

EMPLOYEE HANDBOOK

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WELCOME TO METRO WASTE AUTHORITY

Welcome to Metro Waste Authority. We are pleased that you are joining us, and we know your skills and talents will contribute directly to Metro Waste Authority's growth and success. We hope you will take pride in being a member of our team.

As an employee of Metro Waste Authority, you need to know what we expect from you and what you can expect from us. This handbook will give you that information by outlining our policies.

We believe that our employees are our most important assets, and our policies are designed to reflect this. Because of this, we encourage you to pass on your suggestions and ideas. The management team at Metro Waste Authority is eager to hear from you. We are committed to consistently reviewing and assessing our policies and procedures to benefit all of us.

We continue to work to create a workplace that achieves excellence in occupational safety, by employing a multifaceted, holistic approach that integrates the physical, social, and emotional needs of our employees.

Every employee is encouraged to be involved with the development, implementation, training, and continuous improvement of our safety program to foster a culture that establishes individual ownership for safety each day.

We expect each employee to take personal responsibility in three areas:

- Follow established safety rules and relevant regulations.
- Report and intervene to prevent workplace safety issues.
- Respect fellow workers and the communities in which we support.

This handbook will serve as a guide and reference throughout your employment here. If you have questions as you read this handbook, you are encouraged to discuss them with your supervisor or Human Resources.

We hope that your experience here at Metro Waste Authority will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Michael McCoy Executive Director

ABOUT THE EMPLOYEE HANDBOOK

This handbook is designed to familiarize you with Metro Waste Authority and helps to establish and communicate our company's culture, mission, vision, and values while giving employees a detailed overview of policies, procedures, guidelines, and employee benefits. It is presented as a matter of information only. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Metro Waste Authority to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Metro Waste Authority employs both union and non-union employees. In the event of a conflict between this handbook and the union contract, the union contract will prevail as it applies to positions covered by the union. Non-union employees are at-will employees. This means either the non-union employee or Metro Waste Authority can terminate the employment relationship at any time for any reason, with or without notice, warning, procedure, or formality. The current labor agreement and Metro Waste Authority Policies and Work Rules govern the employment relationship of union employees. Union employees' rights and obligations are also covered in the current labor agreement and Metro Waste Authority Policies and Work Rules.

No employee handbook can anticipate every circumstance or question about policy. As Metro Waste Authority continues to grow, the need may arise, and Metro Waste Authority reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Metro Waste Authority and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at Metro Waste Authority's sole discretion and without prior notice. Amendments to this handbook are official only if approved by the Executive Director. Metro Waste Authority will be referred to throughout the Employee Handbook as MWA or Agency.

COMPANY OVERVIEW

Established in 1969, Metro Waste Authority was designated to manage the landfill for the Polk County area after state law required all Iowa communities to properly dispose of their solid waste in a sanitary landfill. The agency now manages curbside recycling, garbage, and yard waste collection; provides safe hazardous waste disposal; and pilots new innovative programs to extend the life of the landfill and ensure optimal disposal of waste and recyclables through the following facilities:

- Metro Park East Landfill
- Metro Park West Landfill
- Metro Hazardous Waste Drop Off
- Metro Recycling Facility
- Metro Central Transfer Station
- Metro Northwest Transfer Station
- Central Office

Metro Waste Authority is the leader in environmental stewardship and cost-effective waste management. Metro Waste Authority is managed by an Executive Director and governed by a Board of Directors. MWA operates facilities and programs recognized for excellence at the state and national levels and is guided by the following philosophies.

Mission Statement

Metro Waste Authority provides answers for safe and smart waste disposal and recycling.

Vision Statement

“No Wasted Resources”

Our Promise

At Metro Waste Authority, we continually **evolve**, leading our industry and shaping our services with an eye on our vision “no waste resources.” Recognizing we are **better together**; we **team up** and **bring our best** to each challenge and opportunity. Count on everyone at MWA to **do what is right** and **offer a smile and willing hand**.

Values

Just as our individual values guide us in our personal life, the organization's values will guide us in our everyday work - in the way we treat each other, our customers and all those we interact with through our work at Metro Waste Authority. The values are as follows:

- Leadership - Set the example because everyone is a leader!
- Integrity - Always do what is right.
- Positivity - Bring your best to every task, every day and bring out the best in your colleagues.
- Innovation - Forge a new path and evolve!
- Teamwork - Collaborate because we know that together we will address opportunities and challenges!

Employees are expected to display these values each day while working at MWA.

LIVING OUR MWA VALUES



LEADERSHIP

Behaviors:

- Set the example.
- Everyone's a leader.

Questions:

- Do I celebrate others' successes?
- Do I show empathy toward others?
- Do I own and fix my mistakes without dwelling on them?
- Am I consistently living the Metro Waste Authority values?
- Do I approach my work with pride, understanding my job is essential to "No Wasted Resources"?



INTEGRITY

Behaviors:

- Always do what's right.

Questions:

- Can my co-workers and customers count on me?
- Am I respecting others despite differences?
- Am I honest, sincere and transparent in my actions and communications?



POSITIVITY

Behaviors:

- Bring my best to every task, every day.
- Bring out the best in my colleagues.

Questions:

- Have I considered how my attitude and actions affect others?
- Do my conversations support and build up my colleagues?
- Do I bring a glass half full attitude to my work?
- How can I make this project enjoyable and fun?
- Do I celebrate others' successes?



TEAMWORK

Behaviors:

- Collaborate!
- Together, we will address opportunities and challenges.

Questions:

- Am I open to all ideas?
- Am I sharing my ideas?
- Am I asking "who else needs to know"?
- Am I communicating all relevant information?
- Am I including the right people to get a variety of input from colleagues affected?
- Do I work to resolve conflict in a timely manner?
- Am I putting the team and organization's needs before my own?



INNOVATION

Behaviors:

- Forge a new path.
- Evolve!

Questions:

- Am I thinking outside the box?
- Are we challenging the norm?
- Will this move the industry forward?
- Am I seeking resources to better myself and applying them to my job?

BUSINESS CONDUCT STANDARDS

Equal Employment Opportunity

MWA's policy is to provide equal employment opportunities to all individuals without regard to race, religion, color, sex, sexual orientation, gender identity, age, national origin, disability, genetic information, veteran status, or any other protected characteristic as established by federal, state, or local law. This policy of Equal Employment Opportunity applies to all policies and procedures related to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. MWA will make reasonable accommodations, including modifications in policies and procedures in appropriate cases, for qualified individuals with disabilities, if it can do so without undue hardship.

