

Employee Handbook and Policy Manual

Chicago **Public Media.**

Updated August, 2019

Table of Contents

A. Welcome	1
1. Our Mission	1
2. Our Values.....	1
3. Our Employment Relationship	2
B. General Policies	2
1. Right to Revise Handbook and Policies	2
2. Equal Employment Opportunity	3
3. Policy against Harassment	3
a. Reporting Harassment or Discrimination.....	4
b. Retaliation	5
4. Open Door Policy and Resolving Your Concerns	5
5. Whistleblower Policy.....	6
a. Reporting.....	7
b. Anonymous Allegations	7
c. Confidential Reporting Service	8
6. Expectations of Conduct	8
7. Policies Regarding Accommodations	10
a. Gender Transitions.....	10
b. Reasonable Accommodation for Disabilities	10
c. Pregnancy and Child Birth.....	10
d. Nursing Mothers	11
e. Religious Accommodations	11
f. Requesting and Accommodation	11
C. Personal Conduct	11
1. Code of Ethics.....	11
2. Alcohol and Drug-Free Workplace	12
a. Use of Legal Drugs.....	13
b. Moderate Consumption of Alcohol at CPM-Sponsored Events	13
c. Testing.....	13

d. Pre-Employment Testing.....	14
e. Smoking Policy	14
3. Employment of Relatives	14
4. Personal Relationships between Coworkers.....	14
5. Information and Electronic Communications	14
a. Prohibited Access	15
b. Prohibited Uses	15
c. Installation of Software.....	16
d. Protection of Systems Security	16
e. Violations.....	17
6. Personal Phone Calls	17
7. Confidentiality.....	17
D. Safety and Security	18
1. Secure Employee Access	18
2. Station Access Cards.....	18
3. Guest Registration Policy	18
4. Safety Protocols	19
5. Small Appliances	20
6. Drivers' Records	20
7. Your Personal Property at Work	20
8. Solicitation and Distribution.....	20
9. Staff Records and Information	21
E. Employment.....	21
1. Immigration Law Compliance	21
2. Employment Classifications	22
3. Full-Time.....	22
4. Part-Time.....	22
5. Temporary Part-time or Full-Time	22
6. Contractors.....	22
7. Interns	22
8. Work Hours	23

a. Approval of Work Schedule.....	23
b. Overtime	23
c. Attendance and Punctuality.....	24
d. Recording Time	24
F. Paycheck Information.....	25
1. Review Paychecks	25
2. Non-Exempt Employees.....	25
3. Exempt Employees.....	26
4. Complaint Procedures regarding pay.....	27
5. No Retaliation.....	27
6. Direct Deposit.....	27
7. Meal Breaks.....	28
8. Salary Advances.....	28
9. Compensation and Salary Increases	28
G. Performance Reviews	28
H. Professional Development and Conferences.....	29
I. Business & Travel Expenses.....	29
J. Benefits 1. Full-Time and Part-Time Employee Benefits Package and Pre-Tax Contributions	29
2. Flexible Spending Account	30
3. Employee Assistance Program	30
4. 403(b) Plan	30
5. Pre-tax Parking and Public Transit Program.....	31
K. Transit Guidelines.....	31
1. Daily Commuting.....	31
2. Daily Parking.....	31
3. Public Transit.....	31
4. Work Related Transit.....	31
5. Taxis.....	32
6. Public Transportation.....	32
7. Ridesharing Services (i.e., Uber, LYFT, etc.)	32

L. Time Off	32
1. Paid Time Off for Full-Time and Part-Time Employees	32
2. Submitting Time-Off Requests	32
3. Vacation Time for Full-Time Employees.....	32
4. Vacation Time for Part-Time Employees.....	33
5. Scheduling	33
6. Personal Days	33
7. Holidays	34
8. Sick Leave	34
9. Voting Time and School Conferences	35
M. Family Leave	35
1. Eligibility for Family Leave.....	36
2. Requesting Family Leave	36
3. Pay during Family Leave	36
4. Insurance Benefits during Family Leave.....	36
5. Short-Term Disability Insurance Benefits during Family Leave.....	37
6. Intermittent Family Leave	37
7. Family Leave without 12 months eligibility.....	37
N. Family and Medical Leave Act (“FMLA”) Leave of Absence	37
1. Eligibility for FMLA Leave	37
2. Required Circumstances for FMLA Leave.....	38
3. Pay and Benefits during FMLA Leave	38
4. Requests for Leave	39
5. Intermittent Leave	39
6. Medical Certification	39
7. Returning from Leave.....	39
8. Termination of Employment	39
9. Limitations on Duration of Leaves	40
10. Victims’ Economic Security and Safety Act (“VESSA”)	40
O. Personal Leave of Absence (Non-Medical Leave)	40

P. Military Leave.....	41
1. Uniformed Services Employment and Reemployment Rights Act (“USERRA”)	41
2. Illinois Family Military Leave Act.....	42
Q. Bereavement	42
R. Unpaid Leave for Death of a Child	42
S. Jury Duty	43
T. The End of Our Working Relationship	44
1. Group Health Insurance	44
2. Resignation.....	44
3. Return of Confidential Information.....	44
4. Exit Interview	44
5. Severance Pay	44
6. Reference Checks, Employment Verification, and Recommendations.....	44
Employee Acknowledgement	45
APPENDIX A: Rights For Pregnant Employees	46
APPENDIX B: Employee Rights Under The Family And Medical Leave Act	47

A. Welcome

We are glad that you have chosen a career with us and we look forward to working with you. We welcome you to Chicago Public Media, a unique community of dedicated, talented professionals committed to making a difference in our community, our region, and our world. We want you to succeed as a staff member, take pride in your work, and share our passion for our mission and creating our vision of the future. A future whereby Chicago Public Media delivers exceptional content to our media consumers wherever and on whatever platform they prefer. As an employee of Chicago Public Media and a member of the CPM team you play the essential role in meeting that goal.

We believe that our people are our most important and valuable asset. In that spirit, Chicago Public Media seeks to create a work environment that is based upon mutual understanding, collaboration and trust. We believe in a culture where each staff member is valued, feels safe to bring forth ideas and concerns, and has the opportunity to develop their skills and abilities to fulfill their own unique potential.

1. Our Mission

We nourish the public conversation by telling the stories that matter. Chicago Public Media serves the public interest by creating and delivering diverse, compelling content that informs, inspires, enriches and entertains. Through a broad range of media platforms, we connect diverse audiences in our service area and beyond to one another. We help them make a difference in our communities, our region, and our world. (April 2010)

2. Our Values

Chicago Public Media established its organizational values to articulate a clear set of core values that represent our vibrant and diverse culture; to establish a greater sense of camaraderie with our peers; and to lay the groundwork for the culture we want to continue building for the future – the behaviors and actions to which we aspire in our CPM work community.

- We show up every day with passion and purpose.
- We ask questions and listen with intent.
- We have each other's backs.
- We work hard. We have fun.
- We are present in our community.
- We leave proud every day.

3. Our Employment Relationship

The purpose of this Manual is to provide employees with guidelines to assist them during their employment with Chicago Public Media. The benefits, policies, and procedures discussed in this Manual are applicable to all employees except to the extent that they conflict with the terms and conditions outlined in any collective bargaining agreement or written contract of employment, in which event the contractual terms supersede. Chicago Public Media's Chief Executive Officer ("CEO"), General Counsel, and Vice President, Human Resources are the only representatives who have the authority to enter into any written contract for employment or benefits, or to make any agreement that is contrary to the policies contained in this Manual. Any such agreements must be in writing, reviewed by General Counsel, and signed by Chicago Public Media's CEO or Vice President, Human Resources. Except for Chicago Public Media employees governed by collective bargaining agreement or written contract of employment as described above, all Chicago Public Media employees are employed at-will. This means that both employees and Chicago Public Media have the right to terminate the employment relationship with or without cause or notice.

This Manual is not all-inclusive and should be used as a guide only. It is designed to provide information about our policies and to answer questions concerning everyday operations. It is not a contract or agreement, and its contents should not be interpreted as a contract or agreement between Chicago Public Media and you.

If you have a question that cannot be answered within these pages, you are encouraged to seek clarification from your supervisor, Department Vice President, or Human Resources.

In addition to this handbook, Chicago Public Media's **Code of Ethics** applies to all CPM employees. Please read and familiarize yourself with this document. Questions about compliance with the Code should be directed to your immediate supervisor, department head or the VP, Human Resources.

This Manual is the property of Chicago Public Media. No part of the Manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any business/commercial venture without the express written permission of Chicago Public Media. The information contained in this Manual is strictly limited to use by Chicago Public Media and its employees. Disclosure of this Manual to competitors is prohibited. Making an unauthorized disclosure of this Manual is a serious breach of Chicago Public Media's standards of conduct and may result in disciplinary action and other liability provided by law.

This Manual has been updated effective **August 8, 2019** and supersedes any and all prior manuals, procedures, policies, and statements issued by Chicago Public Media.

B. General Policies

1. Right to Revise Handbook and Policies

This Manual is a living document that can and will change as Chicago Public Media continues to grow. The policies, procedures and benefits described in this Manual (with the exception of the at-will policy)

may be amended, revoked, or suspended at any time, without notice, at Chicago Public Media's sole and exclusive discretion, except as otherwise provided in any collective bargaining agreement or other employment agreement. We urge you to check with Human Resources to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes any previously issued handbooks.

2. Equal Employment Opportunity

It is the policy of Chicago Public Media to provide equal employment opportunities to all employees and applicants for employment. Chicago Public Media values the individual rights of its employees and maintains the highest ethical standards in dealing with them. No applicant or employee of Chicago Public Media shall be discriminated against with regard to age, race, color, gender (including gender identity and gender expression), religion, national origin, ancestry, order of protection status, citizenship status, military status, unfavorable discharge from military service, marital status, physical or mental disability, sexual orientation, or any other protected category in accordance with applicable federal, state, or local law. This policy applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, compensation, benefits, training, educational programs, promotion, transfers, and discharge.

If you believe you have been treated in an unlawful discriminatory manner, you should immediately report the matter to your supervisor, Human Resources, or the Chief Executive Officer. Please see the following procedure for more details on filing a complaint. Chicago Public Media prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

3. Policy against Harassment

Chicago Public Media is committed to providing a workplace that is free from all forms of unlawful discrimination and harassment, including sexual harassment. Chicago Public Media will not tolerate harassment by anyone – including employees, visitors, vendors, etc. This policy applies to conduct on Chicago Public Media's premises and in the course of Chicago Public Media's business, as well as off-premises conduct that affects any employee in the workplace or that creates a hostile, intimidating, or offensive working environment. Any employee who engages in unlawful discrimination or harassment in violation of this policy will be subject to disciplinary action, up to and including dismissal. Each case will be reviewed on an individual basis.

For purposes of this policy, "harassment" means unwelcome conduct, whether verbal, physical or visual, that is based upon or derisive of a person's age, race, color, religion, national origin, ancestry, order of protection status, citizenship status, military status, unfavorable discharge from military service, marital status, physical or mental disability, sexual orientation, gender (including gender identity and gender expression), or any other protected category in accordance with applicable federal, state, or local law, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. This policy applies to all employment practices, including, but not limited to,

recruiting, hiring, pay, performance reviews, training and development, promotions, discipline, discharge, and other terms and conditions of employment.

This policy also specifically prohibits sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact or other verbal or physical conduct or communication of a sexual nature where:

- Submission to that conduct is made a term or condition of employment, either explicitly or implicitly; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct or communication unreasonably interferes with an individual's job performance, or creates an intimidating, hostile, or offensive environment.

