

# **New Hampshire Handbook Addendum**

## **ABOUT THIS HANDBOOK**

This New Hampshire Handbook Addendum applies to Stiles Machinery employees who work in the State of New Hampshire and supplements our Employee Handbook. The policies noted in this Addendum are in addition to those that make up the Employee Handbook, and the policies that reside within that Handbook still apply to all employees of Stiles Machinery. In the event of any inconsistency between the Handbook and this Addendum, this Addendum will control for our employees working in New Hampshire.

# **New Hampshire-Specific Policies**

## **1-1 Report-in Pay**

In the event an employee reports for a scheduled for a shift exceeding two (2) hours and is sent home prior to two (2) hours of work at the request of Stiles Machinery, Stiles Machinery will pay employees for two (2) hours of work when an employee reports for a scheduled for a shift of at least two (2) hours and is sent home prior to working two (2) hours at the request of Stiles Machinery. Employees will not be paid for this time if any of the following circumstances apply:

- Stiles Machinery made a good faith effort to notify the employee not to report to work prior to the start of the scheduled shift;
- The employee requests to leave early for personal reasons;
- The employee was hired for a position that consistently requires work that lasts under two (2) hours per day.

## **1-2 Pregnancy and Childbirth**

In addition to FMLA and Parental Leave provided by Stiles Machinery as noted in the Employee Handbook, female employees who have a qualifying temporary physical disability resulting from pregnancy, childbirth, or a related medical condition may take unpaid time for the duration of the disability. The employee must return to work as soon as physically able, with or without reasonable accommodation. Stiles Machinery reserves the right to require employees to exhaust the remainder of the employee's paid time off prior to taking unpaid time. The employee will be returned to her original job or a comparable position unless it is impossible or unreasonable for Stiles Machinery to do so. Please contact human resources for more information regarding leave for pregnancy, childbirth, and related conditions.

## **1-3 Crime Victim Leave**

Stiles Machinery seeks to support employees who are victims of a crime. Stiles Machinery will provide employees with leave where the employee, or the employee's family member, is a victim of a crime resulting in physical, emotional, psychological, or financial harm. Family members include minor children or incompetent family members who were crime victims, or the parent, child, sibling, spouse, grandparent, or where the employee is a legal guardian of a homicide victim. Stiles Machinery will grant the employee with leave to attend court or another legal or investigative proceeding associated with the prosecution of the crime. Employees must provide notice of the relevant proceeding as soon as the employee learns of the need for leave. This information will be kept confidential, unless disclosure is required by law. When necessary, Stiles Machinery reserves the right to deny this leave if it would create an undue hardship for the Company.

## **1-4 Military and National Guard Leave**

Employees who require time off from work to fulfill military duties are treated in accordance with the applicable requirements of state and federal laws. Employees who need military leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

You will not lose any employment privileges by taking leave. Please contact Human Resources for more information about military leave.

## **1-5 Emergency Responder Leave**

Stiles Machinery will provide unpaid leave for employees who are members of a fire department, rescue squad, or emergency service agency to respond to a state of emergency. Eligible employees are required to provide Stiles Machinery with a copy of the request for the employee to engage in emergency service from the relevant agency or department. Employees may elect whether to utilize paid time off provided by Stiles Machinery, as noted in the Employee Handbook, when taking this leave. Employees eligible for emergency responder leave are expected to provide Stiles Machinery with as much notice as possible after learning of the need for leave so that Stiles Machinery can plan for the absence. Please notify Stiles Machinery immediately if you are, or become, a member of a qualifying emergency service. You will not lose any employment privileges by your membership or for taking leave.

## **1-6 Veterans Day Leave**

Employees who are qualifying veterans may elect whether to work on Veterans Day. To qualify, the employee must be a veteran of the U.S. armed forces who received an honorable discharge.

## New Hampshire Handbook Addendum Acknowledgment

This New Hampshire specific Handbook Addendum is an important document intended to help our employees become acquainted with policies specific to the State of New Hampshire. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of leadership.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this New Hampshire Handbook Addendum.

**I have received and read a copy of Stiles Machinery's New Hampshire Handbook Addendum. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.**

**I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Stiles Machinery other than the Head of Human Resources and/or the President may alter "at will" status, and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's New Hampshire Handbook Addendum.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment will be filed in your personnel file.