Any employees with questions and concerns about any type of discrimination in the workplace should bring these issues to the attention of their supervisor, manager, or Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

Business Ethics and Conduct

The successful operation and reputation of MWA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of MWA is dependent upon our customers' trust and we are dedicated to preserving that trust. MWA will comply with all applicable laws and regulations and expects its board members and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the supervisor, manager, or Human Resources.

Compliance with this policy of business ethics and conduct is the responsibility of every MWA employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including termination of employment.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which MWA wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact a supervisor, manager, or Human Resources, with questions or for more information about conflicts of interest.

No employee shall accept or engage in any activity, business, or employment, either during or after working hours, that conflicts with MWA's interests. A conflict of interest occurs when there is a divergence between an employee's private, personal relationships or interests and their employment obligations such that an independent observer might question whether the individual's employment actions or decisions are determined by considerations of personal benefit, gain or advantage. Specifically, employees must refrain from business dealings with outside companies that may result in unusual gains for those firms or provide

personal benefits to the employee. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to benefit the employer, the employee, or both. An actual or potential conflict of interest 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 because of an MWA business dealing. For the purposes of this policy, a relative is any person who is related by blood or marriage (including in-law and 'step' relationships).

No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to MWA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Employees must discuss any potential conflicts of interest with the supervisor or manager as soon as the conflict or potential conflict is discovered.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a company with which MWA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealing involving MWA.

Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with MWA. All employees will be evaluated by the same performance standards and will be subject to MWA's scheduling demands, regardless of any existing outside work requirements.

The employee agrees to perform all duties assigned by MWA. During reasonable business hours the employee will devote their best effort and full attention to the performance of their job responsibilities and will render efficient services to MWA. If MWA determines that an employee's outside work interferes with performance or the ability to meet the requirements of MWA as requirements are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with MWA.

Outside employment that constitutes a conflict of interest is prohibited. Being engaged in for profit performing services that are similar to those offered by MWA, using similar skills as utilized while working for MWA, or providing a service that would be in direct competition with MWA while in the employment of MWA is also prohibited without approval of the Executive Director. Employees may not receive any income or material gain from individuals outside MWA for materials produced or services rendered while performing their jobs.

Non-Disclosure of Confidential Information

The protection of confidential business information is vital to the interests and the success of MWA. There is a need to safeguard the security of information, the disclosure of which could be detrimental to the Agency or customers. Employees are expected to store and dispose of confidential information in a secure manner and maintain, in strictest confidence, all confidential information learned in the course of employment, and they are prohibited from disclosing, using, or discussing any confidential information with any person outside the course of their employment.

Employees who are assigned personal access codes to work with systems that generate, store, or manage confidential information bear the responsibility for preserving the complete confidentiality of such codes to ensure against unauthorized use by any other person. Employees who negligently or intentionally share

their system passwords or accounts with anyone else for any reason will be held responsible for any actions resulting in misuse of the system by others.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. If, or when, employment ends at MWA, any confidential information an employee has must be returned and the information cannot be disclosed or used outside the Agency at any time.

EMPLOYEE POLICIES

Definitions

- Regular full-time employee: an employee who is normally scheduled to work at least forty (40) hours per week on a regularly scheduled basis and has successfully completed their probationary period. Full-time employees are eligible to receive all benefits provided in this handbook.
- Regular part-time employee: an employee who is scheduled to work an average of at least 20 hours per week but less than 40 hours per week. Part-time employees must consistently work an average of 20 hours per week over a 6-month period to be classified as Regular Part-Time. Employment classifications will be determined bi-annually and will be based on the average hours worked during the previous 6-month period. Regular Part-Time Employees are eligible for MWA's benefit package subject to the terms, conditions, and limitations of each benefit program. Benefits will be prorated for part-time employees.
- Temporary employee: an employee who is hired to work for a period of six (6) consecutive months or less. Such employees are hired for an intentionally limited time. Temporary employees are not eligible to receive benefits but are subject to the same work rules as all other employees.
- Seasonal employee: an employee who is hired for a season. Seasonal employees are not eligible for any benefits; however, seasonal employees are subject to the same work rules governing full-time employees. A seasonal employee does not become a regular employee by virtue of being employed longer than the agreed upon employment term.
- Exempt employee: a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation.
- Nonexempt employee: an employee who is an hourly employee and is covered by the provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

Employment Relationship

MWA strives to provide a workplace that is pleasant and productive, has good benefits, and offers interesting and challenging work. MWA chooses to hire specific employees because they have talents and skills that will help the Agency meet its goals. MWA hopes that our relationship with employees will be a mutually beneficial one.

MWA employs both union and non-union employees. Non-union employees are at-will employees. Employment is based on the mutual consent between the employee and the Agency. This means either the non-union employee or MWA can terminate the employment relationship at any time for any reason, with or without notice, warning, procedure, or formality. The "at-will" policy takes precedence over and supersedes any oral or written representations made to an employee that contradict the policy. The only exception to the "at-will" policy for non-union employees would be a written agreement authorized and signed by the Executive Director. The employment relationship of union employees is governed by the current labor agreement and MWA Policies and Work Rules. Union employees' rights and obligations are

also covered in the current labor agreement and MWA Policies and Work Rules.

Employment Application

MWA relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in MWA's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment Eligibility Verification

MWA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with MWA within the past three years, or if their previous I-9 is no longer retained or valid. Failure to provide the needed documents within the time limits, or providing false information on the documents submitted, may result in the Agency having to terminate the employment relationship. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. MWA participates in the E-Verify program during the onboarding process.

Employee Relations and Open Door Policy

MWA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered to other employees in this locale and in this industry. If an employee has a concern about working conditions, compensation, or other employment-related issues, they are encouraged to voice these concerns openly and directly to their supervisor. If concerns have not been addressed adequately at the supervisor level or an employee is uncomfortable discussing the issue with the supervisor, concerns can be addressed with Human Resources. No employee will be penalized, formally or informally, for voicing a concern in a reasonable, professional manner.

Unlawful Harassment and Discrimination

MWA is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, MWA has adopted a "zero tolerance" policy regarding unlawful harassment and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. Harassment of any kind by supervisors or co-workers will not be tolerated.