No representative of Chicago Public Media has the authority to request or require an employee or applicant to submit to sexual harassment as a condition of receiving any job benefit (such as a raise or a promotion) or avoiding any job detriment (such as a pay cut or demotion).

Depending upon the circumstances sexual harassment may include explicit sexual proposition; suggestive comments; sexually-oriented "kidding" or "teasing;" "practical jokes" about gender-specific traits; foul or obscene language or gestures; displays of pornography or other inappropriate printed or visual material; and physical contact, such as patting, pinching, or brushing against another's body.

a. Reporting Harassment or Discrimination

Chicago Public Media affirms its commitment to complying fully with both the letter and spirit of federal, state, and local legislation relating to unlawful harassment, discrimination, and retaliation in the workplace. In order to fulfill this commitment, Chicago Public Media has a policy for resolving unlawful harassment and/or discrimination complaints. If you believe you have been subject to any unlawful harassment, discrimination, and/or retaliation you should immediately bring the matter to the attention of the Chief Executive Officer (312-948-4617), or the Vice President of Human Resources (312-948-4606).

All complaints will be investigated, information will be treated as confidentially as allowable under applicable law, and interviews will be conducted in private. However, in order to conduct an effective investigation, certain information will be conveyed in the process of interviewing the alleged harasser and/or potential witnesses. You may be asked to prepare a written complaint, including details of the incident(s), names(s) of the individuals(s) involved and the names(s) of any witness(es). Any employee who knowingly provides false information in connection with an investigation under this policy will be subject to discipline, up to and including termination of employment.

The results of the investigation will be discussed with those persons involved and Chicago Public Media will determine whether any action is warranted in response. Where the investigation confirms that an

employee has violated this policy, prompt corrective action will be taken, commensurate with the severity of the offense. Appropriate action will be taken to deter any future harassment or discrimination. In the case of Chicago Public Media employees, corrective action may range from verbal or written warnings up to and including termination, depending upon the circumstances.

A request not to investigate a reported violation of this policy cannot be honored.

b. Retaliation

Chicago Public Media will not retaliate against any person for making a good faith complaint under this policy, regardless of the outcome of the investigation. Similarly, Chicago Public Media will not retaliate against any person who has filed a charge, made a complaint, or filed a report in good faith regarding a possible violation of this policy or who has testified, assisted, or participated in any investigation, proceeding, or hearing conducted under this policy, or exercised any other legally protected workplace right. Retaliation includes any employment decision or other conduct made with the intent to punish an employee for, or that would likely deter an employee from, complaining about or assisting in the investigation of discrimination or harassment. (Note that reporting harassment or discrimination, cooperating with an investigation, or exercising any other legally protected workplace right will not insulate an employee who has otherwise violated Chicago Public Media's policy from appropriate disciplinary action.) Any employee of Chicago Public Media who retaliates against another employee for utilizing, in good faith, the procedures in this policy, will be subject to discipline up to and including termination.

If you become aware of retaliation against anyone, including yourself, for reporting discrimination or harassment or exercising any other legally protected right under this policy, you must immediately report such conduct using the reporting procedure set forth above. Because false accusation may have a serious impact on the person accused, any employee who makes a report of harassment, discrimination, or retaliation that he or she knows to be false will be subject to disciplinary actions, up to and including termination.

4. Open Door Policy and Resolving Your Concerns

It is important to Chicago Public Media that staff members feel comfortable bringing forward unresolved work concerns. To that end, Chicago Public Media has an "open door" philosophy, allowing our staff options to resolve their concerns. If you have a complaint of harassment, discrimination, and/or retaliation, you should immediately bring the matter to the Vice President of Human Resources (312-948-4606) or the CEO (312-948-4617).

In situations that are not of a legal concern, it is recommended that problem solving begin with a dialogue between you and your supervisor. The most satisfactory solution to a job-related issue is usually achieved through timely, honest and open discussion with your immediate supervisor. You are not required to complain first to your supervisor if that supervisor is the individual with whom you have a problem. Discussion may be with the Department Vice President or other Department VP or Managing Director. You can bring any issue to Human Resources at any time. You should raise any

issues as soon as possible. By way of example, you may ask Human Resources for assistance at one of the following levels:

1. Listening – you wish to express your feelings on an issue or situation.
2. Mediation – you are seeking assistance in resolving a situation with a colleague or supervisor. Human Resources will assist with finding a resolution.
3. Investigation – you are raising an issue that warrants an investigation by Human Resources. Examples include, but are not limited to, situations involving discrimination or sexual harassment. Chicago Public Media will treat all complaints and investigations as confidential, to the extent possible and in accordance with law. Upon completion of the investigation, you will be provided with a response.

Please keep in mind that, while Chicago Public Media provides staff members with the opportunity to communicate their concerns, it may not be possible or appropriate for Chicago Public Media to resolve the complaint to each staff member's satisfaction. If an employee complains in good faith, there will be no discipline or penalty against the employee because of the complaint, regardless of the outcome.

5. Whistleblower Policy

Chicago Public Media is committed to the highest possible standards of ethical, moral, and legal business conduct. In line with this commitment and our commitment to open communication, this policy provides an avenue for directors, officers, Advisory Council members, and employees to raise serious and sensitive business operational conduct concerns, and provide assurance they will be protected from reprisals or victimization for information provided in good faith.

The Whistleblower Policy is intended to cover serious concerns that could have a significant impact on Chicago Public Media, such as actions that:

- may lead to incorrect financial reporting;
- are unlawful;
- are not in line with Chicago Public Media policy, including the Expectations of Conduct and Code of Ethics;
- otherwise amount to serious improper conduct.

a. Reporting

The whistleblowing procedure is intended to be used for serious and sensitive issues.

Serious concerns relating to financial reporting should be reported in either of the following ways:

- Directly to the Audit Committee Chair

Mailing address alternative for written documents:

Audit Committee Chair
c/o Secretary of the Board of Directors
Chicago Public Media, Inc.
848 East Grand Avenue – Navy Pier
Chicago, Illinois 60611-3462

Serious concerns relating to unethical or illegal conduct should be reported in either of the following ways:

- Directly to the Audit Committee Chair
- Directly to the Nominating and Governance Committee Chair

Mailing address alternative for written documents:

Audit Committee Chair or Nominating and Governance Committee Chair
c/o Secretary of the Board of Directors
Chicago Public Media, Inc.
848 East Grand Avenue – Navy Pier
Chicago, Illinois 60611-3462

Employment-related concerns should continue to be reported through normal channels such as your supervisor or the Vice President of Human Resources.

- Harassment or victimization of the complainant will not be tolerated
- Every effort will be made to protect the complainant's identity

b. Anonymous Allegations

This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to the seriousness of the issue raised; the credibility of the concern and the likelihood of confirming the allegation from attributable sources. Malicious allegations may result in disciplinary actions.

c. Confidential Reporting Service

If an individual is uncomfortable reporting any concern as outlined above, Chicago Public Media has contracted with an independent third party to provide an opportunity for confidential, anonymous reporting. Instructions for anonymous submissions to the third-party provider can be found below and will be supplied to the Board of Directors and other volunteers with their orientation materials. The Audit Committee shall receive copies of all reports submitted to the independent third party. Serious concerns relating to financial reporting or unethical or illegal conduct may be communicated anonymously as follows:

- Telephone:
English speaking USA and Canada: (800) 401-8004
Spanish speaking North America: (800) 216-1288
 - Website: <http://www.lighthouse-services.com/wbez>

Or

<http://www.lighthouse-services.com/chicagopublicmedia>
 - E-mail: reports@lighthouse-services.com (must include Chicago Public Media name with report)
 - Fax: (215) 689-3885 (must include Chicago Public Media name with report)
- These services are available 24 hours a day, seven days a week for use by staff.

6. Expectations of Conduct

Chicago Public Media depends on staff to advance our mission, vision, and values as part of the job responsibility with which they are entrusted. This means we conduct ourselves in a manner that is consistent with CPM's standards and policies as outlined in this Policy Manual.

Any staff member whose job performance or conduct is not consistent with Chicago Public Media's standards will be subject to corrective or disciplinary action, which may range from a verbal warning to termination of employment. Corrective action may include placing you on a Performance Improvement Plan. The appropriate disciplinary action will be determined at the discretion of Chicago Public Media based on the facts and circumstances of the situation, including the severity of the offense, the employee's previous work record and length of service, disciplinary action taken in other comparable situations, and any mitigating or aggravating factors. Any misconduct or infraction of a Chicago Public Media policy may result in immediate termination. There is no requirement that an employee receive a warning or suspension before being terminated. Where action short of termination is deemed appropriate by management, corrective action is not intended to punish for punishment's sake, but rather to serve as a method to modify or change the behavior of an employee whose performance or conduct does not meet Chicago Public Media's standards.

The following list is not intended to be all-inclusive but rather to identify some of the conduct and behavior that will be not tolerated by Chicago Public Media and will subject an employee to disciplinary action, up to and including termination:

- Violation of any Chicago Public Media rule, policy, or procedure, including those set forth in this document;
- Insubordination or refusal to perform legitimate work assignments;
- Engaging in a physical altercation with, or threatening, intimidating, or coercing, fellow staff members, guests, or the public on or off Chicago Public Media's premises at any time or for any purpose;
- Engaging in an act of sabotage, or willfully or with gross negligence causing the destruction or damage of Chicago Public Media's property or the property of fellow staff members, suppliers, visitors, or the public in any manner;
- Theft of Chicago Public Media property or the property of fellow staff members, suppliers, visitors, or the public, or unauthorized possession or removal of any Chicago Public Media property including, but not limited to, documents from the premises without prior permission from Chicago Public Media;
- Unauthorized use or misuse of Chicago Public Media equipment or property for personal reasons or profit;
- Making maliciously false statements about or disparaging CPM's programs, products or services, or the products and services of CPM's contributors, advertisers, clients or other business affiliates;
- Engaging in immoral conduct, unethical behavior, lewdness or indecency;
- Directing obscene or abusive language or conduct toward any staff member or guest of Chicago Public Media or member of the public, including language or conduct that is harassing or discriminatory based on race, gender or any other protected category;
- Falsifying or omitting any information in any official Chicago Public Media records, including but not limited to, employment applications, personnel and payroll records, expense reports, time records, or invoices and payment records;
- Unsatisfactory work performance;
- Unauthorized or excessive absences from work (unless excused by law);
- Plagiarism or violation of the payola/plugola policy;
- Engaging in any act of workplace violence, fighting, horseplay, or other forms of willful disorderly conduct;

- Possession of any weapon on Chicago Public Media property;
- Failure to report property damage and/or unsafe conditions that subsequently result in damage, loss, or injury;
- Carrying, using, possessing, or being under the influence of alcohol or illegal drugs on Chicago Public Media’s premises, in violation of CPM’s Alcohol and Drug-Free Workplace policy.

7. Policies Regarding Accommodations

a. Gender Transitions

Chicago Public Media recognizes that restroom access may be a particular concern for employees who have made a transition in their public gender identity or are undergoing such a transition. Once an employee has begun living and working full-time in the gender that reflects their gender identity, they will be permitted access to the restroom and (if applicable) locker room facilities consistent with their gender identity.

Chicago Public Media will work with employees who are undergoing a gender transition to identify appropriate restroom arrangements during the transition process and to identify and address any other issues or concerns that may arise in connection with the transition.

Transitioning employees will not be required to have undergone or to provide proof of any particular medical procedure (including sex reassignment surgery) in order to have access to facilities designated for use by a particular gender.

In addition, Chicago Public Media maintains gender neutral restrooms that are available for use by all employees.

b. Reasonable Accommodation for Disabilities

Chicago Public Media is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. Chicago Public Media will make reasonable accommodations for qualified individuals when required by law, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include but are not limited to time away from work, modifications to an employee’s work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

c. Pregnancy and Child Birth

In addition to providing time off for prenatal care, childbirth and family leave under its Family and Medical Leave policy (see page 38), Chicago Public Media will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for Chicago Public Media.

