conducting an interview without the respondent's permission.

In summary, all information gathered by NASDA employees in the survey process may not be shared with others and must be sent to the NASS office or as requested. With the exception of operator location and directions, enumerators are not to keep personal records on operators or survey results.

Ownership of Work Materials

All work performed in the course of employment with NASDA is exclusively for the benefit of NASDA. NASDA shall own all rights to any product, outcome, service, report or other materials developed by any employee and may make any use or nonuse of such works without further payment or obligation to the employee. If an employee leaves NASDA, he or she cannot use, sell, and/or distribute, repackage, or recreate any products or materials developed for NASDA. NASDA also retains full ownership of all stakeholder data, including stakeholder lists.

Survey data specifically collected for NASS is exclusively for the benefit of NASS. NASS shall own all rights to such data.

Authorized NASDA Representation

Enumerators and management must display NASDA identification while on NASDA business. NASDA identification is not to be displayed at any other time. Enumerators and management may only hand out NASDA approved business cards or literature furnished by NASDA when working for NASDA.

Only NASDA employees may complete survey assignments. Survey assignments may not be delegated to or completed by anyone (including relatives) other than a NASDA employee and only then with the permission of a NASDA Manager or coach.

USDA-NASDA Technology

Technology is central to the day-to-day operation of NASS and NASDA. To provide services and support its mission, NASS must ensure the availability, integrity, confidentiality and security of its information systems and data. Employees, vendors, and other people who use NASS's systems have a crucial role in the safe and secure operation of the network and computing resources provided for running the organization.

General Notice of Privacy

All NASDA-supplied technology and related work records belong to either NASS or NASDA and not to the employee. NASS and NASDA routinely monitor the use of company-supplied technology. Inappropriate

or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Restriction on Employee Access

No employee may access another employee's equipment or accounts without prior authorization from either the employee or an appropriate NASDA official. This rule will be strictly enforced and an employee who accesses another employer's computer or stored computer files without authorization is subject to corrective action up to and including involuntary termination of employment.

Use of NASDA and NASS Equipment

The primary purpose of equipment and systems provided by NASDA or NASS is for use in conducting business. Employees may not use them for non-business purposes. The following guidelines should be strictly adhered to:

- Employees may not send, copy, download, upload, leave on an employee's voicemail, or receive any materials such as messages, jokes, or cartoons that are pornographic, obscene, defamatory, hateful, reckless, maliciously false, offensive, or derogatory with respect to any person's protected characteristics or which is intended to harass, annoy, threaten, or intimidate any employee or any other person or which violates any other company policy.
- Employees may not use the internet to distribute copyrighted material unless licensed to do so by the copyright holder.
- Employees may not use the internet or office phones to engage in any activity that violates any federal, state, or local law or regulation or that violates any company policy.
- Employees may not use the internet or office phones in any way that could subject NASDA, management, or employees to civil or criminal liability.
- Employees may not use the internet or office phones to engage in gambling of any form.
- Employees may not use NASDA equipment or systems to conduct job searches or to engage in personal business or commercial activity or business or commercial activity on behalf of a person or entity other than NASDA.
- Employees should not delete files from NASDA's computer facilities, including program files, unless directed to do so by the CEO.
- Employees may not perform acts that waste computer resources or unfairly monopolize resources in a way that unreasonably and adversely affects other employees. These acts include, but are not limited to, spending excessive amounts of time on the Internet, playing computer games, or otherwise creating unnecessary network traffic.

Employees who have given notice that they are leaving NASDA are not permitted to delete any NASDA data without first obtaining approval from their Manager or Associate Director.

Use of Care and Equipment

All employees are expected to demonstrate proper care when using NASS or NASDA's property and equipment.

COMPENSATION & SALARY ADMINISTRATION

Pay Schedule

The standard seven-day payroll workweek for NASDA will begin at 12:00 a.m. Sunday.

All enumerators are paid on a bi-weekly basis. Payday is the Friday following the end of the pay period.

If a regularly scheduled payday falls on a bank holiday, employees will receive pay on the last day business day before the regularly scheduled payday. If the employee is not signed up for direct deposit, a check will be mailed to the employee.

NASDA encourages employees to use direct deposit. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to NASDA. Employees will receive an itemized statement of wages when NASDA makes direct deposits.

Direct Deposit

NASDA engages a third-party vendor to process employee payroll by direct deposit. To receive direct deposit, employees must enter their banking information in the online employee payroll website, iSolved. Payment is transferred on payday. Physical checks for enumerators not providing direct deposit information are mailed from Payroll Network the day after payroll processes. NASDA strongly encourages all employees to enroll in direct deposit as checks are often lost or delayed in the mail. Checks mailed but not received will be voided and reissued with the next payday.

Enumerators may view check stub information including the amount of gross pay, reimbursements, and net earnings through iSolved.