Sexual and Other Forms of Harassment

We are committed to providing a work environment that is free of harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group that has the purpose or effect of creating an intimidating, hostile or offensive working environment, or of unreasonably interfering with an individual's work performance. Such conduct includes, but is not limited to actions, words, jokes, gestures, epithets, slurs, stereotyping, threatening, or comments based on an individual's sex, sexual orientation, gender identity, race, color, ethnicity, age, religion, disability, genetic information, veteran's status, or any other legally protected characteristic.

Sexual harassment and the other forms of harassment stated above, are inappropriate and illegal if deemed to be either severe or pervasive enough to create an intimidating, hostile, or offensive work environment. Harassment can expose both MWA and the individuals involved in such conduct to significant liability under the law.

At all times, employees should treat other people respectfully and with dignity. Any employee engaging in harassment will be subject to disciplinary action, up to and including termination of employment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- An employment decision is based on an individual's acceptance or rejection of such conduct.
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The following are some examples of conduct that may constitute a violation of the Company's policy against harassment:

- The deliberate or careless expression of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected class characteristic. This includes acts or statements that purport to be "jokes" or "pranks," but that are hostile, demeaning, or are otherwise found to be offensive by the individual(s) witnessing the act or statement.
- The deliberate or careless dissemination of written or graphic material (including cartoons, pictures, articles, objects, toys etc.) that denigrates or shows hostility toward an individual or group because of a protected class characteristic that is placed on walls or bulletin boards, or displayed elsewhere on the Company's premises, or circulated in the workplace.
- Use of any offensive or demeaning terms which have a racial, sexual, religious, ethnic, age, physical or mental disability connotation.
- Objectionable physical proximity or physical contact, including sexually suggestive touching.
- Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other employee, supervisor, or manager.
- Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.
- The deliberate or careless creation of an atmosphere of racial, sexual, religious, ethnic, disability or age harassment, or intimidation.
- Posting or displaying calendars, pictures/images of partially dressed or naked individuals, or individuals in sexually suggestive or provocative poses.
- Leering, staring, or stalking.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Offensive e-mails or voice messages.
- Threatening retaliation after a negative response to sexual advances.
- Retaliation for making harassment reports, threatening to report harassment, or participating in a harassment investigation.
- The making of unwelcome sexual flirtations or repeated requests for dates.
- Any other conduct or behavior deemed inappropriate by MWA.

Sexual harassment can occur between employees of different sexes or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees, and non-employees, and between co-workers.

Harassment is a form of misconduct that undermines the employment relationship, has the purpose and effect of unreasonably interfering with an individual's work performance, and/or creates an intimidating, offensive, or hostile work environment. Actions that may create a non-sexual hostile environment include but are not limited to:

- Use of racially derogatory words, phrases, epithets.
- Demonstration of a racial or ethnic nature such as the use of gestures, pictures, or drawings.
- Comments about an individual's skin color or other racial/ethnic characteristics.
- Making disparaging remarks about an individual's sex, gender, sexual orientation, or gender identity.
- Negative comments about religious beliefs (or lack thereof)
- Expressing negative stereotypes about an employee's birthplace or ancestry
- Negative comments about an employee's age.
- Derogatory or intimidating references to a person's actual or perceived mental or physical disability.

Any incident of sexual or other forms of harassment described in this policy should promptly be reported to a supervisor or manager or Human Resources. If individuals in those positions are unavailable, or an employee believes it would be inappropriate to contact that person, an employee should immediately contact another member of the management team. A full list of management team members can be found in Paylocity. Employees can raise concerns and make reports without fear of reprisal. A prompt and thorough investigation will be conducted, and appropriate action will be taken where it is warranted. MWA will not tolerate retaliation against any employee who has truthfully reported harassment or discrimination or participated in an investigation.

Anyone engaging in sexual or other forms of harassment described herein will be subject to disciplinary action, up to and including termination of employment.

Lactation Policy

As part of our family-friendly policies and benefits, MWA supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. MWA has designated locations for this purpose. Please discuss the location and any questions about the lactation policy with Human Resources.

A refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk. Breaks of more than 20 minutes in length will be unpaid and recorded on timesheets where appropriate.

Hiring of Relatives

MWA employment decisions and decisions affecting employment conditions are based upon the qualifications and merit of the employee and not unduly influenced by familial relationships.

MWA's policy is that no relative, as defined hereinafter, of the Executive Director, employees assigned to the Executive Director's office, any MWA Board appointee or any manager shall be appointed to employment in any capacity with MWA without prior notice and approval of the Executive Director.

No person shall be employed, promoted, or transferred to a department of MWA when as a result such employee would have administrative discretion over the terms and conditions of a relative's employment, supervising responsibilities over a relative, or receive supervision from a relative in the same department. It is the employee's responsibility to notify their supervisor if they are related by blood or become related by marriage to another MWA employee, or if a relative is applying for a position with MWA.

For purposes of this section, "relative" shall mean blood or marriage relationships, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, including: spouse or "in law" relationship; child, step-child, adopted child, grandchild; sibling (sister, brother, including step-sister or step-brother); aunt, uncle, great-aunt or great-uncle; and nephew, niece or cousin.

Acceptance of gifts

Employees shall not accept personal gifts because of their employment with MWA of a value greater than allowed by the Code of Iowa. Please consult with Human Resources for more information.

Solicitation and Bulletin Boards

To ensure a productive and harmonious work environment, persons not employed by MWA may not solicit or distribute literature in the workplace at any time for any purpose. MWA recognizes that employees may have interest in events and organizations outside the workplace. Please use good judgment when approaching co-workers with offers/opportunities.

Verification of Employment

Reference check and verification of employment inquiries from other employers should be directed to the Human Resources department. Responses to such inquiries will confirm only dates of employment and position(s) held. Requests for additional employment data will not be released without a written authorization signed by the individual who is the subject of the inquiry.

Use of Company Equipment and Facilities

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. These resources exist to support MWA business efforts. Use of MWA resources, equipment, or property for personal use is prohibited unless specific approval is obtained. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees must notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and injury to employees or others. The supervisor can answer any questions about employee responsibility for maintenance and care of equipment or vehicles used on the job.

All desks, file cabinets and other storage devices are provided for employee convenience but remain MWA property and are subject to search, with or without notice, if a situation warrants. Desks and cabinets are not to be locked with personal locks.

Building

The Board Room and Conference Rooms at the MWA building downtown are available for use by employees, tenants, and non-tenants. Reservations and a signed rental agreement for the space are required. Contact the MWA Central Office reception desk for complete information about using MWA facilities.