Additional information regarding pregnancy accommodation rights under Illinois law is included in the Appendix.

d. Nursing Mothers

Chicago Public Media supports mothers who choose to breastfeed and will provide reasonable, paid break time for an employee who needs to express breast milk for her nursing infant child for one year after the child's birth, unless doing so creates an undue hardship for Chicago Public Media. The break time may run concurrently with any break times already afforded to the employee. Chicago Public Media will also provide a suitable private location for expressing breast milk during the work day. To the extent necessary, Chicago Public Media will comply with all applicable federal, state, and local laws relating to nursing mothers in the workplace.

e. Religious Accommodations

Chicago Public Media respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.

f. Requesting and Accommodation

If you require a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, you should promptly bring the matter to the attention of the CEO (312.948.4612), or the Vice President of Human Resources (312.948.4637). Chicago Public Media may require you to provide documentation or information supporting your request. If you seek an accommodation due to a medical condition, Chicago Public Media may also require you to be evaluated by a health care provider designated by Chicago Public Media. If an accommodation is needed, Chicago Public Media will work with you to determine what accommodation is appropriate. Chicago Public Media is generally not required to provide an accommodation that would result in an undue hardship for Chicago Public Media. Additionally, please note that even where Chicago Public Media is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that you request if another accommodation would also be effective. Employees who are granted reasonable accommodations will generally be required to perform all essential job functions and to meet the same performance standards and expectations with respect to those job functions as required of similarly-situated employees, unless otherwise provided by applicable law.

C. Personal Conduct

1. Code of Ethics

Chicago Public Media is committed to conducting its business in compliance with all applicable laws, and with the highest ethical standards of a public service and responsible journalism based media organization. Chicago Public Media's employee manual and other organizational policies and procedures emphasize that it is the responsibility of all executives, content creators, and staff to comply with the ethical standards outlined in Chicago Public Media's Code of Ethics. The provisions of the Code are designed to promote honest ethical conduct, including the responsibilities of

journalism without bias and the ethical handling of actual or apparent conflicts of interest between personal and professional activities and relationships. All employees are required to acknowledge the code of ethics upon hire and be familiar with its contents. Any questions regarding the code should be brought to your department head, the VP HR, or the CEO. The Code of Ethics is found in the Totebag under Staff Resources in the HR folder.

2. Alcohol and Drug-Free Workplace

Chicago Public Media is committed to providing a safe, drug-free working environment for its employees and to protecting its business from unnecessary financial loss due to drug and alcohol use among its employees. For the purpose of this policy, “Illegal Drugs” means any drug or controlled substance that:

- is not legally obtainable or possessed;
- is legally obtainable or possessed but has not been legally obtained; or
- has been legally obtained but is not used in the manner and for the purpose for which it was prescribed or manufactured.

“Legal Drugs” means any prescription drugs and over-the-counter drugs that have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

This policy applies to all employees of Chicago Public Media and is subject to additions, modifications, or deletions.

Employees will be subject to discipline, up to and including discharge, for any of the following violations of the policy:

- Using, possessing, manufacturing, carrying, giving, selling, distributing, trading, purchasing, negotiating, trafficking, soliciting/offering for sale, or delivering to another person Illegal Drugs, or otherwise engaging in the use of Illegal Drugs, on or off the job.
- Reporting to work or being on Chicago Public Media premises under the influence of Illegal Drugs or other controlled substances or intoxicants.
- Reporting to work under the influence of, or impaired by, alcohol.
- Testing positive (as verified by a medical facility selected by Chicago Public Media) for drug use or alcohol impairment.
- Refusal to fully participate in the specimen collection process when requested by management pursuant to this policy.

- Failure to notify Chicago Public Media of any conviction under a criminal statute for a drug violation, within five days after such conviction.
- Refusing or failing to comply with alcohol/drug treatment and/or “aftercare” recommendations provided by a qualified counseling professional approved or accepted by Chicago Public Media.

It is an employee’s responsibility to seek diagnosis and treatment for alcohol/drug use before it becomes a disciplinary matter. Chicago Public Media provides eligible full-time employees with an Employee Assistance Program, which provides assistance to employees with substance abuse problems. Volunteering to participate in a treatment program does not excuse or limit the employee’s obligation to meet his/her job performance expectations.

a. Use of Legal Drugs

All employees who are using Legal Drugs that may affect their mental or physical alertness, reaction time, or behavior are required to report such information to Human Resources in order to obtain clearance to work while using such medications. This requirement specifically applies to, but is not limited to, any Legal Drugs that contain warning labels concerning effects on concentration or sedation.

Chicago Public Media will make a case-by-case determination to assess the work of the employee, and the individual effects on the employee, in making a decision as to whether the employee should be placed on medical leave during the time when the Legal Drug is required. All information, both written and verbal, concerning the employee’s use of the Legal Drug will be kept confidential and disclosed only on a “need to know” basis or in accordance with the requirements of applicable law.

b. Moderate Consumption of Alcohol at CPM-Sponsored Events

From time to time, CPM may sponsor, or employees may attend gatherings or events at which alcoholic beverages are available, such as holiday parties or customer receptions. Responsible consumption of alcohol at a CPM-sanctioned gathering or event whether alcoholic beverages are offered will not be regarded as a violation. This exception applies equally to employees working at off-site locations or attending off-site events.

The consumption of alcohol is never required, and employees may always elect non-alcoholic beverage options. Employees who consume alcohol at business-related or CPM-sponsored gatherings or events must behave professionally and appropriately at all times, and must obey all applicable laws and ordinances. Being under the influence of alcohol will not constitute an excuse for any inappropriate conduct, poor work performance, or violations of CPM policies or the law.

c. Testing

For the safety of its staff, its clients, and the public, Chicago Public Media may require an employee to submit to alcohol/drug testing upon reasonable suspicion, with or without prior notice. The testing will be conducted at a medical facility selected by Chicago Public Media and at its expense. Prior to testing, the employee will be required to sign a consent form authorizing testing and agreeing to submit a suitable blood, urine, breath, or other sample. The employee will be relieved of duty pending

the outcome of the drug/alcohol test. If any test result is confirmed to be positive by Chicago Public Media's chosen medical facility, the employee will be subject to discharge from employment.

d. Pre-Employment Testing

Chicago Public Media reserves the right to test all applicants who are selected for employment and/or re-employment for drug use and alcohol impairment as a condition of employment. Employees who are applying for re-employment or returning to work from an approved leave of absence and/or layoff after more than 30 days off the job may also be required to submit to a drug and alcohol test under this policy, unless such testing is prohibited by applicable law.

No applicant or employee will be forced to participate in testing. However, if an individual refuses to participate in a requested testing procedure, Chicago Public Media will consider that refusal to be grounds for discharge from employment or revocation of an employment offer.

e. Smoking Policy

Chicago Public Media is committed to a "smoke-free" environment. Smoking is prohibited in the workplace. Employees may smoke on the terrace area adjacent to the third-floor cafe, or any other outside area on the Navy Pier where smoking is permitted.

3. Employment of Relatives

Because of the possible conflict of personal interests with Chicago Public Media's interests, an employee will not be placed in a position under the direct or indirect supervision of a relative. A "relative" is defined as a blood, in-law, step, or adoptive relative as close as, or closer than, a nephew or niece. A spouse or domestic partner will also have the relationship of a relative for purposes of this policy.

4. Personal Relationships between Coworkers

Chicago Public Media understands that employees may date each other and, in most situations, we tolerate such relationships. You should, however, keep Chicago Public Media's Unlawful Harassment, Discrimination, and Retaliation Policy in mind – unwanted requests for dates can be a form of harassment. Personal relationships are not allowed between supervisors and their direct reports. If a relationship does transpire, the supervisor should immediately bring this matter to the attention of their manager so proper changes can be made in the reporting structure of the department.

5. Information and Electronic Communications

Chicago Public Media encourages all staff members to use its Information and Electronic Communication Systems ("Systems") because they make business communications more efficient and effective. These Systems are the property of Chicago Public Media, and include but are not limited to, e-mail, voicemail, intranet, internet, and computers. Chicago Public Media's Systems are generally to be used for business purposes, subject to personal use during non-working time that does not involve the Prohibited Uses defined below. There should be no expectation of privacy in electronic communications on Chicago Public Media's Systems.

The guidelines below are not intended to limit or discourage employees' usage of the Systems, but rather to ensure proper and responsible usage.

a. Prohibited Access

Employees may not use a password other than the one that Chicago Public Media issued to them, nor may they access any computer files other than those that they have a right and need to access. Employees are prohibited from allowing other persons, including any non-staff members or third parties, to use their access codes or passwords to access Chicago Public Media's Systems.

Immediately upon termination of employment, an employee may not access the Systems (other than to leave messages), transmit from the Systems, or alter any data or information maintained in the Systems without the express prior written approval of Chicago Public Media.

b. Prohibited Uses

During their working time, employees are expected to use the Systems for business purposes and may not use the Systems for non-business related activities, including, but not limited to, (a) non-business related mass distribution e-mails, solicitations, or chain letters; (b) subscribing to non-business related mailing lists; (c) spending excessive amounts of time browsing the Internet for non-business purposes; or (d) reviewing and contributing to Internet chat rooms, blogs and Social Media Sites. During their working time, employees must keep personal use of the Systems to a minimum, and may not make personal use of the Systems in a way that (a) distracts employees from their work duties or (b) amounts to more than incidental personal use.

Employees are not allowed to use Chicago Public Media Systems at any time to:

- engage in any illegal activities.
- communicate offensive or harassing language that attacks others based upon their age, race, color, religion, national origin, ancestry, order of protection status, citizenship status, military status, unfavorable discharge from military service, marital status, physical or mental disability, sex, sexual orientation, gender identity or any other protected category in accordance with applicable federal, state, or local law.
- direct threats to the public safety, disseminate information that creates a genuine risk of physical harm, communicate language promoting or encouraging self-harm, or promote bullying.
- transmit statements or remarks that constitute defamation under applicable federal, state, or local law.
- transmit graphic or obscene images, including nude, pornographic, or sexually explicit images.
- disclose personal health information about others or otherwise violate privacy rights under applicable federal, state, or local law.
- violate copyrights, trademarks, or other intellectual property rights.

- disclose proprietary and confidential business information, including confidential information about Chicago Public Media’s contributors, donors or members; non-public financial information; confidential grant information; strategic plans; confidential news sources; or intellectual property.
- offer for sale/trade of regulated goods, such as firearms, alcohol, tobacco, or adult products.

The following uses of the Systems are also prohibited except with the explicit prior approval of a department head as part of a legitimate business or journalistic activity:

- political activities (e.g., lobbying or supporting a political campaign)
- gambling;
- pornography.

c. Installation of Software

To prevent computer viruses from being transmitted through or onto Chicago Public Media’s Systems, employees may not download, load, or install any unauthorized software. All software downloaded or loaded onto a computer must be registered or licensed to Chicago Public Media. Employees should contact the Network Administrator if they have any questions.

d. Protection of Systems Security

Chicago Public Media periodically backs-up and archives data and information contained on its Systems. Features such as passwords and message delete functions do not necessarily eliminate the ability to access and retrieve information. The Systems, as well as all communications and information that are transmitted, received, or stored on the Systems, are Chicago Public Media’s property. Chicago Public Media may monitor the use of the Systems and access the information stored on them as necessary to determine that the equipment is used according to this policy or to retrieve information from electronic storage. Additionally, Chicago Public Media routinely reviews the Systems’ usage patterns. Therefore, employees should be aware they do not have privacy rights in any information, communications, or stored information transmitted, received, or contained in Chicago Public Media’s information systems, even though they have been issued passwords or word access codes.