Enumerators should contact their Manager regarding any payroll questions. Changes in direct deposit accounts must be made several days in advance of payment to avoid disruption. All changes are made using iSolved. If direct deposit or address changes are not submitted ahead of time and payment is returned to NASDA, payment will be re-issued with the next payroll date. Managers will work to resolve payroll issues.

Timekeeping

iSolved is the official record of your hours worked. An electronic timesheet must be completed **daily** to include any work within the given pay period including notes regarding the day's work. Time for lunch and personal business must not be entered. Enumerators are responsible for completing their own timesheets. No one may complete your time sheet for you. All enumerator timesheets are to be reviewed and electronically approved by their Manager.

The project code to be used for each survey is supplied by your Manager. After completing your Time, Mileage and Expense entries for the week, review it to confirm that all necessary entries have been made on each line.

It is each enumerator's responsibility to make sure timesheets are entered and verified on time. Timesheets turned in late create unnecessary difficulty in processing and managing the payroll system. Enumerators will be evaluated on how well they prepare and submit their timesheets.

Reporting Time Pay

Please review the state addendum to this handbook for policies that are specific to the state in which you work.

Day of Rest

Please review the state addendum to this handbook for policies that are specific to the state in which you work.

Travel Time

Enumerators will be paid for travel time in accordance with NASDA policy and with federal and state wage and hour laws. Employees who have questions about how to record their travel time on their timesheet should contact their Manager.

Overtime Pay

Enumerators may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. **All overtime work must receive Managers' prior authorization.**

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Please review the state addendum to this handbook for policies that are specific to the state in which you work.

Pay Deductions

NASDA is required by law to make certain deductions from an employee's paycheck each pay period. Among these deductions are federal and other applicable income taxes and social security. These deductions will be itemized on the check stub together with any additional voluntary deductions authorized by the employee. NASDA will not make any unauthorized deductions from employee paychecks.

NASDA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs if eligible.

Certain states have regulations regarding Payroll Deductions. Please review the state addendum to this handbook for policies that are specific to the state in which you work.

Employees who have questions concerning any deductions made from their paycheck or how they were calculated should contact their Manager.

Errors in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform your Manager immediately. They will take the necessary steps to research the problem and to assure any necessary correction is made properly and promptly.

Pay Upon Termination

Your last paycheck will be issued on the regular payday following your last day of employment unless state law requires otherwise.

Business Expenses

Travel

When attending survey training workshops, enumerators traveling a distance of less than 30 miles one way, will be expected to commute. Seasonal weather hazards may be an exception to this rule as determined by the Associate Director. If you are required to fly to national or regional training workshops, you will be reimbursed for airfare, mileage round trip to the airport, plus parking, bus fare, taxi fare, or other charges for ground transportation. Airfare and other expenses must be pre-authorized and pre- approved prior to booking.

Hotels

Generally, an enumerator's work assignment will be in their home area. If an enumerator must be away overnight for a work assignment, a pre-determined per diem will be reimbursed to the enumerator as an allowance for lodging, food, and other incidentals.

If it is necessary to be away overnight while attending state, regional, or national training workshops, travel expenses and per diem will be based on the time of leaving and returning home. Headquarters will usually reserve and pay for rooms under contract, billed to a master account and paid by NASDA. The enumerator will be responsible for paying any room service or incidental charges such as tips, laundry, and telephone calls.

If the cost of hotel rooms is not paid under a contract, each NASDA enumerator will pay for their own lodging and claim reimbursement for the expenses electronically on their timesheet.

Spouses and other family members are permitted to accompany enumerators to the training workshops (spouses, family members and others, however, are not covered by NASDA's Workers' Compensation insurance at any time). When this occurs, the employees must pay and will not be reimbursed for the difference in cost between the single and double sleeping room charge.

Advance of Funds

If the purchase of a transportation ticket presents a hardship, an advance of funds may be requested. A request for an advance should be made to the Manager at least two weeks prior to the date the funds are needed. The request should be emailed and include name, address, cost of ticket, time and points of travel, and other pertinent information related to the scheduled trip. If the request for advance is approved, the advance may be requested through iSolved.

Enumerators are required to provide receipts for the tickets purchased with advanced funds to the Manager as soon as the ticket is purchased. These costs should not be entered in iSolved as they have already been paid. However, costs for lodging, per diem, and other expenses not advanced should be recorded in iSolved.

If the travel advance is less than the actual purchase price of the ticket, the difference may be claimed on the electronic Time, Mileage and Expense Sheet with an attached copy of the receipt. If the travel advance is greater than the actual purchase price of the ticket, the difference must be refunded through a personal check payable to "NASDA." The check and receipt should be mailed to NASDA Headquarters.