Vehicles

MWA provides vehicles to employees as needed to perform their job. Personal use of MWA vehicles is prohibited unless authorized by the Executive Director. Only MWA employees are permitted to drive MWA vehicles. Every vehicle must have registration and insurance cards located in the glove box. All MWA fleet vehicles must contain a first aid kit. Smoking in MWA vehicles is prohibited. MWA reserves the right to do unannounced vehicle searches and inspections at any time.

The use of a seat belt is always required for the driver and any passengers. A valid driver's license must be maintained applicable to the type and class of vehicle being driven. All motor vehicle laws and regulations relating to the state in which the vehicle is operated must be obeyed. Employees are responsible for fines related to moving, parking, or other violations. MWA will not reimburse for such fines, unless authorized by the Executive Director, and in the case of MWA being charged directly, will exercise all legal means to be reimbursed by the employee. MWA fuel cards should be utilized for all fuel purchased for MWA vehicles.

Employees driving MWA vehicles are expected to exercise good judgment and professionalism while driving and occupying vehicles. Inappropriate behavior that does not represent MWA well will be subject to disciplinary action.

Employees who drive MWA vehicles are required to report any major driving violations to their supervisor as soon as possible. Consequences for incurring these violations may result in the loss of the ability to utilize an MWA vehicle and/or disciplinary action up to and including termination of employment.

The employee is responsible for reporting any vehicle defect or maintenance problem. An employee should never drive an MWA vehicle which may be unsafe to operate. Managers are responsible for ensuring appropriate preventative maintenance is performed. If a vehicle accident occurs, the employee is to take the appropriate steps in filing a police report and report it immediately to their supervisor as soon as possible, preferably within an hour of the accident. The employee must also complete an MWA Accident/Incident Report.

In the interest of the safety of our employees and other drivers, we discourage employees from using cell phones and prohibit texting while driving on MWA business. If an employee's job requires a cell phone to remain turned on while driving, the employee must use a hands-free device or safely pull off the road before conducting MWA business. Compliance with state laws regarding driving distractions is required.

Any deviation from the above regulations will be considered a violation of the MWA Vehicle Policy and may result in disciplinary action up to and including termination of employment. Any member of management that willfully disregards and allows this policy to be violated may also be held responsible and disciplined accordingly if an accident occurs consequently to the violation.

Property and Equipment

MWA provides some employees with equipment and property to assist them in performing their job duties. It is expected that employees who are provided with MWA equipment or property, or who take MWA equipment or property away from the workplace, have a responsibility to protect the equipment and

property from being lost, damaged, or stolen.

If MWA owned equipment or property is lost, damaged, or stolen because of an employee's negligence or willful disregard, the employee will pay MWA an amount equal to the replacement or repair cost of the equipment or property, or the amount of the insurance deductible if the loss is covered by insurance. Disciplinary action, up to and including termination of employment may also occur in this situation.

Upon termination of employment, or at any time during employment in which the employee no longer requires the equipment or property assigned, all MWA property must be returned. The employee is responsible for payment of the value of any property issued by MWA that is not returned. MWA is not responsible for an employee's individual property in MWA facilities or vehicles, or on MWA premises.

Phones

Cell phones may be provided to certain employees for business-related use. In the interest of the safety of our employees and other drivers, we discourage employees from using cell phones and prohibit texting while driving on MWA business. If an employee's job requires a cell phone to remain turned on while driving, the employee must use a hands-free device or safely pull off the road before conducting MWA business. Compliance with state laws regarding driving distractions is required.

Employees required to have cell phones to perform MWA work may receive a monthly stipend to compensate for business use of a personal cell phone. The stipend will be included in biweekly payroll and will not be taxable income to the employee. The stipend amount will be determined by a person's job duties, and a recommendation for the stipend amount will be forwarded by the employee's supervisor for final approval by the Executive Director. Should an employee leave MWA or if work duties no longer require a cell phone, the stipend shall end effective the date of separation or the date the job duties change.

Computer Systems, Internet, and Email

MWA provides computers, tablets, portable devices, software, and Internet access (collectively the "Systems") to employees to assist them in efficiently performing their business responsibilities. MWA Systems and all information on these Systems is the property of MWA. These tools and Systems are to be used for job-related purposes for the benefit of MWA. Minimal use of e-mail for personal communications is allowed on an occasional basis. Limited use of the Internet for personal reasons is permitted during non-work hours provided only work-appropriate sites are accessed. However, be aware that MWA Systems are monitored on a regular basis and that MWA reserves the right to intercept and review any information transmitted or stored on its Information Systems. All information and data contained on MWA's Systems is the property of MWA, and employees have no reasonable expectation of privacy with respect to any information or data that is stored, or otherwise contained on, any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage owned, maintained, or supported by MWA whether or not employees have a private password into the System.

MWA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MWA does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. MWA prohibits the illegal duplication of software and its related documentation.

For security reasons, the agency limits the use of cloud-based storage systems for business purposes, permitting only approved platforms. Work files and data should be stored exclusively through these approved solutions, rather than through unapproved services. Alternatively, files or data can be stored on the agency's internal secure network.

The use of technology is a great tool for communication and making work more efficient when properly utilized. Employees who violate these policies will be subject to disciplinary action, up to and including termination of employment. This policy is a very necessary step to ensure adequate security of MWA resources.

Employee Conduct

To ensure orderly operations and provide a positive work environment, MWA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Any offense will be dealt with according to its seriousness and its potential for jeopardizing the safety and health of customers and employees, and the integrity of MWA and its property. MWA reserves the right to judge each situation based upon the circumstances involved.

MWA will use progressive corrective action as appropriate, but it is not guaranteed to any employee. Corrective action will be assessed based upon the facts and circumstances of each case and MWA reserves the right, in its sole discretion, to determine which corrective action, if any, should be utilized in any situation. Employment with MWA is at-will for the non-union employee, and either MWA or the employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

Attendance and Punctuality

MWA expects employees to be conscientious about attendance and punctuality at work. Each employee is part of a team and getting the work done depends on everyone being in the right place at the right time. There are a variety of schedules that our employees work so coordination to ensure quality service is critical.

Each employee's work schedule will depend upon the job they perform; not everyone will have the same schedule of workdays, work hours, and lunch breaks. The employee and supervisor will work out a schedule specific to that employee. Any changes to the standard schedule must be approved in advance by the supervisor. To be responsive to business demands, schedules may need to be altered from time to time. Refer to MWA Time & Attendance policy for additional details which can be found on your self-service portal in Paylocity.

