



EC & D
environmental consulting & design, inc.

Employee Handbook



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Principal's Message

Welcome to Environmental Consulting & Design, Inc. (EC&D). This handbook will provide basic information regarding policies and procedures here at EC&D.

EC&D reserves the right to revise, supplement, or rescind any portion of the handbook. Although these guidelines are strictly adhered to by company employees, this handbook does not create any contractual obligations for EC&D.

Any exceptions to this handbook must be in writing and signed by the Chief Operations Officer. No one else has the authority to make exceptions.

If a policy conflicts with federal, state, or local laws, the company will follow the requirements of the laws over any standard procedures.

At EC&D we believe that our employees contribute directly to our success and strong reputation in the industry. We hope that your experience here will be challenging, enjoyable, and fulfilling.

If there are any further questions not answered by this handbook, please feel free to direct them to the Human Resources Department.

Sincerely,

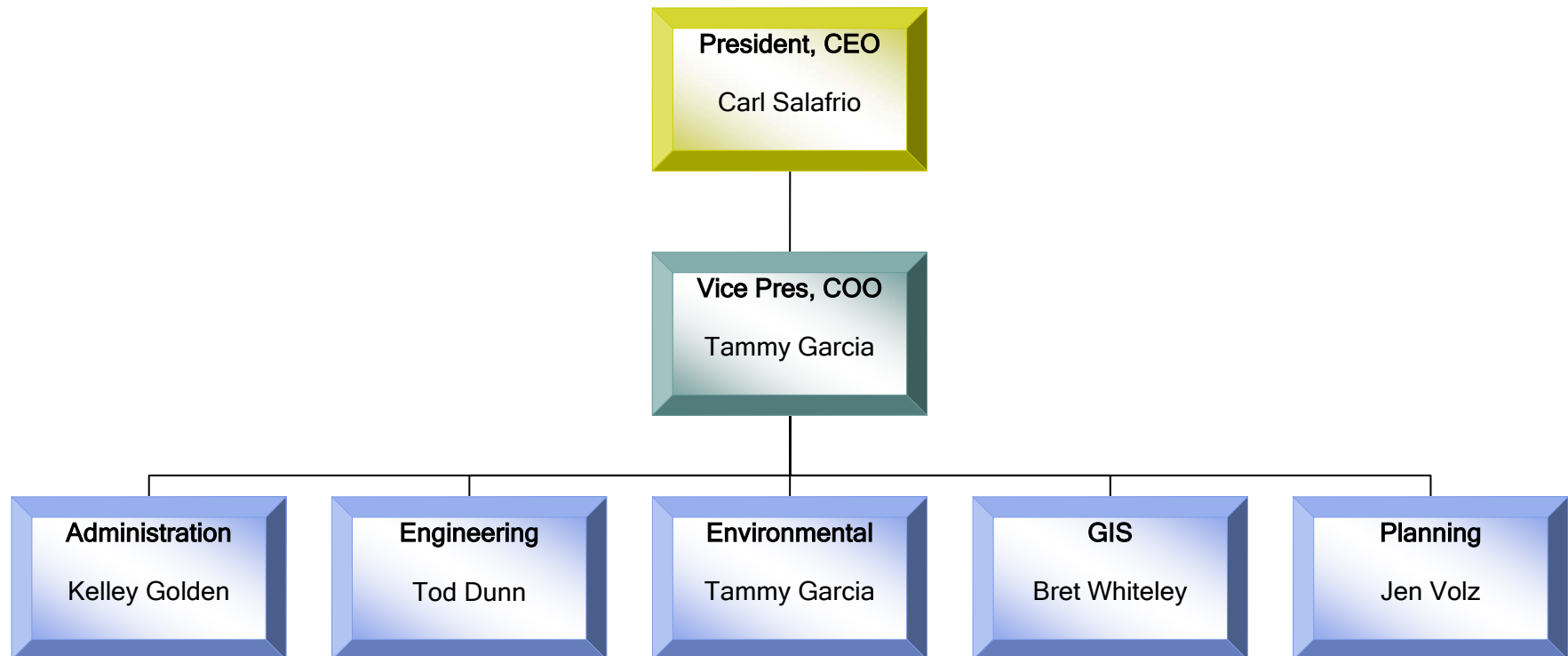
Carl Salafrio
President, CEO

Tammy Garcia
Vice President, COO

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2.1 Operational Information: Organizational Structure

2.1.1 Organizational Chart



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2.2 Operational Information: Day-to-Day Procedures

2.2.1 Work Hours

Regular work hours are Monday through Friday, 8:00 AM to 5:00 PM, with lunch being from 12:00 PM to 1:00 PM.