If you have personal information that you do not wish to share with Chicago Public Media, do not use Chicago Public Media’s IT resources to store, send, receive, view or access that information.

Chicago Public Media may also implement blocking software to restrict access to potentially unlawful Internet sites, such as sites that promote pornography, violence, gambling or illegal activities; to prevent the receipt of suspicious emails that may contain malware, viruses, pornographic or other harmful materials; to prevent mass emails or unsolicited bulk emails from outside entities or individuals; to prevent receipt and transmission of emails containing attachments, photos, videos or other materials that violate Chicago Public Media policies, including obscene or pornographic materials.

e. Violations

If an employee violates this policy, he/she is subject to discipline, up to and including termination of employment. Chicago Public Media may advise appropriate law enforcement and regulatory officials of any illegal conduct.

6. Personal Phone Calls

While at work on CPM premises, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of office telephones. Limited use of personal cell phones and office phones is permitted so long as it does not interfere with regular job duties or is not used for any illegal purpose or in violation of any CPM policies. CPM is not liable for the loss or damage of personal cell phones in the workplace.

7. Confidentiality

Like any business, CPM must maintain confidentiality of various business records and proprietary information. CPM requires that all employees keep and maintain any and all confidential information in the strictest confidence. Additionally, all employees are strictly prohibited from using, copying, or disclosing confidential information except as necessary to perform their job duties for CPM. Furthermore, employees are prohibited from removing confidential information from CPM premises or transmitting or downloading any confidential information to their personal computers, cellular telephones, or other electronic devices, unless they receive specific authorization from CPM in advance.

Confidential information includes: all records reflecting CPM's business methods and financial records or information regarding CPM's confidential personnel records or medical information regarding other employees; information or records regarding any customer or customer transaction; non-public information regarding CPM including, but not limited to, information or records regarding any vendor or vendor transaction; and correspondence or contracts with any manufacturers, distributors, or other business partners; and operating policies or procedures of CPM. This policy does not preclude you from disclosing, if you choose to do so, records or information regarding your own employment, or from discussing terms or conditions of employment with other employees.

Employees must take reasonable steps to secure any confidential information to which they have access in the course of their work. This includes, but is not limited to the following:

- Documents containing confidential information should not be left in the open or unsecured. Employees who have documents containing confidential information must secure the documents before leaving their work area, for example by placing them in a locked drawer or filing cabinet.
- Employees should lock or log off of their computer work station before leaving their work area. Unlocked computers should never be left unattended.
- Employees must follow all information security procedures and policies established by CPM's IT department.
- Employees should not remove documents containing confidential information from CPM's premises without express approval from management.

All employees are expected to strictly comply with this important policy both during and after their employment with CPM and are further expected to return any and all confidential information in their possession or control immediately upon termination of their employment with CPM.

As a condition of employment, employees may also be required to sign a separate agreement with CPM regarding the protection of CPM information. Violation of such an agreement will also be ground for discipline, up to and including termination of employment.

D. Safety and Security

Chicago Public Media is committed to providing a safe and healthy workplace. It is the responsibility of each employee to maintain a safe environment and to adhere to safe working practices.

We recognize that certain behaviors and conditions are more likely to lead to accidents. These include:

- improper lifting;
- untidy work areas;
- obstructed aisles;
- improper use of equipment;

We ask that staff follow safe work practices at all times and prevent accidents before they happen. For everyone's safety, employees are required to immediately report any safety issue or injury, no matter how minor, to their supervisor and, if applicable, a Workers' Compensation claim must be completed and turned into Human Resources.

1. Secure Employee Access

All employees must carry key-cards at all times for entering, moving about, or exiting the building. In addition, if an employee sees or knows of anything that could create a potential safety concern, accident, or hazard, he/she must report it immediately to his/her supervisor or the facilities manager, regardless of how insignificant it may appear.

2. Station Access Cards

Employees receive a photo station access card (ID Badge) for access to the station during work hours. If you have lost or misplaced your card, please inform facilities so that we may arrange for the card to be disabled and secure a new card for you. If you leave your card at home, the Front Desk will provide a badge for your use that day. It is important that everyone have a card and use it.

3. Guest Registration Policy

All guests need to provide prior notice and obtain authorization from an employee before entering the station. If you are expecting guests, please adhere to the following procedure for providing notice/authorization.

All guests must be registered with the Front Desk in advance. This includes guests who will be arriving either before or after normal work hours. After hours and early morning guests should be

registered by 3PM. Please send an email to WBEZ-FRONTDESK@wbez.org with the name of the guest and their approximate arrival time.

Guests must wear a badge at all times while in our offices for easy identification. Anyone without a badge should be asked to go to the front desk to get one. A badge and lanyard will be prepared for each registered guest and will be ready for them at the front desk, or with the master control engineer (MCE) on duty if the guest arrives after or before normal work hours. If the guest is arriving after hours, the MCE will page you and ask you to pick up their badge in Studio 4, and then meet them at the entry door upstairs.

Unregistered guests will not be let into the building and must be met at the doors downstairs by their host. Unregistered guests should then be escorted by their host to the Front Desk, or the MCE if they arrive after/before normal hours, to get a badge made for them.

Meetings where the general public can attend, will require special arrangements. For public meetings of significant scale, we will have someone downstairs registering and preparing badges for general public guests. For smaller events, we will have generic “Visitor” stick-on badges for them upstairs in the case of a scheduled tour where there is an escort that stays with them at all times, or for board meetings where attendance is typically small and they are similarly escorted to and from the Community room.

Signs are posted at the entry doors stating our guest entry policy. These signs are there for employees to point to if someone is asking to be let in. This helps alleviate the sometimes awkward feeling when confronted by someone at the doors, so make use of them when needed.

4. Safety Protocols

Chicago Public Media has developed protocols and instructions for staff on what to do in the event of an emergency including medical emergencies, suspicious packages, fire, tornado, active shooter and earthquake. The instructions for each of these situations are available via a mobile app and website for your review and to download to your mobile phone for immediate access from home or office. The app can be downloaded to your phones’ hard drive in case WIFI or cell service is not available. You can access the Safety net website here:

<http://clients.aksafetynet.com/wbez/>

Upon your first visit, please register your SafetyNet account by following the steps below:

1. Visit the URL above via your mobile device
2. From the homepage, select the ‘More’ button at the bottom right corner
3. Click on the ‘New User? Create Account’ text link below the existing user log in fields.
4. Enter the password for the training program.

Occupant training: **wbezstaff**

Response Code: **wbezstaff**

1. Select the corresponding training program from the dropdown menu
2. Continue entering data into the rest of the fields – your name, tenant affiliation, floor number, etc.

3. Select your role you play in an emergency. This role selection will determine which response steps will be displayed for your account.
4. After completing all fields, click **Submit** to finalize your registration.
5. Click on the **Home** page in the lower left corner
6. You may now click on any of the listed emergency scenarios to view your response steps. You may also participate in the video-based training program.

5. Small Appliances

For your safety, no small appliances or electrical equipment is allow at desks (i.e., coffee maker, mini-fridge, space heater or fans). They are an electrical hazard.

6. Drivers' Records

Chicago Public Media may require employees who regularly drive their own vehicles or leased vehicles in the performance of their work duties, like reporters on assignment, to furnish Chicago Public Media with periodic proof that they hold a valid driver's license and valid insurance. In addition, Chicago Public Media may request employees who regularly drive their own vehicles or leased vehicles in the performance of their work duties to provide written consent, in accordance with applicable law, to allow Chicago Public Media to obtain access to their driving records.

7. Your Personal Property at Work

Although precautionary measures to prevent loss through theft are continually taken, losses do occur. Chicago Public Media does not assume responsibility for the loss or theft of staff's personal property brought onto Chicago Public Media's premises or which they have with them when they are performing their duties. To prevent such losses, staff must observe the following practices:

- Do not leave valuables unattended in the office, common areas, desk, or wherever employees are performing their duties.
- Wallets and purses should never be left unprotected.
- Office doors and storage should be locked when an area is unattended. See Facilities if you do not have a key.
- Do not leave valuable articles on the premises overnight.
- Laptops should be removed from docking stations and stored in locked personal storage.
- Upon your last day of employment with Chicago Public Media, you will be required to remove all personal property from Chicago Public Media's premises and return the access key card to Facilities.

8. Solicitation and Distribution

In order to protect employees from harassment and interference with their work and to maintain an efficient and productive workplace free of undue litter and distractions, Chicago Public Media has adopted the following rules concerning the solicitation and distribution of material:

- Employees may not engage in solicitation of any kind, except during non-working time. "Working time" means the period of time that an employee is supposed to be performing his/her job duties. It includes the time when either the employee soliciting or distributing written materials, or the employee being solicited or receiving written materials is supposed

to be working. "Working time" does not include free time such as time established for lunch, breaks, periods before or after work, or other periods when employees are not required to be performing work for Chicago Public Media.

- "Solicitation" includes, but is not limited to, asking for support, assistance or contributions for, soliciting memberships in, or selling goods for, any outside business, charitable, religious, civic or other organization, including, for example, Girl Scouts, sports club memberships, or school wrapping paper sales.
- Employees likewise may not distribute literature in working areas at any time. "Literature" includes, but is not limited to, written materials such as fliers, letters, brochures, memoranda, and pamphlets of any kind or for any purpose.
- Persons who are not employees of Chicago Public Media are prohibited from distributing literature or soliciting employees at any time on Chicago Public Media's property.
- Employees who wish to announce events or solicit may post their announcement/solicitation in the #garage-sale channel in Slack. Employees may not solicit for unlawful purposes. Management reserves the right to remove any slanderous materials or materials that violate this policy.

9. Staff Records and Information

Chicago Public Media maintains an employment file on each employee. The accuracy of these records is important for staff and Chicago Public Media. It is each employee's responsibility to update their personal information in the Human Resources information system and to verify its accuracy.

Ultipro>Myself>Personal Information>Name, Address, Telephone

Changes of information include, but are not limited to, mailing address, telephone number, name, Social Security number, dependent status, emergency contact information or other relevant information.

Employees may request a copy of their file as permitted by law by submitting a request in writing to Human Resources.

E. Employment

1. Immigration Law Compliance

Chicago Public Media is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment each new employee must complete the Employment Eligibility Verification Form 1-9 and present true and accurate documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form.

All employees must maintain the ability to prove their legal ability to work in the United States as a condition of continued employment. Violation of this policy, either by a new employee or by management, is unacceptable and may lead to discipline, up to and including termination. Chicago Public Media takes its I-9 duties seriously. Any employee who violates this policy has no authorization to do so by management.

2. Employment Classifications

Positions with Chicago Public Media are generally designed to require full-time employment. However, in certain functions and during some seasons, Chicago Public Media's needs may require the services of employees who are not full-time. There are three classifications of employees at Chicago Public Media:

1. Full-time employees;
2. Part-time employees;
3. Temporary part-time or full-time employees.

3. Full-Time

Full-time employees are normally scheduled to work 40 hours per week. These employees are eligible for all benefits as described in the "Benefits" section of this Manual.

4. Part-Time

Part-time employees are normally scheduled to work less than 40 hours per week. Part-time employees qualify for selected benefits only as noted in this Manual or any other applicable agreement.

5. Temporary Part-time or Full-Time

Temporary employees are hired for a specific role or project for a fixed duration with a clear end date. A temporary position will not last longer than twelve (12) months. Temporary employees do not qualify for benefits except as legally required.