Safety

MWA is dedicated to establishing a safe workplace for all employees and MWA visitors. To assist in providing a safe work environment for employees, customers, and visitors, MWA has established a workplace safety program. Its success depends on the alertness and personal commitment of all.

MWA provides information to employees about workplace safety and health issues through regular internal communication channels such as employee meetings, bulletin board postings, memos, or other written communications. Employees receive periodic workplace safety training as deemed necessary. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or reduce

hazards.

Some of the best safety improvement ideas come from employees. Those with ideas or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of the EHS Coordinator or Human Resources Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to comply with safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor or EHS Coordinator. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Workplace Injury/Illness

An employee who sustains a work-related injury or illness must inform his or her supervisor immediately, no matter how minor the injury or illness may appear. Employees who experience a work-related injury or illness may also need to contact the 'Nurse Advantage Injury Hotline' at 1-844-891-6022 to report the injury/illness. This will enable MWA to quickly arrange medical care. In all cases, an MWA Injury/Incident Report must be completed, signed by the employee, and provided to their immediate supervisor or EHS Coordinator within 24 hours of the injury or illness event. Based on the circumstances associated with the injury or illness, the employee may be eligible for worker's compensation according to the state's laws and regulations. MWA reserves the right to direct an affected employee to see a physician chosen by MWA for care/treatment when a work-related injury or illness occurs.

Neither MWA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in an off-duty recreational, social, or athletic activity sponsored by MWA.

Workplace Violence and Prevention

MWA is committed to preventing workplace violence and to maintaining a safe work environment. All employees should always be treated with courtesy and respect. 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 owned by employees are prohibited from the premises, worksites, and vehicles of MWA.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor, manager, or Human Resources. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

We have developed a system at MWA to notify other employees if an employee feels threatened and/or needs assistance. Any employee who feels threatened or concerned by suspicious individuals or activities

should call a coworker and ask for “EDNA” to come to the location where assistance is needed. All staff who hear the “EDNA” page should come to assist. (“EDNA” stands for Employee Distress, Needs Assistance).

MWA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, MWA may suspend employees pending investigation.

Personal Appearance

MWA encourages employees to dress with consideration given to maintaining a professional appearance. Appropriate attire should always be worn in keeping with commonly recognized standards. If meetings with clients are scheduled, employees should be prepared and dressed appropriately. Consideration of MWA image as well as the employee’s image with customers and co-workers is required.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Please check with a supervisor if there are questions as to what constitutes appropriate attire.

Employees should conduct themselves in an appropriate and professional manner when they are wearing Metro Waste Authority branded clothing.

Tobacco Free Work Environment

In keeping with Iowa law and MWA’s intent to provide a safe and healthy work environment, smoking and the use of tobacco products is prohibited on MWA property. In addition, smoking and the use of tobacco products in MWA vehicles is always prohibited. The same policies apply to electronic cigarettes. This policy applies equally to all employees, customers, and visitors.

Drugs and Alcohol

MWA strives to provide its employees with a safe workplace. The use or abuse of illegal drugs, prescription drugs or alcohol may put the employee or others at risk of harm or injury. Employees are expected to be in suitable mental and physical condition while at work, allowing them to perform their jobs effectively and safely.

MWA has established the following guidelines about use, possession, or sale of alcohol or illegal drugs:

- The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of illegal drugs is prohibited while on MWA premises, worksites or while performing MWA business.
- The consumption of alcohol on premises or while performing MWA business is also prohibited, and it is against policy for employees to report to work or to work under the influence of alcohol. The exception would be an MWA sponsored social event or business-related activities where alcohol is served. Consumption of alcohol is permitted (but never required) at these events only to the extent it does not lead to impaired performance, inappropriate behavior, endangering the safety of self or others or the violation of any law. See separate drug and alcohol policy.

Drug and Alcohol Testing – DOT Covered Employees

Commercial Driver’s License (CDL) holders at MWA are subject to the Federal Department of Transportation’s drug and alcohol testing regulations. Positions requiring a CDL will require testing prior to starting work and will continue randomly during employment. This procedure applies to each employee of

the Metro Waste Authority who operates a commercial motor vehicle and is subject to the commercial driver's license (CDL) requirements.

The purpose of 49 CFR Part 382, Controlled Substances and Alcohol Use and Testing is to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances. The purpose of these procedures is to comply with the Federal Department of Transportation (DOT) requirements for drug and alcohol testing. DOT procedures require pre-employment, reasonable suspicion, random, post-accident, return to duty, and follow-up testing. 49 CFR Part 382.

Employee Records

MWA will only collect personal information that is required to conduct its operations and comply with the applicable reporting and disclosure requirements. MWA will do what it can to protect confidential employee information, including maintaining the employee's personnel file and medical file separately.

Paydays

Pay periods run Monday through Sunday and all employees are paid biweekly, every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Recording Time Worked

Federal and state laws require MWA to keep an accurate record of time worked in order to calculate employee pay and benefits. Altering, falsifying, or tampering time clock entries may result in disciplinary action, up to and including termination of employment.

Personnel File

The following information, when previously furnished or subsequently collected in sum or in part, is to be included in the employee's personnel file. Such documents shall be subject to the employee's access and disclosure consistent with MWA policy.

- Records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions and discharges.
- Records relating to an employee's past and present compensation.
- Records consisting of information provided by, or signed by, the employee; and
- Any non-sensitive information and records kept in the files, including but not limited to:
 - Job descriptions,
 - Evaluations,
 - Training records,
 - Merit/seniority information,
 - Applicable wage scales or references thereto,
 - Applicable collective bargaining agreements, or in the rare case when one exists, an individual employment contract,
 - Basic employee data such as name, address, social security number, gender, date of birth, job classification or identification number,
 - Work authorization I-9 or work permit,
 - Tax documentation,
 - Benefit records and benefit plan descriptions, and
 - Disclosures to the IRS, the Department of Labor, or any other governmental agency.
 - Records of utilization of any leave bank, but not the medical information related to the

use of sick leave.

Employee's Duty to Maintain Records

Any changes in name, marital status, withholding tax exemptions, address, or telephone number should be reported promptly to the payroll and the Human Resources department.

Medical File

All medical records of an employee are considered confidential and will be collected and maintained by the Human Resources Department. Confidential health information will be kept separate from the employee's personnel file. These medical files should include employee's medical records from physicians, including return-to-work and absence excuses. These records will be maintained in a locked file separate from the other personnel files. Confidential health information will only be shared when necessary:

- To determine reasonable accommodations necessary to allow you to perform the essential functions of your job.
- To emergency/medical personnel who may be called upon to provide emergency treatment,
- With government officials investigating our compliance with the law.