2.2.2 Office Supplies

The office receptionist usually orders necessary office supplies. Special requests need to have written approval of a department manager.

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2.3 Operational Information: Payroll Information

2.3.1 Entering Times & Information

All work must be properly recorded and assigned to a project. If it is general office work, that must be specified in Deltek (the financial management program used to track work). A detailed description of work performed should be entered daily. A print-out of the week's work descriptions must be given to the department manager by Friday at 5:00 PM.

2.3.2 Paydays

EC&D employees are paid bimonthly. Work performed from the 1st to the 15th of the month is paid on the 20th. Work performed from the 16th to the end of the month is paid on the 5th of the following month. Kelley will notify the staff via e-mail of any exceptions. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before that day. All paychecks are direct deposits.

2.3.3 Pay Deductions & Setoffs

EC&D is legally required to deduct Social Security, and federal, state, and local income taxes from each employee's earnings. If there are any questions concerning why deductions were made from a paycheck or how they are calculated, your supervisor can assist you.

2.3.4 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data. Personal mailing addresses and telephone numbers, emergency contacts, number and names of dependents, and other information should be accurate and current at all times.

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2.4 Operational Information: Travel & Expense Reimbursement

2.4.1 Business Travel

All business travel must be approved in advance by the Chief Operations Officer through the department manager. The costs of travel, meals, lodging, and other business related expenses will be reimbursed by EC&D at standard rates and/or a per diem basis. Standard reimbursement rates can be found in Companyshare\Documents & Forms on the "M" Drive. Expenses should be assigned to a specific job unless approved by the department manager.

2.4.2 Expense Vouchers

The "Expense Voucher.xls" template is located in Companyshare\Documents & Forms on the "M" Drive. The employee name, project number, contact name, and a detailed description of business conducted must be properly recorded. All purchases must have original receipts attached to the expense voucher. Mileage on personal cars is reimbursed per mile. Expense vouchers must be completed fully, signed by the department manager, and submitted for approval to the accounting manager with time sheets on the last day of the week or the last day of the month if it falls within the work week.

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2.5 Operational Information: Company Vehicles & Equipment

2.5.1 Vehicle Procedures

Company vehicles are reserved by department managers for approved business use only. Mileage on company cars must be tracked and logged for project billing on every use. Mileage logs are located inside the vehicle's glove compartment. The gas tank is to be at least half full upon the return of your trip. If any damage has occurred or maintenance is needed, notify the department manager immediately. A schedule of the reserved vehicles is in the Equipment Check Out calendar of Microsoft Outlook.

2.5.2 Vehicle Policies

Vehicles owned, leased, or rented by EC&D may not be used for personal use. Employees may be held personally liable for damage from unapproved use of EC&D equipment, which may result in disciplinary action, up to and including termination of employment. Employees keeping equipment overnight must receive approval from the Chief Operations Officer and sign a waiver. No alcohol, smoking, or illegal substances are permitted within company vehicles. All laws, regulations, and limitations must be followed at all times while on duty for EC&D. EC&D is not liable for any illegal actions, violations, or personal property left in vehicles, and no resultant expenses incurred will be reimbursed by EC&D. In regards to employees operating personal cars for business use, EC&D's company insurance policy covers liability provided that the employee is operating a registered vehicle. However, comprehensive coverage is the responsibility of the employee under their own personal insurance.

2.5.3 Equipment Policies

All equipment owned, leased, or rented by EC&D may not be used for personal use. Equipment taken into the field is the responsibility of the employee. The appropriate care and safety precautions must be followed at all times. All EC&D equipment must be returned to its proper storage location at the end of each day unless there is written consent from the department manager. Employees keeping equipment overnight must receive approval from the Chief Operations Officer and sign a waiver. Overnight equipment must be safely stored and secured. Employees may be held personally liable for damage from unapproved use of EC&D equipment, which may result in disciplinary action, up to and including termination of employment. If any damage has occurred or maintenance is needed, notify the department manager immediately.