Process for Reimbursement

Employees should submit expenses and mileage through iSolved. Expenses must be completed for each calendar week in which you work. All employee expenses are to be reviewed and verified by a NASDA Manager. Expenses and mileage will be submitted with your timesheets. For more information on submitting timesheets and expenses, see the section on Timekeeping.

TIME AWAY FROM WORK

State Specific Leaves

Depending on the state you work in, you may be entitled to additional leaves not covered in this handbook. Please review the state addendum to this handbook for policies that are specific to the state in which you work

Military Leave of Absence

NASDA will comply with federal, state, and local law regarding military leave of absence and reinstatement to employment, including leave for employees who are members of an active reserve branch of the U.S. armed forces or National Guard, to comply with their military obligations. This time is granted in addition to the employee's regular annual leave time.

Advance notice of military service is required unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. During this period, the employee's credited service with the organization will continue to accumulate and he/she will be eligible for any re-employment rights in accordance with federal law.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with local, state, and federal law.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with federal and state law. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Family & Medical Leave (FMLA)

State Family Leave Laws

A number of states have a variety of leave laws that provide leave benefits in addition to Federal FMLA. Please review the state addendum to this handbook for policies that are specific to the state in which you work.

Federal FMLA

NASDA will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws have different names, NASDA refers to these types of leaves collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

Employee Eligibility

To be eligible for FMLA leave benefits, employees must: (1) have worked for NASDA for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) have worked at a location where at least 50 employees are employed by NASDA within 75 miles, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for FMLA leave, they should contact your Associate Director.

Reasons for Leave

Federal and state laws allow FMLA leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA leave, it is important to identify the purpose or reason for the leave. FMLA leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, or parent) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember," (Military Caregiver Leave).

Length of Leave

The maximum amount of FMLA leave is 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and (4) Military Emergency Leave. A rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Under this method, the 12-month period is measured backward from the day the employee uses any FMLA leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or by a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Using Leave

An employee does not need to use leave in one block. When it is medically necessary or NASDA otherwise approves, employees may take leave intermittently or on a reduced schedule. Employees on FMLA leave may be required to report periodically to NASDA regarding their status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned.

Employees must inform NASDA if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees may choose, or NASDA may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, they must comply with NASDA's normal paid leave policies.

Employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify their supervisor as soon as possible.

Notice and Certification

NASDA may require a certification from a health care provider, and periodic recertification, supporting the need for leave. If certification is requested, employees will have 15 days to provide it. If NASDA determines that the certification is incomplete, NASDA will provide a written notice indicating what additional information is required.

Employees do not have to share a medical diagnosis but must provide enough information so that NASDA can determine if the leave qualifies for FMLA protection. Sufficient information could include a doctor's note informing NASDA that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

If NASDA becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, NASDA will notify the employee if they are eligible for FMLA leave and, if eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, NASDA will provide a reason for ineligibility. NASDA will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt NASDA's operation. Please contact your Manager and Associate Director prior to scheduling planned medical treatment.

Compensation During Leave

Generally, FMLA leave is unpaid. However, employees may be eligible to receive benefits through state-sponsored programs or NASDA's sponsored wage-replacement benefit programs. Employees may also choose to use accrued paid leave, to the extent permitted by law and NASDA's policy. The use of paid benefits will not extend the length of FMLA leave.

Unless permissible under state law, employees are prohibited from working during FMLA for someone else while on NASDA's payroll during core business hours or any hours that might interfere with an employee's ability to get work done for NASDA.

Benefits During Leave

NASDA will not interfere with an employee's FMLA rights or retaliate against them for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees who believe they have not received the benefits to which they are entitled under FMLA are strongly encouraged to speak to another member of management or Human Resources for clarification or resolution. Failing that, an employee is able to file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private action. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Return From Leave

In order to return to work after a serious illness or injury (on or off the job), a healthcare provider must certify that the enumerator is in good health. This release should indicate any limitations the healthcare provider would put on an assignment workload. This release will be kept in a confidential medical file held separately from other employment files. The healthcare provider's release should be sent to your Associate Director for approval prior to the enumerator returning to work. Enumerators may not return to work without the approval of your Associate Director.

EMPLOYMENT SEPARATION

Resignation

If you wish to resign from your employment, NASDA requests that written notice is provided to your Manager by email. We ask that you give a minimum of two weeks' notice to ensure that any current work and projects are completed as much as possible and smoothly transitioned over to someone else at NASDA.

Involuntary Termination

All employment with NASDA is "at-will." This means that either NASDA or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and the President or CEO.

Return of NASDA Property

When an employee separates from service, the employee must return all NASDA-related information and property that the employee has in their possession, including without limitation, documents, files, passwords and electronic signatures, records, manuals, books, laptop computer, iPad, supplies, equipment, keys, ID cards, motor vehicle ID cards, corporate credit cards, and mobile devices. Each employee should work with their Manager to coordinate the return of their items.