Access and Confidentiality of Employee Records

Employee records are confidential, pursuant to Iowa Code 22.7(11). Employee records shall be maintained by the Human Resources Department. Each employee is free to examine their own records subject to Iowa Code 91B.1 and the following provisions:

- The confidentiality and integrity of employee records and files should be protected by an adequate security system.
- Internal access to personnel files should be limited to those who have a legitimate "need to know."
- Except otherwise provided by law, e.g., Fair Credit Reporting Act, external disclosure of employee information without their permission to third parties should be limited and tightly controlled. Confirmation that the person is a present or former employee and job title last held will in most cases be sufficient.
- Employees may make copies of documents from their files with a total cost of up to \$5.00.
- In official investigations, law enforcement officials are required to produce a valid subpoena before releasing any background information about the employee.
- An employee will be permitted to designate a representative to examine their files only with written consent.
- An employee may write a refutation to any material that is in the file that is viewed as unfair or inappropriate, i.e., performance evaluations that have been prepared but not reviewed by the employee.
- The Human Resources Department shall be available during normal business hours to provide the employee with access to their file and safeguard against potential removal or alteration of file contents.
- Any concerns or complaints regarding the disclosure of confidential information should be referred to the Human Resource Manager as soon as an employee becomes aware of the disclosure.

Information Excluded from Employee Records

Restricted information relating to an employee assistance program (drug and alcohol abuse), medical information, third-party reference checks, criminal and civil investigations, arrest records, political affiliation, credit/financial problems, and related sensitive information shall not be kept along with the Employee records.

EMPLOYEE BENEFITS

Metro Waste Authority is committed to providing comprehensive benefits to support the health, well-being, and financial security of its employees. This Benefits Policy outlines the benefits available to eligible employees.

Workers' Compensation

Metro Waste Authority provides workers' compensation insurance coverage to eligible employees in accordance with applicable federal and state laws. Workers' compensation benefits are available to employees who suffer work-related injuries or illnesses and may include medical treatment, wage replacement, and vocational rehabilitation services.

Light Duty Assignments

Temporary light duty assignments may be made by the Agency for employees with work-related injuries or illnesses who are covered by workers' compensation or for qualified individuals with disabilities that prevent them from performing their normal job duties. In either case, eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work.

Duration of Light Duty Assignments

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by MWA. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

Medical Certification

Before assigning temporary light duty, MWA will require medical certification from the employee's physician or other health care provider that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, MWA will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties.

Return to Work

If, at the end of the temporary light duty assignment, the employee is able to perform their normal job duties without posing significant risk of harm to their health or the safety or health of others, the employee may return to their normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties without posing significant risk of harm to their health or the health or safety of others, MWA will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the employee to his or her previous position, MWA will then consider transferring the employee to a vacant position for which the employee is qualified.

Medical Insurance

All regular full-time and regular part-time employees are eligible for group health insurance on the first day of the month following employment start date. Premium costs vary depending on the level of coverage selected. Please refer to the Benefits Summary or contact Human Resources for details on the costs associated with this plan.

Dental Insurance

All regular full-time and regular part-time employees are eligible for group dental insurance on the first day of the month following employment start date. Premium costs vary depending on the level of coverage selected. Please refer to the Benefits Summary or contact Human Resources for details on the costs associated with this plan.

Short-Term Disability Insurance

Metro Waste Authority offers short-term disability insurance coverage to eligible employees to provide income replacement during temporary disabilities. STD benefits are available to employees who are unable to work due to non-work-related illnesses or injuries and typically provide partial income replacement for a limited duration, as defined by the insurance policy.

All regular full-time and regular part-time employees who are enrolled in the health insurance plan are eligible for Short-Term Disability with a benefit of \$300/week for approved disabilities. Premiums are paid in full by MWA.

Long-Term Disability Insurance

Metro Waste Authority provides long-term disability insurance coverage to eligible employees to protect against the monetary impact of long-term disabilities that prevent employees from working. LTD benefits typically replace a portion of the employee's income if they become disabled and are unable to work for an extended period, as defined by the insurance policy.

All regular full-time and regular part-time employees who are enrolled in the health insurance plan are provided Long-Term Disability Insurance with a benefit of 66 2/3% of monthly earnings (maximum benefit of \$6,000 per month) and a 90-day elimination period. Premiums are paid in full by MWA.

Life Insurance

All regular full-time and regular part-time employees are provided term life insurance. The amount of coverage varies so please refer to the Benefits Summary or contact Human Resources for details on the costs associated with this plan. Premiums are paid in full by MWA. Insured amounts over \$50,000 are taxable to the employee.

457 Deferred Compensation

MWA provides a 457 Deferred Compensation Plan for its employees to save for retirement. Employees are eligible to contribute the maximum allowed by law to the plan. After one (1) year of employment, MWA will match up to three percent (3%) of the employee's annual salary.

IPERS Pension Plan

MWA's pension plan is the Iowa Public Employees Retirement System (IPERS). State law requires MWA to belong to this pension plan. Employees must contribute a percentage of their annual salary to this pension plan; the required contribution percent is determined by the legislature. MWA makes the required employer contribution to the plan.

Employee Assistance Program (EAP)

MWA provides employees confidential and voluntary assistance for them and their family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, childcare problems, and other stresses of daily living.

If assistance is desired, call Employee and Family Resources at 515-224-6090 and arrange a visit with a counselor. All involvement is confidential, and the initial evaluation and referral services are offered at no cost. There is no charge for employees or their families to use the services of EAP. If the employee is referred for further assistance with another agency, the employee is responsible for any costs not covered by insurance.

Enrollment and Administration

Eligible employees will receive information about benefit options, enrollment periods, and coverage details from the HR department. Employees must follow enrollment procedures and meet any deadlines established by the company and insurance providers.

Cost Sharing

Metro Waste Authority and eligible employees may share the cost of certain benefits, such as health insurance premiums, through payroll deductions or other arrangements as determined by the company.

Metro Waste Authority reserves the right to interpret, apply, and administer this Benefits Policy in its sole discretion. This policy does not constitute a contract of employment and may be modified or terminated at any time.