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2.6 Operational Information: Personal Conduct & Appearance

2.6.1 Dress Code

The required dress at EC&D is business casual. Pants, covered shoes, and dress shirts or collared shirts are required for male office personnel. Female employees are asked to wear clothing that at least covers to their knees. Athletic gear is for field use only. Tank tops, tube tops, or flip flops are not appropriate at work. All facial hair must be neat and trimmed. Colored hair beyond the natural spectrum of hair colors is not permitted. Eyebrow rings, nose rings, lip rings, tongue studs, and large tattoos are not allowed to be visible while in the workplace. If a supervisor deems personal appearance as inappropriate, an employee will be asked to leave the workplace until properly attired.

2.6.2 Office Policies

Punctuality is expected of all employees. If an employee must be late, he or she should make every reasonable effort to notify the department manager as soon as possible. Arriving after 8:00 AM or leaving before 5:00 PM is not permitted without written consent of the department manager. Excessive tardiness may result in disciplinary action, including termination of employment. All laws, regulations, and limitations must be followed at all times while on duty for EC&D. No alcohol, smoking, or illegal substances are permitted in the workplace. High business ethics and discretion with regard to client and project information is required of all employees at EC&D. All workplaces are to be kept clean and orderly.

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2.7 Operational Information: Business & Personal Correspondence

2.7.1 Company Correspondence

Formal letters and proposals must be printed on EC&D letterhead. Copies of the documents are to be tracked along with the appropriate project. For outgoing documentation that does not require a cover letter, such as maps, drawings, and CDs, the letter of transmittal is located in Companyshare\Documents & Forms on the "M" Drive. A file copy should be placed in the project notebook or file.

2.7.2 Mail

All outgoing mail must be placed in the Outgoing Mail bin in the receptionist's office by 4:30 PM. Incoming mail is placed in the employee's box in the downstairs mail room. FedEx is used for all overnight mail; they do not accept P.O. Boxes. The project number, contract, and task must be kept track of on the "Internal Billing Reference" line of the FedEx label.

2.7.3 Telephone

Telephone conversations concerning essential project information should be documented in writing with the project file immediately after the conversation, including the name, date, time, and topics discussed. All new contacts should be entered into EC&D Contacts in Microsoft Outlook. All lines can be used for long distance business-related calls.

2.7.4 Personal Use & Restrictions

Personal usage of the internet for emails and other correspondence during business operating hours is prohibited and may result in disciplinary action, up to and including termination of employment. Personal calls are to be restricted to a minimum, primarily for emergencies. Cell phones should be silenced during business hours unless used for business purposes. Illegal downloading of copyrighted materials or any other inappropriate uses of the internet while at work will result in disciplinary action, up to and including termination of employment.

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2.8 Operational Information: Department Summaries

2.8.1 Departmental Breakdown

Administration

- Financial Management, Accounting, & Purchasing
- Human Resources Management
- Computer Maintenance
- Property Management
- Support of Operations

Engineering

- Site-Development Layout & Design
- Computer Modeling
- Detailed Construction Drawings & Plans
- Site-Development Drainage & Permitting

Environmental

- Wetland Delineation & Assessment
- Listed Species Survey & Assessment
- Environmental Landscape Design & Permitting
- Wetland Mitigation Banking
- Obtaining Formal & Jurisdictional Determinations

GIS/Mapping

- Metadata Creation
- Spatial Analysis
- Cartographic Production
- Digitized Aerial Photographs for Historical Analysis

Planning

- Land-Use, Environmental, & Transportation Planning
- Due Diligence Assessments for Land Development Restrictions & Limitations
- Interpretation of Regulatory Codes
- Market & Population Assessments
- Conservation, Subdivision, & Mixed-Use Designs

Project Coordination

- Background Research, Data Compilation, & Document Submittals
- Project Listing & Status Updates
- Scheduling & Coordination
- Cultural Resource Survey Coordination

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3.1 Benefits: Summary of Benefits

3.1.1 Summary of Benefits

The following is a list of benefits available to all full-time employees at EC&D:

- Paid Time Off
- Paid Holidays (11)
- Health Insurance
- Supplemental Insurance
- Dental Insurance
- 401 (K)
- Worker's Compensation
- Performance Based Bonuses
- Equipment Reimbursement
- Tuition Reimbursement
- Continuing Education
- Free Checking
- Membership Fees
- Conferences, Seminars, and Training Reimbursement