6. Contractors

In addition to the above employees, Chicago Public Media may also retain the services of non-employee contractors, including freelancers or other project-based or seasonal contract staff. Contract staff are not employees and do not qualify for benefits.

7. Interns

CPM has long been committed to developing the next generation of public media professionals through our internship program.

During the period of their internship with CPM, interns are expected to work no more than forty (40) hours a week and will be paid no less than the applicable minimum wage rate for the City of Chicago for all hours worked; interns are not allowed to work more than forty (40) hours a week without the approval of a CPM manager, in which event the intern will be paid the overtime rate for all hours

worked in excess of forty (40) hours per week. Content and Programming internships last for six months, with cohorts starting in January and June.

CPM will establish and adjust internship placements, assignments and schedules based on a number of considerations, including show scheduling needs, grant restrictions or fulfillment requirements, budget constraints, and level of available supervision. Interns do not qualify for benefits except as legally required.

8. Work Hours

Chicago Public Media broadcasts and publishes 24 hours a day, seven days per week, 52 weeks per year. This rigorous schedule requires flexibility and regular attendance.

General office hours are Monday through Friday 9:00 a.m. to 6:00 p.m. Individual employee work schedules may vary. Your schedule will be determined by your supervisor depending on the needs of the position.

a. Approval of Work Schedule

Your work schedule is determined by your supervisor in conjunction with the department Vice President and based on the needs of the department and the position. Supervisors, along with the department Vice President, may approve an employee's written request to alter his/her schedule. The decision is based on an employee's circumstances provided the overall needs of the department and position are met. To alter a work schedule for a given day, approval must be sought from your supervisor prior to reporting to the shift with as much advance notice as possible.

b. Overtime

Due to the nature of our business, it is sometimes necessary for employees to work beyond their normal work schedule on a given day or week. Although Chicago Public Media will attempt to fill overtime needs on a voluntary basis, any employee may be required to work overtime when the need arises.

Certain employees, referred to as "non-exempt" employees, are eligible for overtime pay at the rate of one and one-half times their regular rate of hourly pay for all hours worked in excess of 40 per week. Non-exempt employees may not work overtime hours unless specifically authorized in advance by their supervisor or manager. Vacation, personal days, and holidays are not considered "hours worked" for purposes of calculating overtime pay for a particular week.

Other employees, referred to as "exempt," are not entitled to additional compensation for working overtime. Rather, their compensation packages are intended to compensate them for all hours worked, including any overtime hours.

You will be notified whether you are an "exempt" or "non-exempt" employee upon hire or if your status changes.

Failure to report for overtime duty, whether volunteered or assigned by Chicago Public Media, will be considered under Chicago Public Media's attendance and tardiness policy in the same manner as an

absence that occurs during regular working hours. Failure to work scheduled overtime or, in the case of non-exempt employees, overtime worked without prior authorization from a manager or supervisor may result in disciplinary action, up to and including termination.

c. Attendance and Punctuality

Because Chicago Public Media operates around the clock, 24 hours per day, seven days per week, 365 days per year, the organization relies on its staff to be ready and able to work every day that they are scheduled to work. Timely, regular, dependable attendance is essential to Chicago Public Media's success. Excessive absenteeism, tardiness, and early departures place an unfair burden on other employees. If you know you will be absent from work, late, or need to leave early, you must notify your supervisor as soon as possible, but in no event later than one hour prior to the time you are scheduled to report to work or leave for the day. You are required to input all your paid time off requests, including sick time, into Ultipro, the organizations' HR employee information system and the official time keeping system for all staff. You must keep your supervisor informed on a daily basis relating to successive absences unless you have been granted a leave of absence and have a specific return date. Individual departments may have specific call-in procedures, which the employees of the department must follow.

Unauthorized or excessive absences, tardiness, early departures, or the falsification of absences, tardiness, or early departures will be addressed by the supervisor and department Vice President, and will subject the employee to disciplinary action, up to and including discharge. An employee who fails to call in for more than three consecutive days and fails to produce an acceptable excuse will be considered to have voluntarily resigned.

d. Recording Time

All employees are responsible for accurately recording their work time each and every day.

Non-exempt employees are required to record their working time via Ultipro online HRIS system on their computer. If you are a non-exempt employee, you must record the time you start and end work, as well as the start and end of any unpaid lunch breaks or other meal periods. You are also required to record any time spent working at home or at a remote location. This includes, among other things, time spent on work-related phone conversations or e-mail correspondence outside the office.

Exempt employees are required to maintain a daily record of their hours worked and to report their Absences via Ultipro online HRIS system.

You must review your time record for accuracy at the end of each pay period. If it is accurate you must acknowledge it through Ultipro. If there are any errors, you must promptly notify your supervisor and Human Resources/Payroll so that it can be corrected. If you have any questions about how to record your time, please ask Human Resources for clarification.

If for any reason you fail to record your time, you must immediately notify your supervisor and Human Resources so that your time record can be corrected. You and your supervisor and Human Resources will be required to document the corrected time entry and reason for any change.

Falsifying or tampering with time records, altering time records without authorization and approval of management, working overtime without authorization, or failing to properly record your time may result in disciplinary action up to and including termination of employment. Additionally, errors or delays in recording your time may result in errors or delays in your paycheck.

F. Paycheck Information

Chicago Public Media paydays are normally every other Friday. If a payday falls on a holiday, the payday will be on the workday prior to the holiday. Employees are paid for hours worked two weeks in arrears. For example, a two week pay period beginning on Saturday the 1st and ending on Friday the 14th, is paid on Friday the 28th.

Paycheck stubs list deductions for federal and state withholdings, FICA (Social Security) insurance, and other deductions.

1. Review Paychecks

While Chicago Public Media makes every effort to pay its employees correctly, mistakes can happen from time to time. Chicago Public Media recommends that you regularly review your paychecks to check for any errors. If you notice an error or if you have any questions, you should use Chicago Public Media's reporting procedure (see Complaint Procedures below). When you find and report an error, Chicago Public Media will promptly make any corrections necessary, including reimbursement for any improper deductions and corrections for any overpayments consistent with applicable law.

Chicago Public Media will not retaliate against any person for making a good faith report under this policy, regardless of the outcome of the investigation. Similarly, Chicago Public Media will not retaliate against any person for providing truthful information in connection with an investigation under this policy in any respect. (Of course, employees who are found to have violated Chicago Public Media policies as a result of an investigation may be subject to appropriate discipline for such violations.) Any employee of Chicago Public Media who retaliates against another employee for making a report or participating in an investigation under this policy will be subject to discipline, up to and including termination.

2. Non-Exempt Employees

To ensure that employees are paid for all time worked, it is extremely important that non-exempt employees accurately record all of their working time. Non-exempt employees' time reporting must reflect all of the time they have worked, as well as any absences, early or late arrivals, early or late departures, meal breaks, and any other long breaks (more than 20 minutes). Employees are not allowed to do any "off-the-clock" or unrecorded work. Doing so is against federal and state law and will result in discipline, up to and including termination of employment. Any employee who is asked, directed, or pressured to work "off the clock" or to otherwise falsify a time or payroll record, or who becomes aware of such a situation, must immediately report the matter in accordance with CPM's complaint procedures below.

On pay days, employees will be required to verify that they were paid correctly for their regular and overtime work and that no improper deductions were taken from their paycheck.

3. Exempt Employees

Exempt employees will receive a salary compensating them for all of their work for Chicago Public Media. Their salaries will be established at the time of their hire or when they become classified as exempt. While the salaries of exempt employees may be reviewed and adjusted from time to time, the amount will be predetermined and will not change from week to week based on variations in either the quantity or quality of their work. However, exempt employees must still accurately record their use of paid time off, including vacation, sick time, personal time, holidays, jury duty, and bereavement leave.

Exempt employees will ordinarily be paid their full weekly salary for any week in which they perform any work for Chicago Public Media, without regard to the number of days or hours they work. The salary of exempt employees will not be reduced for any of the following reasons in any week in which they perform work for Chicago Public Media:

- partial day absences for personal reasons, sickness, or disability;
- absences because their work facility is closed on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which they perform any work for Chicago Public Media; or
- any other deductions prohibited by state or federal law.

The salary of exempt employees will, however, be reduced for certain types of deductions required by law or authorized by the employee, such as deductions for state, federal, and local taxes and social security, and their portion of health and/or dental insurance premiums. In addition, the salary of exempt employees may be reduced if one the following exceptions apply:

- absences of one or more full days for personal reasons when the employee has exhausted all of his/her vacation time or he/she has requested leave without pay;
- absences of one or more full days due to the employee's own sickness or disability when he/she has exhausted all of his/her paid leave benefits;
- to offset amounts received by the employee as payments for jury duty, witness duty, or military leave;
- full-day disciplinary suspensions for infractions of safety rules of major significance;
- unpaid disciplinary suspensions of one or more full days due to significant infractions of written workplace conduct rules applicable to all employees ;

- FMLA absences of one or more full days when the employee has exhausted all of his/her paid leave benefits;
- absences for an entire work week in which the employee performs no work for Chicago Public Media;
- the first or last week of employment, if the employee works less than a full week;
- deduction for the employee portion of the premiums for employee benefits, income tax withholding, payroll taxes, or voluntary contributions to a retirement plan; or
- deduction for overpayments, consistent with the requirements of applicable law, including any requirements for employee authorization.

4. Complaint Procedures regarding pay

If any employee believes that their pay has been reduced by an improper or unauthorized deduction or if they discover any other payment error, the employee should contact the Payroll Department immediately. Complaints should include the relevant dates and circumstances of the improper or unauthorized pay deduction or other payment error and information regarding whether the error has happened before.

The Payroll Department will review the employee's concerns and may interview the employee and their manager.

If Chicago Public Media determines that an employee has been underpaid, it will promptly reimburse the employee. If Chicago Public Media determines that the employee has been overpaid, it will notify the employee of the deduction or repayment schedule, consistent with applicable law.

Chicago Public Media will continue to strive to comply with its policies and applicable law following these types of errors.

5. No Retaliation

Chicago Public Media does not tolerate retaliation against any employee who makes or files a complaint in good faith regarding a payment error or improper or unauthorized deduction. Any such retaliation will result in disciplinary action, up to and including termination of employment.

6. Direct Deposit

Employees may elect to have their paychecks automatically deposited into their personal bank accounts by designating an account for direct deposit. You are encouraged to take advantage of this convenience. Employees electing to receive their paychecks through direct deposition will receive an electronic statement of earnings/deposit receipt each pay period detailing their earnings and any deductions for income and payroll taxes, etc. so that they will know how much has been deposited into their account.

To sign up or make changes to direct deposit (including changing account numbers or switching banks), staff will need to submit a new authorization form. These forms are available via our Human Resources Information System (“HRIS”).

7. Meal Breaks

Non-exempt employees scheduled to work at least 7.5 hours in a shift will be allowed one unpaid meal period of up to a 60 minutes (but no less than 20 minutes), which will begin no later than 5 hours after the start of the employee’s shift. This meal break allowance does not apply to employees whose meal breaks are covered under the terms of a collective bargaining agreement.

You may be allowed to work through your meal break and leave work early only with the explicit approval of your supervisor.

8. Salary Advances

Because Chicago Public Media is a not-for-profit organization funded by the community, it does not give salary advances to employees.

9. Compensation and Salary Increases

Chicago Public Media compensates employees at competitive market rates that take into consideration more specific factors including skills, experience, educational level and internal equity. Generally, Chicago Public Media makes salary adjustments when an employee receives a promotion, to ensure that the employee’s salary reflects the responsibilities of the new position and is within the salary range for the job. In addition and usually on an annual basis, Chicago Public Media provides merit increases to employees based on their individual performance and the available budget for salaries for the year. Salary adjustments and merit increases are awarded at the sole and exclusive discretion of Chicago Public Media, except as otherwise provided in a collective bargaining or individual employment agreement. Given operational and budgetary considerations, there is no guarantee that a positive annual evaluation will result in a merit increase or promotion.