Holidays

Union employees are eligible for paid holidays as outlined in the Collective Bargaining Agreement (CBA). Full-time and regular part-time Admin employees are eligible for time off with pay for designated holidays. MWA administrative offices will be closed for the following paid designated holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

Full-time employees are paid for eight (8) hours for each of the above holidays. Part-time employees are paid based on the percentage of time they work. Example: if they work 75% of the time, they will be paid for (6) hours for each of the above holidays.

Holidays falling on a Sunday will be observed the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

To receive pay for a holiday, employees must work both the scheduled workday immediately before and after the holiday, unless they are off work due to a previously approved absence.

Holiday Work - In certain situations where operational needs require employees to work on a holiday, Metro Waste Authority may offer additional compensation or alternative time off as determined by company policy.

Veteran's Day

Any employee that has previously established that he or she is a Veteran pursuant to Iowa law will be provided with paid time off on Veteran's Day, November 11, if the employee would otherwise be required

to work, requested the time off 30 days in advance, and the employer is able to allow time off to the employee without jeopardizing public safety and health or to maintain minimal operations of Metro Waste Authority.

Paid Time-Off (PTO)

All regular full-time and regular part-time employees are offered a flexible Paid Time Off (PTO) program. This program allows employees to earn a bank of hours that can be used to cover prearranged absences or illnesses. It combines the more traditional time off benefits (vacation, sick leave, and floating holidays) into a single “bank” and gives employees the responsibility of managing their own time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Admin employees should refer to the PTO policy for details. Union employees are eligible for paid time-off (PTO) as outlined in the Collective Bargaining Agreement (CBA).

Section 125 Cafeteria Plan

Full-time admin employees receive a specified amount of money per year to spend on any combination of the following:

- Medical/Dental/Vision Group Insurance
- Supplemental Insurance purchased from AFLAC.
- Accident Indemnity Advantage
- Short Term Disability
- Cancer Care Plan Classic
- Critical Illness Protection Policy
- Medical Flexible Spending Account
- 457 Deferred Compensation Plan
- Dependent Care Spending Account
- Cash (Federal, State, FICA taxes will be deducted)

This cafeteria money is determined annually for each calendar year. The money is paid to eligible employees in installments over the year via bi-weekly payroll contributions. The amount of cafeteria money is prorated for regular part-time employees.

Health Reimbursement Arrangement (HRA)

Full-time admin employees receive a specified amount of HRA money each year. This HRA contribution is made by MWA and placed in an HRA account for the employee. This contribution occurs at the beginning of each month to be used for eligible medical expenses authorized by the IRS for HRA accounts. The unused portion of an employee’s HRA account will be carried over from year to year and said balances shall be available for use by the employee for all eligible expenses allowed by the IRS. The amount of the HRA contribution is prorated for regular part-time employees.

Employees who terminate employment for reasons other than retirement or layoff shall be eligible to use whatever balance remains in their account as of the date of termination up to a maximum of \$6,000 for all eligible expenses allowed by the IRS. Employees laid-off or retiring from MWA shall be eligible to use 100% of the balance of their HRA account accumulated during active employment for said eligible expenses. No additional amounts will be added to employees’ HRA accounts after separation from service for any reason.

HIPAA

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), MWA will follow regulations to protect the confidentiality of employee health information. Protected health information (PHI) will only be used or disclosed as allowed under HIPAA regulations regarding operating or administering a health plan. All employees who encounter employee PHI, must be mindful of their duty to protect PHI and take steps to ensure the privacy of all types of health information, whether it consists of written documents, pictures, or other tangible objects, whether it is in electronic form or even if it is part of a casual or business-related conversation. Any violation of our HIPAA related procedures will be subject to discipline up to and including termination of employment. Contact the Human Resources Manager to view the MWA Privacy Policy in its entirety or with questions or concerns related to PHI.

Benefits Continuation – COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue medical, prescription, and dental insurance coverage under MWA's plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MWA's group rates plus an administration fee. It is the employee's responsibility to notify Human Resources if you or a covered dependent become eligible for COBRA. Eligible employees will be sent a written notice by the external benefit group manager containing information about their rights and obligations granted under COBRA.

LEAVES OF ABSENCE

Family and Medical Leave (FMLA)

MWA provides family or medical leaves of absence in accordance with Family and Medical Leave Act (FMLA) guidelines. The leave is for eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to any of the following reasons:

- The birth of a child or the placement of a child with the employee for adoption or for foster care
- A serious health condition of the employee
- Caring for a spouse, child, or parent with a serious health condition
- To assist or care for a family member who is/was in the military in certain situations (i.e. military family leave)

FMLA defines a serious health condition as an illness, injury, impairment or physical or mental condition which involves inpatient care in a hospital, hospice, or residential medical facility; a period of incapacity resulting in an absence of three or more calendar days that involves continuing treatment by a healthcare professional; or incapacity/treatment which includes continuing care by a medical provider or incapacity due to a chronic serious health condition.

Employees are eligible to request family and medical leave after they have completed 12 months of service and if they have worked 1,250 hours in the past year. Leave is calculated on a rolling 12-month period measured backwards from the date of last FMLA use. Eligible employees may request up to 12 weeks of family leave within a 12-month period (or up to 26 weeks within a 12-month period as allowed for military family leave).

Eligible employees should make requests for family or medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of the employee, or the employee's child, spouse, or parent will be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required. Employees returning from leave due to their own serious health condition will be required to provide a 'fitness for duty' statement from the health care provider.

Employees will be required to first use any accrued paid leave time before taking unpaid leave. Both paid leave time and unpaid leave time will be included in calculating the twelve weeks of FMLA leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Eligible employees may take the 12 weeks of leave intermittently or use the leave to reduce the workweek or workday when medically necessary due to a serious health condition. If an employee is taking leave for birth, adoption, or foster care of a child, intermittent leave may be used only if approved by the supervisor. Approval will be based on work schedules, staffing requirements and the employee's work record.

Subject to the terms, conditions, and limitations of the applicable plans, insurance benefits will continue to be provided by MWA during an approved family and medical leave. Employees will be required to continue any premium contributions that may apply to continue active health, dental, and other voluntary insurance coverage. In the event there is no pay available from which to deduct premium contributions, the premium amount is due the 1st of each month. Please contact the Finance/Accounting department in advance of the leave so that premium calculations can be determined. Employees will be required to submit payment to MWA for benefits when not receiving compensation from MWA. If an employee elects not to return to work for reasons other than a continued serious health condition, the employee will be responsible for reimbursing MWA for the applicable insurance premiums paid by the Agency, on the employee's behalf during the leave.