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3.2 Benefits: Paid Time Off

3.2.1 Paid Time Off

Paid Time Off (PTO) starts accruing at the beginning of employment. Every pay period, a specific amount accrues, but PTO is only available for use after successful completion of a full time employee's probationary period. PTO requests should be submitted to the department manager two weeks in advance and must be used in at least half day increments. An employee will be required to first use any accrued PTO before taking unpaid leave. PTO and holiday benefits are not accrued or given during unpaid leaves. A maximum of 40 hours of PTO can be carried over at the end of a year. A maximum of 120 hours of PTO may be carried at any time. Any accrued and unpaid PTO is paid upon termination of employment. The amount of PTO an employee receives each year increases with the length of their employment as shown in the schedule. Those employees hired before June 1, 2007 will continue to receive PTO at an accrual rate of 4.33 hours per paycheck.

3.2.2 PTO Accrual Rate Chart

EC&D Paid Time Off Accrual Rates			
Years of Employment	Weeks a Year	Hours a Year	Hours Per Paycheck
Less than 1 Year	2	80	3.33
More than 1 Year	3	120	5
More than 3 Years	4	160	6.67
More than 5 Years	5	200	8.33
More than 10 Years	6	240	10

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3.3 Benefits: Holidays

3.3.1 Holiday Dates

EC&D will grant paid leave to all employees for the holidays listed below:

- New Year's Day January 1st
- Memorial Day May Last Monday
- Independence Day July 4th
- Labor Day September First Monday
- Thanksgiving November Fourth Thursday
- Day After Thanksgiving November Fourth Friday
- Christmas Eve December 24th
- Christmas Day December 25th
- Christmas Break* December Week of Christmas
- Christmas Break* December Week of Christmas
- Christmas Break* December Week of Christmas

* The Christmas Break holidays will consist of five days total: Christmas Eve, Christmas Day, and three additional days to be determined and designated on a yearly basis.

3.3.2 Holiday Policies

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Full time employees will receive eight hours of holiday pay. If a recognized holiday falls during an employee's approved paid absence the employee will be eligible for holiday pay. However, if the employee takes an unexcused absence on the scheduled day immediately preceding or following the holiday, he or she will not receive holiday pay. If a nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at their normal rate for the hours worked on the holiday.

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3.4 Benefits: Insurance

3.4.1 Worker's Compensation Insurance

Worker's compensation, which is entirely paid for by EC&D, protects an employee against medical costs incurred from on-the-job accidents or injuries and for the work time lost as a result. Any and all injuries should be reported immediately to the department manager, no matter how minor, in case medical attention is needed at a later point in time. Neither EC&D nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty event sponsored or promoted by EC&D, or for any activities that occurred while under the influence of alcohol or any illegal substance.

3.4.2 Health Insurance

EC&D covers a specified amount of a full time employee's health insurance costs after his or her 90-day probationary period, based on length of time employed at EC&D. If an employee opts for the company insurance policy, which can be purchased as a single or family policy, and at a low or high rate, it is automatically deducted from his or her paycheck every pay period. Insurance begins on the 1st of the month after a program is selected by the employee.

3.4.3 Health Insurance Percentages Covered Chart

EC&D Health Insurance Percentages Covered		
Years Worked	Designated Plan	Percentage EC&D Pays For
Less than 2 Years	Single Person High Rate	60.00%
More than 2 Years	Single Person High Rate	70.00%
More than 3 Years	Single Person High Rate	80.00%
More than 4 Years	Single Person High Rate	90.00%
More than 5 Years	Single Person High Rate	100.00%

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3.5 Benefits: Fully-Vested 401 (K)

3.5.1 401 (K) Program

Upon successful completion of the 90-day probationary period, employees are eligible to enroll in the fully-vested 401 (K) program, on either the 1st of January or the 1st of July. Employees can choose to contribute up to 16% of their salary or the maximum dollar amount allowed by the IRS. EC&D will match contributions up to 3% of an employee's salary and match half of employee contributions between 3% and 5% of their salary. Employees can select one of the various contribution plans provided by EC&D.

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3.6 Benefits: Equipment, Membership, & Training Reimbursement

3.6.1 Equipment

Upon completion of one year of employment, Environmental Scientist employees will be reimbursed up to \$150 per year for field equipment. This includes the purchase of boots and other necessary field equipment not provided by the company. Employees must approve equipment with the department manager prior to purchasing to determine if it falls within the employee's equipment responsibility. The employee must then expense the item and note that it should be included in the field equipment reimbursement.