G. Performance Reviews

Chicago Public Media conducts performance reviews of employees at least once a year. Performance reviews are a key component of performance evaluation and employee development. The review process is designed to create an opportunity for supervisors and their direct reports to have a dialogue about:

- Job performance, expectations and accomplishments/areas for growth
- Goal setting
- Setting objectives in alignment with the mission of the department and the institution

The performance review process requires input from both the supervisor and the employee being reviewed. Employees are expected to complete the self-evaluation forms in a timely manner as part of the annual review process. Supervisors are responsible for completing the annual performance

review process in a timely manner and communicating with employees about their performance, including accomplishments, strengths, areas needing improvement, goals and expectations.

New employees or employees not meeting their performance objectives may be reviewed more frequently. A new employee will receive an evaluation of their performance after completing six months of service.

H. Professional Development and Conferences

Chicago Public Media is committed to providing development opportunities for the staff. Individual training needs will be determined collectively by each employee, his/her supervisor, and Human Resources. Staff may attend appropriate conferences and other professional meetings during working hours with the advance approval of their supervisor.

I. Business & Travel Expenses

Chicago Public Media prefers to pay vendors directly. Occasionally, however, there are circumstances in which employees may incur a necessary out-of-pocket expense. Employees will be reimbursed for legitimate business expenses with proper documentation and approvals. To obtain reimbursement of business expenses, employees must submit itemized receipts of those expenses for approval within thirty (30) calendar days of incurring the expenses. All expense reimbursements must be approved by your department VP or higher, depending on their approval limits. Chicago Public Media will reimburse an employee for approved business expenses no later than thirty (30) calendar days after an employee submits his or her legitimate expenses with proper documentation. Employees should seek reasonable travel expenditures to avoid impropriety or the appearance of impropriety.

In the event that employees use their automobile for business use, they will be reimbursed for mileage based on the Internal Revenue Service approved mileage rate currently in effect. In order to ensure reimbursement for out-of-pocket expenses, employees should seek advance approval, where practicable

J. Benefits

1. Full-Time and Part-Time Employee Benefits Package and Pre-Tax Contributions

Chicago Public Media provides an exceptional benefits program, recognizing that benefits are an important part of total compensation. Chicago Public Media currently offers benefit eligible full-time employees a benefits package that includes group medical, health savings account, dental, optical, life, short- and long-term disability insurance. CPM designates full time employment for benefits eligibility as regular employees working an annual average of 30 or more hours per week, or as in alignment with the Affordable Care Act and the conditions and requirements described in each of the plan documents. Copies of each plan document, as well as additional information regarding each of the plans, are available through Human Resources.

Once employees have enrolled in the benefits package, they may not make any changes to their insurance coverage and group life insurance until the open enrollment period, unless the change which they elect is a result of a change in family status, such as marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of their spouse. A change in election due to change in family status would be effective the day of the event and the employee's change in contribution level would be reflected the next pay period.

Chicago Public Media offers pre-tax benefits contributions for full-time employees who participate in our benefits package. This concept in benefit coverage is known as a Section 125 Plan.

A Section 125 Plan is a benefit plan that allows employees to make contributions towards premiums for medical insurance and group life insurance on a before-tax, rather than an after-tax, basis. This means premium contributions are deducted from an employee's gross pay before income tax and Social Security are calculated.

Employees will automatically participate in this plan by enrolling in Chicago Public Media's group benefits package.

Chicago Public Media reserves the right to modify or terminate any aspect of the benefit program, including employee contribution levels. In the event there is a conflict between the plan documents and this Manual, the plan documents will control.

2. Flexible Spending Account

Chicago Public Media sponsors a Flexible Spending Account ("FSA") plan that lets full-time employees deduct dollars from their paycheck and put them into a special account. The money in the FSA can be used for eligible healthcare and dependent care expenses incurred by the employee, their spouse, and their dependents. FSA accounts are exempt from federal, state, and Social Security (FICA) taxes.

3. Employee Assistance Program

Chicago Public Media provides full-time employees an Employee Assistance Program ("EAP"). The EAP can refer employees to qualified professional counselors who can help them in areas of stress management, personal and work-related problems, legal concerns, financial issues, and child care resources. This benefit is available to staff at no cost. EAP counselors are available at (800) 316-2796.

4. 403(b) Plan

Chicago Public Media's 403(b) Plan provides eligible employees with both a tax-deferred opportunity and a Roth after tax contribution as vehicles to accumulate savings for retirement through payroll deductions. Employees are eligible to participate immediately, and a discretionary company match is available after one year of service and will be automatically added to the enrolled employees 403(b) account on the first pay period of the month following their one year anniversary.

5. Pre-tax Parking and Public Transit Program

Chicago Public Media encourages employees to participate in the pre-tax transit program. This program allows employees to use pre-taxed dollars to pay for both Navy Pier monthly/daily parking and public transportation. The program also allows employees using public transportation to order Ventra Cards through Chicago Public Media.

K. Transit Guidelines

Beyond the personal responsibility of commuting to and from work - including transit fares, gasoline, and/or daily parking fees - CPM staff may be engaged in roles that require them to leave CPM's Navy Pier offices on a regular or occasional basis in order to perform the duties of their position. The following descriptions are intended to address the variety of transit options available. A complete set of transit guidelines can be found on the Totebag under Staff Resources, HR.

1. Daily Commuting

CPM staff are responsible for their daily commuting expenses, including parking on days that an employee may choose to use their personal vehicle for a work-related purpose.

Navy Pier offers a discounted parking rate for Pier employees and is available to regular employees of CPM in conjunction with ABM Parking. An employee has the option of paying a daily parking fee or purchasing a monthly pass.

2. Daily Parking

A debit card for daily parking can be loaded and reloaded with pre-tax funds through payroll deduction. Post tax funds can be loaded on the card at the parking kiosk outside Riva restaurant and inside garage door # 8. Daily parking does not include in/out privileges or a subsidized rate on no employee parking days. On a monthly basis, CPM's facilities department sends an email to all staff with a list of days when discounted employee parking rates are not available.

Monthly Pass: Alternatively, employees may opt to use a monthly parking pass option with unlimited in/out access on any day and at a fixed monthly cost.

Rates are set by ABM Parking and are subject to change. To confirm the rate, please check with HR.

3. Public Transit

CPM offers a pretax transit benefit whereby pretax dollars can be loaded onto a transit fare pass for use on the CTA and Metra lines. Funds are loaded via payroll deduction. Pretax limits apply per IRS regulations, \$265.00 per month is effective in 2019.

4. Work Related Transit

When a personal vehicle is used for a work related external assignment, appointment, or event, mileage is reimbursed at the IRS standard rate, which will be communicated to staff and reflected in an updated expense report template at the beginning of each calendar year. Reimbursement is for the mileage incurred in transit to the work-related assignment, appointment, or event. The employee may request reimbursement of mileage that exceeds the mileage of the employees' routine and normal commute. Parking fees at external work related assignments, appointments, or events are also eligible for expense reimbursement.

Parking fees for Navy Pier employee parking are only reimbursable if the employee has a daily pass and leaves the Pier on a work assignment in his or her own vehicle and returns and parks at Navy Pier on the same day. If an employee has a daily pass and swipes in and out of the Pier parking lot a second time because of the work-related assignment, appointment or event, CPM will reimburse for the second card debit or the parking fee, provided parking was purchased with post tax funds and proper expense reimbursement policy is followed when requesting reimbursement.

5. Taxis

CPM employees may use their own cash or credit for cab fares and submit an expense report for reimbursement. If doing so presents a hardship, petty cash may be requested for cab fares.

6. Public Transportation

If public transportation is used for transportation to a work related external assignment, appointment, or event, such fares are eligible for reimbursement provided transit was purchased with post tax funds and proper expense reimbursement policy is followed when requesting reimbursement.

7. Ridesharing Services (i.e., Uber, LYFT, etc.)

The use of rideshare services to and from Navy Pier is generally discouraged due to City of Chicago surcharges and the uncertainty of pricing fluctuations associated with rideshare algorithms and their attendant pricing practices. However, CPM recognizes there are occasions in which a Cab or personal transit are not feasible. In these circumstances, rideshare services may be considered a reasonable alternative.

All transit methods require adequate documentation to be eligible for reimbursement or to substantiate legitimate business purpose.

L. Time Off

1. Paid Time Off for Full-Time and Part-Time Employees

Chicago Public Media recognizes that employees need support to meet the needs of personal rest and rejuvenation and the occasional yet important need for time to be present for family needs and commitments. Chicago Public media has designed their policies to support our staff and their families by providing income security when time off is needed. Following is a general description of paid time off benefits currently offered to employees of Chicago Public Media.

2. Submitting Time-Off Requests

All requests for paid time off are submitted by employees and approved by their supervisor through the online HR system, Ultipro. Instructions for submitting time off are reviewed during the new employee onboarding process, in addition to the online tutorials available on the Ultipro site.

3. Vacation Time for Full-Time Employees

Employees are encouraged to schedule and use their full amount of vacation time each year. However, all vacation scheduling will be subject to the business needs of Chicago Public Media and must be approved by your supervisor or department head. All time off requests must be submitted through

the Human Resources Online system. You may not take time off until your request is approved by your supervisor, also through the online HR system.

Full-time employees are eligible for paid vacation time as set forth below.

Length of complete calendar years of service:	Days/Hours per year:
0-5 + years	15 days/4.61 per pay period/ (120 hrs.)
6-14+ years	20 days/6.15 per pay period/ (160 hrs.)
15 or more years	25 days/7.69 per pay period/ (200 hrs.)

During a full-time employees' first partial calendar year of employment, they will receive the following vacation prorated by the date of hire. For vacation accrual purposes, full time employees initially hired between January 1 and June 30 will be credited with one year of completed service on the January 1st following their first partial year of employment. Full-time employees whose employment terminates for any reason during the calendar year will be paid, upon termination, for their unused vacation on a pro rata basis. Employees who have exhausted all of their paid vacation shall have their final paycheck reduced on a pro rata basis.

4. Vacation Time for Part-Time Employees

Part-time employees who are scheduled to work or who work, on average, a minimum of 24 hours a week will be eligible for three (3) days (24 hours) of paid vacation each year, credited on January 1 for use during the calendar year. During their initial year of employment, and after completing their first 90 days of employment, part-time employees will be credited with vacation as follows:

Eligible Days of Vacation	Accrual Rate
3	.92 hours per pay period

Part-time employees whose employment terminates for any reason during the calendar year will be paid, upon termination, for their unused vacation on a prorated basis, based on time worked.

5. Scheduling

Vacation plans are subject to the supervisor's approval and should be scheduled with as much advance notice as possible. Certain requests including, but not limited to, last minute requests, may not be honored if they create unacceptable staffing or other employment problems. Staff may not elect to receive salary in lieu of vacation days not taken during any year. Vacation days are not cumulative and may not be carried over from one calendar year to the next. Days that are not used by the end of the calendar year will be forfeited.

6. Personal Days

At the beginning of each year, full-time employees will receive four personal days to be taken during the calendar year. During the first calendar year of employment, full-time employees will receive one

personal day for each full three-month period completed. Personal days may be used for any reason with advance approval of the supervisor.

Personal days cannot be carried over from one calendar year to the next. Any personal days not taken within the calendar year in which they are earned will be forfeited. Also, personal days have no monetary value and staff may not elect to receive salary in lieu of personal days not taken during any year. Upon conclusion of employment, eligible employees will not receive pay for any unused personal days.