Benefit accruals, such as PTO will continue while an employee is receiving pay during the leave. Observed holidays that fall during the paid portion of the leave will be paid. FMLA will run concurrently with Workers' Compensation.

Any time an employee is off work for more than five unscheduled, consecutive days, the employee will be sent the FMLA request form, and the absences may be counted against the total FMLA leave available to the employee if appropriate. Further, MWA reserves the right to designate any absences as FMLA qualifying if the Agency has reason to believe the absences are caused by a serious health condition or any other reason covered by the FMLA.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide MWA with at least two weeks' advance notice of the date the employee intends to return to work.

If an employee fails to return to work on the agreed upon return date, MWA will assume that the employee has resigned. Benefits will not continue beyond the expiration of the leave of absence should an

employee fail to return to work as outlined under this policy.

Note: Employees who have not been employed with MWA for 12 months and/or employees who are not eligible under the Family and Medical Leave Act (FMLA), will be granted up to eight weeks of leave when temporarily disabled because of a pregnancy, childbirth, or related condition, as verified by a medical provider. Leave will be provided for the period of disability or 8 weeks, whichever is less. Any available sick or vacation benefits are required to be taken concurrently with any form of pregnancy-related leave (including FMLA) and prior to using any unpaid leave.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

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 USERRA. They will be treated as though they were continuously employed for the purpose of determining benefits based on length of service.

Jury Duty

Regular full-time employees are eligible for paid jury duty leave. Each employee shall notify their supervisor that they have been selected for jury duty as far in advance as possible so that the supervisor can plan to accommodate their absence. Employees must show the jury duty summons to their supervisor.

Each employee will receive their regular wages for working time spent on jury duty during normal working hours. In return, employees must remit to MWA fees paid by the court for jury service, excluding mileage and meal allowances. When an employee is released from jury duty prior to the end of the working day, they should report for the balance of their work shift.

Bereavement Leave

Metro Waste Authority recognizes that employees may experience the loss of a loved one, which can be a difficult and emotional time. Our policy is designed to provide support and time off for employees to grieve and deal with personal matters following the death of an immediate family member or close relative.

All regular full-time and part-time employees of Metro Waste Authority are eligible for bereavement leave. Union employees should refer to the collective bargaining agreement for details on bereavement leave. Admin employees should refer to the bereavement leave policy.

Parental Leave

Metro Waste Authority recognizes the importance of supporting employees during the transition to parenthood. Admin employees should refer to the Paid Family Leave policy for additional details.

DISCIPLINARY ACTION

If an employee violates any of the policies, regulations, or code of ethics outlined in the MWA Employee Handbook or MWA Policies and Work Rules, the supervisor or manager may institute disciplinary action, depending on the seriousness of the offense committed. These disciplinary procedures are merely

guidelines, and they are not listed in any order. There is no requirement that any disciplinary action precedes any other action. MWA may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. MWA reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

Oral Reprimands

The employee shall be counseled concerning the unsatisfactory areas of work. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of conversation.

If the employee refuses to sign the record of conversation, such refusal shall be noted on the document, signed by the supervisor, initialed by Human Resources, and placed in the employee's personnel file.

Written Reprimands

A written reprimand shall include a statement of the problem and a notation to the effect that the problem was discussed with the employee in question. A copy of the written reprimand shall be included in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file.

If the employee refuses to sign the written reprimand, such refusal shall be noted on the document, signed by the supervisor, initialed by Human Resources, and placed in the employee's personnel file.

Suspensions

Any action on the part of a regular employee which is in violation of the direction of the manager or contrary to the policies or rules of MWA, but not serious enough to warrant dismissal, may be disciplined by suspension without pay for a period of time.

Recommendation for such action may be made by the supervisor or manager. Prior to issuance of a notice of suspension, the nature of the offense should be reviewed by the Executive Director. A copy of the notice of suspension that has been signed by the employee and the manager will be placed in the employee's personnel file. If the employee refuses to sign the notice of suspension, such refusal shall be noted on the document, signed or initialed by the supervisor or Human Resources, and placed in the employee's personnel file.

Fair Labor Standards Act (FLSA) exempt personnel may be suspended in one-week increments only.

END OF EMPLOYMENT

Discharge

Any recommendation for the discharge of an MWA employee must be presented to the Executive Director. The Executive Director will decide whether to terminate the employee or if other action should be taken to remedy the situation. The employee shall be given a letter of termination outlining the reason(s) for the discharge which will be part of the employee's file and may be subject to an open records request.

It should be emphasized that supervisors/managers are not required to go through all the procedures (oral reprimand, written reprimand, and suspension) outlined. Discipline may begin at any level depending on the seriousness of the offense. In addition, they may repeat any of the first three procedures when necessary, so long as the discipline is commensurate with the offense committed.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization. Employees who voluntarily terminate with MWA should submit a written letter of resignation to their supervisor or Human Resources. A two-week notice, four weeks' notice for management employees, period is appreciated though may not always be observed. When voluntarily terminating employment, your final day of work will be determined by your supervisor.

Any MWA property in an employee's possession at termination must be returned no later than the last day at work. This includes building access card, company credit card, parking lot access card, keys, customer/employee lists, manuals, computers, etc. Failure to return MWA property may result in the cost of items being deducted from final pay.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid, unless you are terminated for violating MWA policies, terminated during your probationary period, resign without providing sufficient notice pursuant to MWA policies, or based on the Collective Bargaining agreement or another contractual agreement. Employees will receive their final pay in accordance with applicable state law. Some benefits may be continued at the employee's expense if the employee so chooses.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the MWA Employee Handbook dated July 2024 and have read and understand the policies described herein. I understand that if I have any questions, I should talk with my supervisor, manager, or Human Resources.

I understand that this Handbook is not a contract of employment. I understand that my employment is “at-will” and that either MWA or I can terminate the employment relationship, with or without cause, at any time, and without prior notice, warning, procedure, or formality. I further understand that only the Executive Director has the authority to enter into an agreement for employment for any specified period or to make any agreement that in any way alters the at-will nature of my employment.

All prior Employee Handbooks are replaced by this July 2024 Employee Handbook. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. I realize that MWA may interpret, clarify, modify, add, or eliminate policies as set forth in this Handbook as they deem necessary and without prior notice. As changes and additions are made to the Handbook, I understand I will be supplied with updated information.

I understand and agree that it is my responsibility to comply with the policies contained in the Handbook and any revisions made to it.

EMPLOYEE SIGNATURE

DATE

PRINT NAME