3.6.2 Membership

EC&D encourages its exempt employees to join professional societies and organizations promoting professional growth. EC&D will pay membership dues, approved by the department manager and Chief Operations Officer, for employees who have completed at least one year of employment. Each instance must be approved by the department manager and presented to the accounting manager for payment.

3.6.3 Training

Exempt and nonexempt full time employees that have completed one year of employment will be eligible for reimbursement of courses and related materials relevant to their work at EC&D. Necessary costs related to lodging and meals will be reimbursed at the standard rates which can be found in Companyshare\Documents & Forms on the "M" Drive. All courses and associated expenses require pre-approval by the Chief Operations Officer. Company vehicles are not permitted for use on training excursions, unless there is written consent by the department manager. If an employee is requested to take a course, the mileage will be reimbursed. Expense vouchers and receipts must be submitted to the department manager for reimbursement.

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4.1 Leaves of Absence: Personal

4.1.1 Personal Leave

Full time employees may request time off for personal reasons, with approval from the Chief Operations Officer through the department manager. An employee should give 30 days notice to the department manager for the requested time off, and two weeks notice of the return date, when possible. A maximum of 12 weeks of combined personal and medical leave may be requested per year, unless special written consent is given. Paid bereavement leave of one day may be taken by full time employees for the loss of a family member. For maternity leave, a health care provider's statement must be submitted verifying the need for the leave and stating the expected return date. An employee will be required to first use any accrued PTO before taking unpaid leave. PTO and holiday benefits are not accrued or given during personal leave. Although every effort will be made to accommodate employees requiring personal leave, EC&D does not guarantee reinstatement in all cases. Verification or documentation may be requested. In all instances, EC&D will comply with the Family and Medical Leave Act (FMLA). Information on the specifics and guidelines of this act can be found at www.dol.gov/esa/whd/fmla.

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4.2 Leaves of Absence: Jury & Military Duty

4.2.1 Jury Duty

Full time employees may request two weeks of paid subpoena or jury duty leave per year. As much notice as possible must be given to the Chief Operations Officer through the department manager. EC&D may request an excuse from jury duty if the employee's absence will create serious operational difficulties. The amount paid for jury duty leave will be the difference between the pay received for jury duty and the employee's hourly pay rate. Employees are expected to return to work during regular working hours whenever the schedule permits. If employees are required to appear in court beyond the two week period, any accrued PTO must be used, and then unpaid time off may be requested. PTO and holiday benefits are not accrued or given during unpaid leave. An original copy of the summons or subpoena must be presented to the Chief Operations Officer.

4.2.2 Military Duty

An unpaid military leave of absence will be granted to employees who are absent from work because of service in the U.S. Military. As much notice as possible must be given to the department manager and Chief Operations Officer. Employees on military leave for up to 30 days are required to return to work as normal after the end of the service. Employees on longer military leave must apply for reinstatement in accordance with USERRA and applicable state laws. An employee will be required to first use any accrued PTO before taking unpaid leave. PTO and holiday benefits are not accrued or given during unpaid leave. When determining benefits that are based on length of employment, employees will be treated as though they had been continuously employed.

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5.1 Policies of Employment: Employee Classification & Pre-Employment

5.1.1 Employee Classification

Employees are classified as exempt or nonexempt employees. Exempt employees are typically professionals, administration, and executives. Exempt employees are not covered by overtime provisions and are not legally required to receive overtime compensation. Nonexempt employees are protected by minimum wage and overtime regulations and are eligible for overtime pay at a rate of 1.5 times their regular rate for all hours worked over 40 in the work week. Nonexempt employees may also be asked to leave if there is no work requiring their presence.

5.1.2 Pre-Employment

To ensure hiring of only the most qualified individuals, EC&D will perform any of the following pre-employment screening procedures:

- Mandatory Drug Tests
- Reference Checks
- Criminal Background Checks
- Driving Record Checks

All information obtained in the pre-employment procedures will be kept confidential.

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5.2 Policies of Employment: Overtime

5.2.1 Overtime

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the department manager's prior authorization. Overtime compensation is paid to employees in accordance with federal and state laws. Overtime pay is based on actual hours worked; time off for personal leave, holiday leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the department manager may result in disciplinary action, up to and including termination of employment.