7. Holidays

Chicago Public Media observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

If the holiday falls on a Saturday, the holiday will be observed on the Friday before the holiday. If the holiday falls on a Sunday, the holiday will be observed on the Monday after the holiday. Employees are not required to work on these holidays unless they are scheduled to do so by their supervisor. If a full-time nonexempt employee is required to work on a holiday, he/she will receive an additional half-day's pay and may schedule with their supervisor an alternative day off with pay within six weeks of the holiday worked.

8. Sick Leave

Full-time employees receive 10 sick days (80 hours) per calendar year and may carry unused sick days from one calendar year to the next up to a maximum of 10 banked paid sick days. Banked sick days are intended for the employee's use in the event of a disability or extended illness. During the initial year of employment full time employees may take a pro-rated amount of sick leave for each full or partial month worked up to a maximum of ten (10) days.

Sick days are intended to be used for the employee's illness, injury, or medical care or that of covered family members including: child, legal guardian/ward, spouse, domestic partner, sibling, grandparent, grandchild, or any other person related by blood or whose close association with the employee is the equivalent of a family relationship, including step and foster relationships. Sick day absences include absences of the employee for family emergencies related to domestic violence or a sex offense. This includes absence due to the closure of a business, school, or day center by a public official as the result of a health emergency.

During an employee's first year sick days will be prorated at 3.07 hours per pay period. For instance, if an employee begins full-time work June 1, they would receive 5 sick days to use during the remainder of the year.

Part-time employees, temporary employees and interns will be eligible for sick pay earned at the rate of .025 hour per hour worked, and capped at 60 hours per year. Sick time is eligible for use after 90 days of employment. Part-time employees, temporary employees and interns may carry over up to 40 unused sick hours in a 12-month period. An additional 20 hours of unused sick hours may be carried over to the next year to be used exclusively for leave that is also covered by the FMLA.

If the need for leave is reasonably foreseeable, employees must provide at least seven calendar days' notice before taking sick time under this policy. If the need for leave is not reasonably foreseeable, the employee must provide notice as soon as is practicable.

If you are absent more than five consecutive days because of sickness or injury, you must submit a release signed by your physician to return to work.

Sick days do not have cash value. Therefore, upon termination of employment, there is no compensation for unused sick time.

9. Voting Time and School Conferences

Chicago Public Media encourages you to exercise your right to vote in federal, state, and local elections. Whenever possible, you should arrange to vote during non-working hours. If this is not possible, employees will be permitted time off to vote, subject to the following conditions:

Employees will be granted sufficient paid time off to vote only if their polling station is not open at least 2 hours before or 2 hours after their normally scheduled work shift. If an employee would like to request time off from work to vote, he/she should speak with his/her supervisor at least one week in advance of the voting date. If an employee fails to request time off in advance of the voting date, Chicago Public Media may grant paid time off to vote at its discretion.

Employees who have been employed for at least 6 months and who have exhausted all available vacation and personal days may also take up to a total of eight unpaid hours (no more than four unpaid hours of which may be taken on any given day), if, during any school year, they must attend school conferences or classroom activities related to their child and the conference or classroom activities cannot be scheduled during non-work hours. To take this leave, an employee must give Chicago Public Media written notice of the need for leave at least seven days in advance of the time that they desire to take the leave, unless it is an emergency situation. Upon completion of the school visitation, you must obtain documentation of the visit from the school administrator and provide a copy to Chicago Public Media. If you do not provide CPM with documentation of the school visit within two working days of the visit, you may be subject to disciplinary action.

M. Family Leave

All staff with one year's service are eligible for an annual allotment of six weeks of 100% paid leave to care for themselves or their newborn baby, child, spouse or parent in need of care and in accordance with FMLA guidelines.

1. Eligibility for Family Leave

We follow the federal Family and Medical Leave Act (FMLA) and applicable state and local laws, except where our policy is more generous. You can refer to our Family and Medical Leave policy for additional information.

If you are a full-time employee who has been continuously employed by Chicago Public Media for at least one year, you are eligible to request up to six (6) weeks of paid family leave to care for yourself or your newborn or adopted baby, child, spouse or parent in need of care.

Family leave runs concurrently with FMLA leave, as well as any maternity, medical, or family leave of absence available under state or local law. Eligible employees must take paid family leave concurrently with their approved FMLA leave.

In the case of a leave requested for a new child, if both parents of the new child are employed by Chicago Public Media and eligible for FMLA leave, they are limited to a combined total of 12 weeks of FMLA leave to care for their new child during the 12-month period after birth or placement of the child; in addition, they are limited to a combined total of (6) weeks of paid family leave.

2. Requesting Family Leave

When you submit a request to take FMLA leave for the care of yourself, your newborn baby, child, spouse or parent, you must inform Human Resources and your manager that you also request (6) weeks of Family Leave during your approved FMLA leave.

3. Pay during Family Leave

If eligible for paid family leave, you will receive pay at 100% of your regular wages or salary for up to six (6) weeks of approved FMLA leave.

If an approved FMLA leave will last longer than six (6) weeks, you can apply for short-term disability insurance benefits to provide for some income replacement during the period when you are unable to work because of your disability.

If your approved FMLA leave period lasts longer than your six (6) weeks of paid family leave, plus the period that you were receiving short-term disability benefits (if any), you must use your accrued and unused sick days, personal days, vacation days and sick bank (up to 10 days), in that order, to cover the remaining period of your FMLA leave and before any unpaid portion of FMLA leave.

4. Insurance Benefits during Family Leave

Group health, life, and disability insurance benefits will continue to be available to you during your approved leave on the same basis as if you were actively working, subject to the requirements of applicable plan documents, including the requirement that you pay your portion of premiums during your leave.

5. Short-Term Disability Insurance Benefits during Family Leave

You may be eligible for short-term disability insurance benefits during an approved leave. You should consult the short-term disability insurance policy for more information. You may not combine periods of paid family leave and short-term disability insurance benefits to receive more than 100% of your regular wages or salary for any period of time. You may, however, use your paid family leave during the waiting period before you become eligible for short-term disability insurance benefits.

6. Intermittent Family Leave

If you are eligible for FMLA in connection with the birth or placement of a new child, Chicago Public Media may, in its sole discretion, permit you to take your paid family leave intermittently (that is, in blocks of time or by reducing your normal work schedule), in accordance with the conditions provided by law and operational needs. In appropriate circumstances, we may ask you to transfer to an alternative position with equivalent pay and benefits that better accommodates your recurring periods of intermittent leave.

7. Family Leave without 12 months eligibility

In the case of birth mothers who do not meet the one-year employment eligibility requirement for Family Leave, and who are in good standing, a prorated Family Leave will be considered. CPM will offer paid Family Leave for the care of a newborn during the first year of employment, up to 3 weeks, and pro-rated by the following formula:

<u>Length of Service</u>	<u>Family Leave</u>
Less than one month service	0 weeks
2-4 months	1 weeks
5-8 months	2 weeks
9-12 months	3 weeks

N. Family and Medical Leave Act (“FMLA”) Leave of Absence

CPM is committed to compliance with the Family and Medical Leave Act of 1993 (the “FMLA”). The FMLA allows eligible employees to take up to 12 weeks of job-protected, unpaid leave per year for certain specified reasons, and up to a total of 26 workweeks of leave to care for a family member who is a “covered service member” recovering from injury or illness incurred during active duty military service.

A description of your rights and responsibilities under the FMLA is included in Appendix B at the end of this Manual.

1. Eligibility for FMLA Leave

You are eligible for unpaid leave under the Family and Medical Leave Act (the “FMLA”) if you have worked for Chicago Public Media for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding your leave request.

2. Required Circumstances for FMLA Leave

If eligible, you may take up to 12 weeks of unpaid FMLA leave for any of the following reasons:

- birth and care of a newborn child.
- placement of a child with you for adoption or foster care.
- care for your spouse, son, daughter, or parent with a serious health condition.
- your own serious health condition that causes you to be unable to perform the essential functions of your job.
- because of any “qualifying exigency” (as such term is defined by the regulations accompanying the FMLA) arising out of the fact that your spouse, son, daughter, or parent is on active duty, or called to active duty status, in the military.

If eligible, you may take up to 26 weeks of unpaid FMLA leave during a single 12-month period to care for a spouse, son, daughter, parent, or “next of kin” (i.e., nearest blood relative) who is a covered service member. These 26 weeks of leave are only available during a single 12-month period (i.e., once you take this leave, you may not take it again). Also, if you take FMLA leave for any of the reasons described above in the preceding paragraph during the same 12-month period as the leave described in this paragraph, then it will be deducted from your 26 weeks.

If both you and your spouse work for Chicago Public Media, you will receive a combined total of 12 weeks of FMLA leave to care for a son, daughter, or parent who has a serious health condition (or a combined total of 26 weeks to care for a covered service member). Our policy complies with all FMLA requirements and regulations, except where our policy is more generous.

3. Pay and Benefits during FMLA Leave

We require our employees to use Family Leave and accrued and unused sick bank, sick, personal and vacation time during and concurrent with an approved FMLA leave of absence, unless the law imposes different requirements. FMLA leave is otherwise unpaid leave, unless the employee is eligible for disability insurance benefits under Chicago Public Media’s Short-Term Disability Policy.

Your participation in Chicago Public Media’s group health plan will continue during your FMLA leave, and Chicago Public Media will continue to make our usual contributions to premium costs, as long as you continue to pay your share of the monthly premiums costs. For any paid portion of FMLA leave, Chicago Public Media will deduct insurance and benefit premiums from your pay in the usual manner. For any unpaid portion of FMLA leave, you are responsible for paying Chicago Public Media your share. If you fail to pay your portion of the premiums within 30 days of the due date, your coverage will be cancelled. During your FMLA leave, you may continue to participate, at your cost, in other Chicago Public Media benefit plans, to the extent permitted under the terms of the applicable plan or plans. You will not accrue vacation or sick time during an unpaid leave of absence.

4. Requests for Leave

All requests for foreseeable leave must be made in writing to Human Resources at least 30 days in advance of the requested leave. If your leave is not foreseeable, you must notify Human Resources and your supervisor as soon as possible.

5. Intermittent Leave

When medically necessary, you may take FMLA leave intermittently (that is, in blocks or by reducing your normal work schedule), in accordance with the conditions provided by law. Chicago Public Media, in its sole discretion, may also permit you to take intermittent leave for the birth of a child or placement of a child for adoption or foster care. In appropriate circumstances, we may ask you to transfer to an alternative position with equivalent pay and benefits that better accommodates your recurring periods of intermittent leave.

6. Medical Certification

If you request FMLA leave because of your own or a family member's serious health condition, you will need to provide certification from an attending physician. You may be required to provide recertification every 30 days during FMLA leave, and may be asked to provide additional recertification in circumstances permitted by law. We may, in some instances, ask for second or third opinions. You will also be required to present a fitness for duty medical certification before you can return to work.

7. Returning from Leave

When you return on time from an approved FMLA leave (with the required fitness for duty form), you will be returned to the same position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, unless you would not otherwise have been employed, or would have been employed under different circumstances, at the time of restoration. If such a change occurs (for example, Chicago Public Media undergoes a restructuring or a reduction in force), your right to be reinstated is whatever it would have been had you not been on leave when the change occurred. You will not lose any rights or benefits that you had earned or accrued before the beginning of your leave, except to the extent that you use these benefits during your leave.

If you are a "key employee," there are certain circumstances where we may not be able to return you to your position or an equivalent one at the end of your leave. These circumstances include, situations where restoring your employment would cause substantial or grievous injury to Chicago Public Media. Under the FMLA, a "key employee" is a salaried, FMLA-eligible employee who is among the highest paid 10% of all Chicago Public Media employees within 75 miles of your worksite.