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5.3 Policies of Employment: Probationary Period, Raises & Departures

5.3.1 Probationary Period

All new and rehired employees work on a probationary basis for the first 90 calendar days, which may be extended if a more thorough assessment is required. At the end of this period, a formal written evaluation is performed by the department manager. If both parties are satisfied with the performance and circumstances of the probationary period, employees may begin regular employment at this time.

5.3.2 Raises, Promotions & Performances

Raises, promotions, and performance evaluations may be given at any time. All raises and promotions require the approval of departmental manager and the Chief Operations Officer. Regular performance evaluations are generally scheduled annually based on date of hire. Merit raises and promotions may also be given for achieving milestones and benchmarks that department managers deem valuable to company operations, upon approval of the Chief Operations Officer. Performance based bonuses may be given at the end of the year based on quality of work, utilization, profitability, and the ability to bring in new work. Raises go into effect at the start of the next pay period, unless otherwise specified. EC&D Job Descriptions outline the requirements and skill sets needed for promotions.

5.3.3 Departures

Since employment with EC&D is based on mutual consent, both the employee and EC&D have the right to terminate employment at will, with or without cause, at any time. Employment termination includes resignation, discharge, or layoff. Employees will receive their final pay in accordance with applicable state laws and all accrued benefits that are due.

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5.4 Policies of Employment: Equal Employment Opportunity & Harassment Policy

5.4.1 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at EC&D will be based on merit, qualifications, and abilities. EC&D does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected category. This includes all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

5.4.2 Harassment Policy

EC&D is committed to providing a work environment that is free from all forms of discrimination or conduct that can be considered harassing, coercive, or disruptive. Verbal or physical conduct based on an individual's race, color, religion, sex, national origin, age, disability or any other legally protected category will not be tolerated. In addition, EC&D strictly forbids any form of sexual harassment including unwanted sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature by employees.

5.4.3 Reporting Harassment

Any employee or applicant that feels he or she has been discriminated against or harassed due to his or her race, color, religion, sex, national origin, age, disability, or any other protected status should immediately report such incidents to the Human Resources Department, without fear of reprisal. All allegations will be investigated and all complaints will be confidential to the extent possible. EC&D considers harassment to be a major offense which can result in disciplinary action, up to and including termination of employment.

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5.5 Policies of Employment: Safety Guidelines & Drug-Free Workplace

5.5.1 Safety Guidelines

EC&D strives to provide the safest possible working conditions for all employees by complying with all local, state, and federal regulations. Employees share the responsibility of maintaining safety in all areas and environments related to the workplace. All work and break areas must be kept clean. While working, there is to be no horseplay, and required safety gear must be worn at all times. Certain job-sites have specific safety requirements. Employees must consult their department manager to find out these requirements, if necessary.

5.5.2 Drug Policies

Every supervisor has the right to search an employee's personal property, vehicle, or other such repository located on company property, if there is a suspicion of illegal drugs or alcohol. In order to maintain a drug and alcohol free workplace, EC&D will administer mandatory drug tests during the pre-employment screening process. Existing employees also will be subject to random tests throughout the course of employment at EC&D. Any applicant that fails a drug test will no longer be considered for employment. Any employee that fails a random drug test or refuses to submit to testing or a search may be immediately suspended without pay pending an investigation. The appropriate disciplinary action, up to and including mandatory rehabilitation and termination of employment, will determined by the Chief Operations Officer and Chief Executive Officer. Any employee taking a prescription drug that may impair his or her judgment or driving skills should notify the department manager before beginning work.

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5.6 Policies of Employment: Employee Grievance & Outside Employment

5.6.1 Grievances

Employees at EC&D will be heard without regard to status or type of complaint. EC&D encourages all employees to address their grievances with his or her department manager, the Human Resources Department, or the Chief Operations Officer, and strive for a quick and easy compromise. EC&D can only attempt to bring a resolution to issues that have been brought to the attention of management.

5.6.2 Outside Employment

Full time employees are not permitted to be employed outside of EC&D. Part time employees are allowed to work elsewhere, but must treat EC&D as the primary place of employment with regard to conflicts of scheduling and appointments. In return EC&D will try to accommodate special requests by the employee to avoid scheduling conflicts.