8. Termination of Employment

If you fail to return to work at the end of an approved FMLA leave, and you have not made other arrangements with Chicago Public Media, we will process your termination as job abandonment. If you decide while you are out on FMLA leave that you will not return to work at Chicago Public Media, we ask that you inform us of this decision as soon as possible. When we receive this notice, we may decide to terminate your leave and your employment.

If you do not return to work upon completion of your FMLA leave, you may be required to repay Chicago Public Media for any premiums paid by Chicago Public Media to maintain your group health insurance coverage during your leave, unless the failure to return to work was due to the recurrence or onset of a serious health condition or injury or illness of a covered service member, which would otherwise entitle you to FMLA leave, or due to other circumstances beyond your control.

9. Limitations on Duration of Leaves

You are entitled to a maximum of 12 weeks of FMLA leave during any 12-month period (or 26 weeks to care for a covered service member during a single 12-month period), meaning a “rolling” 12-month period, measured back from the date when you use any FMLA leave. We may, in our sole discretion, decide to extend or waive any limitation on the duration of any leave under this policy, including the limitation applicable to any 12-month period.

10. Victims’ Economic Security and Safety Act (“VESSA”)

Employees who are the victims of domestic or sexual violence, or who have a family member or household member who is a victim of domestic or sexual violence, may be entitled to up to 12 weeks of unpaid leave in a 12-month period. VESSA does not create unpaid leave that exceeds or is in addition to the unpaid leave time allowed under the FMLA. Employees must provide Chicago Public Media at least 48 hours’ notice, if practicable, and with appropriate certification (such as a sworn statement). Eligible employees may take leave under VESSA for any of the following reasons:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee’s family or household member;
- Obtain victim services for the employee’s or employee’s family or household member;
- Obtain psychological or other counseling for the employee or the employee’s family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

O. Personal Leave of Absence (Non-Medical Leave)

Chicago Public Media will consider a full-time employee’s written request for a personal leave of absence for fellowships, research or extended professional education that relates to the employee’s journalistic development. The employee must submit the request to a supervisor with as much notice as possible, and Chicago Public Media may grant or deny the request in its discretion. During any approved personal leave, the employee must first exhaust his or her available and accrued paid time off before any unpaid leave. During the period of any unpaid personal leave, the employee will not accrue benefits and will be responsible for paying the full cost of the premiums for continued insurance. If an employee does not return to work from a personal leave by the end of the leave period granted, the employee will be deemed to have resigned, and Chicago Public Media will have no obligation to rehire the employee.

P. Military Leave

1. Uniformed Services Employment and Reemployment Rights Act (“USERRA”)

Chicago Public Media supports employees who serve in the uniform services. This policy applies to active duty and active and inactive duty for training (including scheduled drills and annual training) in the Armed Forces, the Reserves, and the National Guard. For separate information on FMLA leave to care for a service member or “qualifying exigency leave” because your family member has been called to active duty, please review Chicago Public Media’s FMLA policy or speak with Human Resources.

Employees should submit copies of their military orders to Human Resources as soon as possible after receiving their orders. Chicago Public Media will grant requests for military leave, regardless of whether employees were called to duty or volunteered.

Military leave is unpaid. Employees may choose, however, to take their accrued and unused vacation time while they are on military leave.

If employees are on military leave for 30 days or less, they will remain eligible to participate in their employee benefits plans, including group health insurance, in accordance with plan terms. Chicago Public Media will continue to make its usual contributions to premium costs for group health insurance benefits during this period, provided that employees pay their portions of the monthly premium costs and otherwise maintain their benefits eligibility.

If employees are on military leave for 31 days or more, they should refer to plan documents or speak with Human Resources to determine their ability to continue group health insurance benefits. If their coverage terminates because of their absence for uniformed service, employees may elect to continue their coverage through the federal law known as the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) (currently for up to 24 months by law). All of the employee’s other benefits will be governed by the terms of applicable benefit plan documents.

Chicago Public Media also complies with USERRA with respect to employees’ reemployment rights. Under USERRA, the period employees have to report back to work after military leave depends on the time they spend on military duty. If an employee’s military service is 30 days or less, he/she will need to return to work at the beginning of his/her next regularly scheduled shift on the first full day after his/her release from service, after taking into account his/her safe travel home plus an eight-hour rest period. If an employee’s military service is between 31 days and 180 days, he/she will need to submit an application for reemployment within 14 days of his/her release from service. If an employee’s military service is more than 180 days, he/she must submit an application for reemployment within 90 days of his/her release from service.

Reemployment may be denied in certain circumstances, including the following:

- Chicago Public Media’s circumstances have so changed as to make reemployment impossible or unreasonable

- Reemployment would pose an undue hardship upon Chicago Public Media.
- Your employment prior to the military service was for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

When applying for reemployment, you may be asked to provide military discharge documentation establishing the timeliness of your application for reemployment, the duration of your military service, and your honorable discharge from the military service.

If state or local law provide for greater reemployment benefits than those described above, Chicago Public Media will comply with those laws to the extent applicable.

2. Illinois Family Military Leave Act

Employees who have been employed by Chicago Public Media for at least one year and have worked at least 1,250 hours during the 12 months preceding the request for leave may be eligible for leave under the Illinois Family Military Leave Act. Employees may take up to 30 days of unpaid leave if they are the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days. Employees requesting more than five days of military leave must submit their request to Chicago Public Media at least 14 days in advance. To take leave under this Act, employees must first exhaust all of their vacation, personal, and other accrued leave, except that there are no requirements to exhaust sick or disability leave.

Q. Bereavement

Employees may receive up to three days of paid time off to attend a funeral or make funeral arrangements for an Immediate Family Member. Funeral leave pay applies only to scheduled hours that are necessarily missed as a result of the death of an Immediate Family Member. “Immediate Family Member” includes the employee’s parent, stepparent, spouse or domestic partner, child, stepchild, sibling, or stepsibling. Additional unpaid time off may be granted with the approval of the employee’s immediate supervisor.

R. Unpaid Leave for Death of a Child

Employees who are “eligible employees” under the Family and Medical Leave Act (see p. 38) may take up to two weeks (10 working days) of unpaid bereavement leave due to the death of a child. To the employee has paid bereavement leave available, such leave will run concurrently with this leave. A “child” for purposes of this policy means the employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*. Leave under this policy may be used to:

- Attend the funeral or alternative to a funeral of the employee’s child;
- Make arrangements necessitated by the death of the child; or
- Grieve the death of the child.

If more than one of an employee’s children dies during a 12-month period, the employee is entitled to up to 6 weeks of bereavement leave under this policy during the 12-month period.

Leave under this policy must be used within 60 days after the date on which the employee receives notice of the death of the child. An employee who wishes to use leave under this policy must provide Chicago Public Media at least 48 hours' advance notice, unless providing such notice is not reasonable or practicable under the circumstances. Chicago Public Media may require reasonable documentation to support a request for leave under this policy.

Employees who have available paid leave may elect to substitute their paid leave for any period of unpaid leave under this policy to the extent permitted by the applicable paid leave policy.

Nothing in this policy creates a right for an employee to take unpaid leave exceeding the unpaid leave time allowed under or in addition to the unpaid leave time permitted by the Family and Medical Leave Act.

S. Jury Duty

Employees will be paid for time off due to mandatory jury duty or court appearances required as a result of a valid subpoena or court order for up to a total of ten days per fiscal year. Following the exhaustion of paid leave, any additional leave needed for jury duty will be unpaid. Employees must provide a copy of the court order or subpoena to their supervisor.

Employees must report for work when it does not conflict with any such court obligations. In addition, their supervisor must be periodically updated as to the approximate time off the jury duty or court appearance will require.

No employees will be discharged or otherwise discriminated against for serving as a juror. However, in order to avoid being charged with unexcused absences, employees should provide their supervisor with the following:

- The Jury Duty Notification upon receiving it in the mail;
- A daily telephone call advising whether or not they have been released from juror service; and
- Upon release from jury duty, employees should turn in to their supervisor the dismissal from the juror service form.

T. The End of Our Working Relationship

1. Group Health Insurance

Consistent with the Consolidated Omnibus Budget Reconciliation Act, employees may be able to continue certain group health benefits after leaving Chicago Public Media by paying the full premium cost and administration fees. Details of COBRA rights, including cost information and enrollment forms, will be provided at the time of separation.

2. Resignation

Upon receiving notice of an employee's resignation, the supervisor must notify Human Resources and forward the employee's letter of resignation. Human Resources will then contact the employee to confirm last day of employment, schedule an exit interview, and prepare the employee change form. Human Resources will handle issuance of the employee's final paycheck. An expense reimbursement form claiming any outstanding reimbursement due to the employee should be completed and submitted to Finance at least five days before the employee's termination date...

3. Return of Confidential Information

As noted above, all employees are expected to strictly comply with CPM's confidentiality policy located on page 15 both during and after their employment with CPM. Employees must also return any and all confidential information in their possession or control immediately upon termination of their employment with CPM.

4. Exit Interview

Employees terminating voluntarily or who are discharged will be requested to participate in an exit interview conducted by Human Resources. The employee will be asked to sign and return an exit checklist covering property and systems. Supervisors complete an employee off-boarding form for the I.T. department.

5. Severance Pay

When an employee is involuntarily discharged, Chicago Public Media, at its sole discretion, may provide the employee with severance pay. The CEO or the CFO must approve all severance pay in advance. No employee has any right to severance. In order to be eligible for severance pay, an employee may be required to enter into a written severance agreement and release in a form acceptable to Chicago Public Media.

6. Reference Checks, Employment Verification, and Recommendations

To protect both Chicago Public Media and the employee, whether the employee was voluntarily or involuntarily terminated, requests for reference checks, employment verification, and recommendations must be directed to Human Resources for the appropriate response. You may not send letters out under any circumstances without the approval of the CEO or the VP, Human Resources.

Employee Acknowledgement

I, _____(Print your name),

Acknowledge that I have received and read Chicago Public Media’s Employee Handbook on the date indicated below; that and that I have read and fully understand its contents.

I further understand that the Employee Handbook does not create a contract of employment or agreement of any type between me and Chicago Public Media and does not provide me with any contractual rights. I acknowledge and understand that unless otherwise specified in a written contract, my employment with Chicago Public Media is “at will,” meaning that either I or Chicago Public Media may terminate my employment at any time and for any or no reason, with or without notice.

I further understand that the policies set forth in the Employee Handbook are provided for general guidance only, and may be modified, disregarded or discontinued at any time by Chicago Public Media with or without notice or reason.

Signature _____

Date _____

Witness _____

APPENDIX A: Rights For Pregnant Employees



Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr

For immediate help or if you have questions regarding your rights, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463

The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

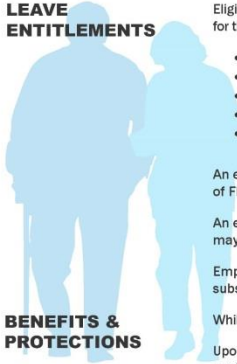
By Authority of the State of Illinois 122014-ENG-PREG

APPENDIX B: Employee Rights Under The Family And Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

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

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

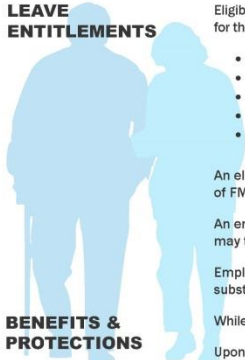


WH1420 REV 04/16

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

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

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

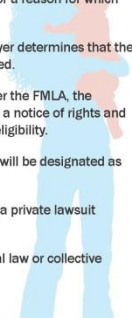
Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16